



Baldwin Public Library
Library Board of Directors

Library Board Meeting

August 19, 2019

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



Doug Koschik, Library Director

Baldwin Public Library

Mission

The Baldwin Public Library enriches Birmingham and participating communities by providing opportunities and resources for individuals of all ages and backgrounds to learn, connect and discover.

Vision

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

Core Values

We are committed to:

- ◆ Intellectual Freedom
- ◆ Equitable and Inclusive Access
- ◆ Education and Learning
- ◆ Welcoming Environment
- ◆ Integrity
- ◆ Partnerships
- ◆ Excellence



Adopted October 2010

Baldwin Public Library Board

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

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AGENDA

Baldwin Public Library Board Meeting
Monday, August 19, 2019 at 7:30 p.m.
Rotary Tribute & Donor Rooms

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.
This is an open meeting. All members of the public are invited to attend.

Call to order, pledge of allegiance, reading of the Library's mission statement, and establishment of a quorum.

I. Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- A. Approval of July 15, 2019 Board Meeting minutes. p. 7
- B. Approval of August 12, 2018 Special Board Meeting minutes. p. 10
- C. Approval of August 2019 vendor payments in the amount of \$98,915.11, including payments in excess of \$6,000. p. 12
- D. Approval of total expenses in the amount of \$174,702.46. p. 19

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p.168
- D. Upcoming events of interest (Rebekah Craft) p.247

III. Board Committee Reports

- A. Finance Committee (Jim Suhay) p. 16
- B. Building Committee (Melissa Mark) p. 21
- C. Personnel Committee (Ashley Aidenbaum) p. 50

Suggested motion: To approve the updated version of the Baldwin Public Library Employee Handbook, as found on page 103-148 of the August Board Packet.

- IV. Library Report p.165
- V. Liaisons

- A. Report from Friends of the Baldwin Public Library
 - 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
 - A. 2020 calendar p.184

Suggested motion: Motion to approve the 2020 Library calendar as found on page 185 of the August 2019 Board packet
 - B. Contract with Bloomfield Hills p.186

Suggested motion: Motion to approve the second amendment to the Agreement for Library Services with the City of Bloomfield Hills in the form as presented tonight [August 19, 2019] subject to the Library Board at a later date approving the exact amount of the first year payment and the specific mills to go on the August 2020 Bloomfield Hills ballot to raise that amount of money.
- VIII. Items Removed from Consent Agenda
- IX. Information Only
 - A. Bloomfield Hills Report about Library Services p.200
 - B. Bloomfield Hills – Baldwin presentation to City Commission p.203
 - C. Learn.Connect.Discover Fall 2019 Issue p.211
 - D. Read in the Park 2019 Flier p.219
 - E. *Downtown Publications* article “Baldwin hosts Storytellers, family story hours” p.220
 - F. *Downtown Publications* article “Lights, camera, action in Birmingham” p.221
 - G. *Eagle* article “All-ages family storytime” p.222
 - H. *Downtown Publications* article “Bloomfield Hills approves library contract” p.223
 - I. *Downtown Publications* article “Parking bond proposal goes down in landslide” p.224
 - J. *Eccentric* article “No parking: Birmingham voters overwhelmingly reject parking structure proposal” p.226
 - K. *Bridge* article “Opinion | Michigan school libraries are still in limbo. Why” p.230
 - L. *Library Journal* Information Services Community Connections p.232
 - M. Upcoming events of interest p.247
- 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, September 16, 2019 at 5:30 p.m.

Suggested motion: To adjourn the August 19 Board Meeting.

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

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

Motion by Commissioner McClure, supported by Commissioner Coakley, the City Commission approve the second amendment to the Agreement for Library Services with Baldwin Library in the form as presented tonight [August 13, 2019] subject to the City Commission at a later date approving the exact amount of the first year payment and the specific mills to go on the August 2020 ballot to raise that amount of money.



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
July 15, 2019

1. Call to Order and Roll Call

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

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

Library Board present: Bob Tera, Frank Pisano, Melissa Mark, Jim Suhay, Dave Underdown, and Student Representative Klea Ahmet

Absent and excused: Ashley Aidenbaum.

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

Friends of the Library Liaison: None.

Contract community representatives present: None.

Member of the public present: One person

2. Consent Agenda:

Motion to approve the consent agenda.

1st Pisano

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Aidenbaum.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera thanked all donors who have contributed to the Youth Services renovation. Next Tera commended Poprafsky, the Library's bookkeeper who will be retiring at the end of October:

"Bookkeeper Darlene Poprafsky has worked for the Baldwin Library since January 1996, when she came to us from a position at Perry Drugs. During this time, she has proven herself over and over again to be a scrupulously honest, detail-oriented master of the Library's finances. She has guided us through annual audits of both our City of Birmingham and our Trust finances, and has transitioned us to several new accounting systems during her tenure. We will always remember her smiling face at the Library's fundraisers, where she kept careful track of all donations. Over the years, Darlene has become the institutional memory of the Library's finances, at which nobody can entirely replace her.



Darlene has decided that it is time to enjoy the fruits of retirement and will be leaving us in October. In the meantime, she will be training her successor, Paul Gillin, and guiding him through the autumn audit season. We wish Darlene the very best in her post-Baldwin life!"

Underdown, as well, expressed his appreciation for Poprafsky's long tenure at BPL.

Ahmet updated the Board on a service project she undertook with Paws for Life, an organization for homeless pets. She spearheaded a program that took place on June 29. Over 40 teens attended and made snuffle mats for shelter dogs and cats. Two cats were adopted at the event.

Next, Pisano acknowledged the following staff anniversary: Craft (4 years).

Craft highlighted a few upcoming events of interest, details of which can be found on pages 107-108 of the July Board packet.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on Monday, July 8, 2019. Complete minutes of the meeting are on pages 12-15 of the July Board packet. The next meeting of the Finance Committee will take place on Monday, August 12, 2019, at 4:30 p.m.

Building Committee: Suhay reported that the Committee had several working sessions over the past month. Complete reports can be found on pages 16-68 of the July Board packet. Koschik provided a brief guide to the information contained in the July 24 City Commission agenda, which can be found on pages 16-64, while Suhay focused on the minutes on pages 65 through 68 of the July Board packet. Most of his discussion centered on bird-friendly glass for possible use in the Youth Room renovation project. The Committee is waiting for additional information regarding the specifications and cost of the glass before a final decision will be made.

4. Library Report:

Koschik highlighted a few items from the key metrics dashboard on page 70 of the July Board packet. In FY 2018-19, the Library fell somewhat short of its goals in the following areas: use of self-checkout machines, use of subscription databases, website hits, and gate count. But it exceeded goals—sometimes by a large margin—in the following categories: circulation of materials, percentage of Library use by Baldwin residents, use of downloadable content, number of wireless sessions, program attendance, volunteer hours, and social media contacts. There was some discussion about ways to fine tune a few of the metrics to better reflect the way the Library operates today (e.g., offsite outreach programs). Koschik and Craft mentioned a few additional items of interest within the report. The complete Library Report can be found on pages 69-85 of the July Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report ,but Tera expressed his appreciation for the continued support of the Friends.



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 87-108 of the July Board packet.
9. Adjournment:

Motion: To adjourn the meeting.

1st Suhay

2nd Mark

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

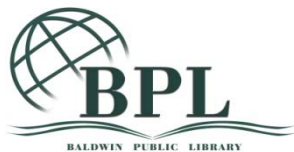
Nays: None.

Absent and excused: Aidenbaum.

The motion was approved unanimously. The meeting was adjourned at 8:56 p.m. The next regular meeting will be on Monday, August 19, 2019, at 7:30 p.m.

Melissa Mark, Secretary

Date



BALDWIN PUBLIC LIBRARY
MINUTES, SPECIAL MEETING
AUGUST 12, 2019

1. Call to Order and Roll Call

The meeting was called to order in the Jeanne Lloyd Room by Ashley Aidenbaum at 5:38 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, David Underdown

Absent and excused: Bob Tera

Library Staff present: Doug Koschik, Library Director

Members of the public present: None

The Library Board discussed the date and time of its September meeting. Currently, the meeting is scheduled for 7:30 p.m. on Monday, September 16, which is also when the City Commission is scheduled to meet. Koschik and some Board members need to attend that City Commission meeting, so the Library Board meeting will need to be rescheduled. The Board will make a final decision about the change at its August 19 meeting.

2. New and Miscellaneous Business

Motion: Closed Session request to consider a personnel evaluation as requested by the Library Director pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).

1st Underdown

2nd Mark

A roll call vote was taken.

Yeas: Aidenbaum, Mark, Pisano, Suhay, Underdown

Nays: None

Absent and excused: Tera

The motion was approved unanimously.

The Library Board went into closed session at 5:45 p.m. The Library Board reconvened in open session at 7:09 p.m.

3. General Public Comment Period

There was no public comment.

4. Adjournment

Motion to adjourn the meeting.

1st Underdown

2nd Suhay

Yeas: Aidenbaum, Mark, Pisano, Suhay, Underdown

Nays: None

Absent and excused: Tera

The motion was approved unanimously. The meeting was adjourned at 7:10 p.m.

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
	000403	AMERICAN LIBRARY ASSOCIATION	80.00
	000843	BAKER & TAYLOR BOOKS	16,297.87
	000408	BALDWIN PUBLIC LIBRARY	82.68
	004867	BALDWIN PUBLIC LIBRARY TRUST	137.26
	000517	BEIER HOWLETT P.C.	937.13
	000421	BLACKSTONE PUBLISHING	1,267.18
	000902	CENGAGE LEARNING INC	24.79
	004269	CENTER POINT LARGE PRINT	81.11
	002067	CENTRAL PARKING SYSTEM	2,042.00
	004680	DALTON COMM. CLEANING CORP	495.00
	003613	EBSCO INFORMATION SERVICES	15.40
	004493	ELITE IMAGING SYSTEMS	468.56
	008139	ENVISIONWARE INC.	1,875.00
	005651	FINDAWAY WORLD, LLC	980.83
	000249	GUARDIAN ALARM	197.41
	008827	KANOPY, INC	572.00
	000795	LIBRARY DESIGN ASSOCIATES, INC.	295.00
	003527	LOWER HURON SUPPLY CO INC	60.72
	007927	MICHELLE HOLLO	953.75
	002013	MIDWEST TAPE	12,501.65
	000481	OFFICE DEPOT INC	1,327.68
	006785	OVERDRIVE, INC.	14,632.97
	007678	PENGUIN RANDOM HOUSE LLC	194.96
	000733	RECORDED BOOKS, LLC	157.94
	006347	SOUTHERN COMPUTER WAREHOUSE	576.54
	009024	THE D.M. BURR GROUP	3,221.32
1221	005550	LEE & ASSOCIATES CO., INC.	130.00
1222	003527	LOWER HURON SUPPLY CO INC	954.53
1230	004692	TRANSPARENT WINDOW CLEANING	2,000.00
267322	000585	FARMINGTON COMM. LIBRARY	4,500.00
267350	000639	MICHIGAN LIBRARY ASSN	2,006.94
267607	007745	ALL COVERED	1,738.00
267622	003904	CAPITAL ONE BANK	10,116.60
267628	007615	CINTAS CORPORATION-K11	205.64
267663	006666	GRID 4 COMMUNICATIONS INC.	274.82
267683	006349	MIDWEST COLLABORATIVE	125.00
267686	001194	NELSON BROTHERS SEWER	105.00
267694	003218	PROQUEST-CSA LLC	2,496.54
267699	007907	SP+ CORPORATION	1,400.00
267710	009026	WELLS FARGO VENDOR FIN SERV	677.87
267735	006759	AT&T	714.32
267761	000627	CONSUMERS ENERGY	1,094.00
267767	000575	DEMCO, INC	1,209.22
267768	000179	DTE ENERGY	8,697.02
267784	009030	SYNTHA GREEN	432.48
267832	007098	SHAW SYSTEMS & INTEGRATION	186.00
267838	006347	SOUTHERN COMPUTER WAREHOUSE	301.90

Register of Claims

Page: 2/2

Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
268028	000158	VERIZON WIRELESS	28.98
Total:			98,915.11

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

August Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, August 12, 2019, at 4:30 p.m. in the Jeanne Lloyd Room. Present were Frank Pisano, Jim Suhay, Doug Koschik, and Rebekah Craft.

- Koschik shared a revised year-end report for the FY 2018-19 budget. Some more adjustments might take place before the FY 2018-19 books are closed, which will occur within the next several weeks. Factoring in these recent adjustments, the end-of-year fund balance for FY 2018-19 has increased by \$115,557.67 since the first, preliminary report was issued a month ago. It now stands at \$1,925,598.40. When the fiscal year has officially been closed out, the final year-end financial report will be included in a Board packet.
- Koschik went over the preliminary financial statement for July, the first month of FY 2019-20. Revenues for the month were high since all Birmingham tax receipts for the year were booked in July, as is the practice. Expenditures for July are not yet complete and will be updated after the City bills the Library for the total amount of July allocations.
- Craft discussed July Trust expenditures with the Friends of the Baldwin Public Library's funds.
- The next meeting of the Finance Committee will take place on Monday, September 9, 2019, at 4:30 p.m.

FINANCIAL REPORT REVISIONS: JUNE 2019

8/13/19 Revisions

Revenue:

June Tax Loss/County Adjustments	(\$44.77)
Investment Income:	
June Bank Service Charge	(\$228.48)
June Investment Activity	\$2,335.56
2018-19 Market Gain on Investments	\$32,997.88
State Aid	\$14,303.88
Penal Fines	\$75,505.06
Receivable of June Revenue post in July	\$1,362.69
	<hr/>
	\$126,231.82

Expense:

Payroll for 6/30	\$1,605.07
Reclass Short Term Disability to Risk Management	(\$1,084.56)
Credit Card Processing Fee-May	\$183.89
Beier Howlet-Legal Fees June	\$38.25
Central Parking Validated Parking Tickets-June	\$2,040.00
Demco-Shelving Signs for Grand Hall	\$1,494.87
Elite Imaging-Equipment Maintenance	\$1,254.34
Cataloging & ILL Services	\$385.93
Presidio-WIFI Upgrade	\$4,447.66
Shred-it USA	\$287.50
Petty Cash Reimb.-Transportation	\$61.40
Miscellaneous-June Expense post in July	(\$40.20)
	<hr/>
	\$10,674.15

Fund Balance Increase	\$115,557.67
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2018-19
JUNE 2019
REVISED 8/13/19

12th Month
100% of the year

	Approved 2018-19 Budget	Current Month Budget June 2019	Current Month Actual June 2019	Variance For Month	Y-T-D Budget 2018-19	Y-T-D Actual 2018-19	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2017-18	% Received/ Spent Prior Y-T-D
REVENUES										
TAXES	\$3,249,870	\$0	\$0	\$0	\$3,249,870	\$3,262,679	\$12,809	100.4%	\$3,111,802	99.8%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$45)	\$1,205	(\$15,000)	(\$3,478)	\$11,522	23.2%	(\$3,147)	21.0%
COUNTY AND STATE REVENUE	\$102,600	\$0	\$89,809	\$89,809	\$17,050	\$111,056	\$94,006	108.2%	\$105,476	102.7%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	100.0%	\$32,724	100.0%
COMMUNITY CONTRACTS	\$898,780	\$223,472	\$226,382	\$2,910	\$898,780	\$902,708	\$3,928	100.4%	\$879,115	100.4%
PATRON USE REVENUE	\$82,600	\$6,887	\$7,593	\$706	\$82,600	\$90,570	\$7,970	109.6%	\$92,103	96.6%
INVESTMENT INCOME	\$36,920	\$3,084	\$39,078	\$35,994	\$36,920	\$81,925	\$45,005	221.9%	\$9,559	86.9%
TOTAL REVENUE	\$4,355,770	\$232,193	\$362,817	\$130,624	\$4,270,220	\$4,490,460	\$220,240	103.1%	\$4,227,631	100.9%
EXPENSES										
PERSONNEL SERVICES	\$2,273,420	\$311,420	\$267,278	(\$44,142)	\$2,273,420	\$2,211,687	(\$61,733)	97.3%	\$2,079,430	99.1%
SUPPLIES	\$88,500	\$19,754	\$8,309	(\$11,445)	\$88,500	\$90,419	\$1,919	102.2%	\$74,516	99.4%
CONTRACTED SERVICES	\$429,500	\$107,250	\$29,512	(\$77,738)	\$429,500	\$416,337	(\$13,163)	96.9%	\$363,969	123.0%
TECHNOLOGY & MAINTENANCE	\$173,000	\$26,000	\$4,549	(\$21,451)	\$173,000	\$180,098	\$7,098	104.1%	\$94,652	69.6%
UTILITIES	\$100,500	\$8,500	\$8,206	(\$294)	\$100,500	\$83,624	(\$16,876)	83.2%	\$86,216	87.1%
OTHER CHARGES	\$66,170	\$5,170	\$6,218	\$1,048	\$66,170	\$67,090	\$920	101.4%	\$61,701	104.5%
BUILDING IMPROVEMENTS & FURNISHINGS	\$236,000	\$124,000	\$30,425	(\$93,575)	\$236,000	\$236,606	\$606	100.3%	\$73,670	46.0%
COLLECTIONS	\$587,700	\$49,425	\$45,780	(\$3,645)	\$587,700	\$568,553	(\$19,147)	96.7%	\$564,910	100.8%
TOTAL EXPENSES	\$3,954,790	\$651,519	\$400,277	(\$251,242)	\$3,954,790	\$3,854,415	(\$100,375)	97.5%	\$3,399,065	97.6%
VARIANCE	\$400,980	(\$419,326)	(\$37,460)	\$381,866	\$315,430	\$636,045	\$320,615			
FUND BALANCE-BEGINNING OF YEAR						\$1,289,553				
FUND BALANCE-CURRENT						\$1,925,598				

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.

FINANCIAL REPORT: JULY 2019

This report references the Revenue and Expense Report 2019-20, found on the following page. At 8.33% of the way through fiscal year 2019-2020, the Library has spent 2.8% of its budget and received 74.8% of its revenue. By this point of the year, the Library was budgeted to have spent 2.9% of its budget and to have received 74.8% of its revenue.

Vendor payments in excess of \$6,000:

Baker & Taylor Books	\$16,297.87
DTE Energy	\$8,697.02
Midwest Tape	\$12,501.65
Overdrive, Inc.	\$14,632.97
Total vendor payments in excess of \$6,000	<u>\$52,129.51</u>
Balance of vendor payments less than \$6,000	<u>\$46,785.60</u>
Total vendor payments	<u>\$98,915.11</u>

City of Birmingham allocations:

Payroll Period 7/1-7/13	\$76,319.35
Employee Health Care Payroll Deduction	(\$657.00)
Fixed Past Retirement Health Care Cost	\$0.00
Fixed Past Retirement Cost	\$0.00
BS&A Software Charge	\$0.00
Administrative Services	\$0.00
MML Insurance Premium	\$0.00
Beier Howlett P.C.	\$125.00
Credit Card Processing Fee	\$0.00
Total City of Birmingham allocations	<u>\$75,787.35</u>

Reconciling adjustments:

Total expenses for the month	<u><u>\$174,702.46</u></u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2019-20
JULY 2019

1st Month
8.33% of the year

	Approved 2019-20 Budget	Current Month Budget July 2019	Current Month Actual July 2019	Variance For Month	Y-T-D Budget 2019-20	Y-T-D Actual 2019-20	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2018-19	% Received/ Spent Prior Y-T-D
REVENUES										
TAXES	\$3,385,950	\$3,385,950	\$3,385,950	\$0	\$3,385,950	\$3,385,950	\$0	100.0%	\$3,249,870	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
COUNTY AND STATE REVENUE	\$104,300	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$924,890	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
PATRON USE REVENUE	\$81,150	\$6,700	\$6,258	(\$442)	\$6,700	\$6,258	(\$442)	7.7%	\$7,499	9.1%
INVESTMENT INCOME	\$52,290	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	(\$158)	-0.4%
TOTAL REVENUE	\$4,533,580	\$3,392,650	\$3,392,208	(\$442)	\$3,392,650	\$3,392,208	(\$442)	74.8%	\$3,257,210	74.8%
EXPENSES										
PERSONNEL SERVICES	\$2,374,870	\$77,000	\$75,662	(\$1,338)	\$77,000	\$75,662	(\$1,338)	3.2%	\$84,189	3.7%
SUPPLIES	\$96,000	\$8,000	\$7,439	(\$561)	\$8,000	\$7,439	(\$561)	7.7%	\$11,540	15.3%
CONTRACTED SERVICES	\$383,600	\$12,000	\$11,311	(\$689)	\$12,000	\$11,311	(\$689)	2.9%	\$22,879	6.5%
TECHNOLOGY & MAINTENANCE	\$123,500	\$10,000	\$8,427	(\$1,573)	\$10,000	\$8,427	(\$1,573)	6.8%	\$1,543	1.0%
UTILITIES	\$102,000	\$10,000	\$9,791	(\$209)	\$10,000	\$9,791	(\$209)	9.6%	\$9,375	9.3%
OTHER CHARGES	\$75,770	\$11,000	\$10,958	(\$42)	\$11,000	\$10,958	(\$42)	14.5%	\$9,917	15.0%
BUILDING IMPROVEMENTS & FURNISHINGS	\$2,408,000	\$2,000	\$1,880	(\$120)	\$2,000	\$1,880	(\$120)	0.1%	\$360	0.3%
COLLECTIONS	\$647,010	\$50,000	\$49,235	(\$765)	\$50,000	\$49,235	(\$765)	7.6%	\$46,713	7.9%
TOTAL EXPENSES	\$6,210,750	\$180,000	\$174,702	(\$5,298)	\$180,000	\$174,702	(\$5,298)	2.8%	\$186,516	5.0%
VARIANCE	(\$1,677,170)	\$3,212,650	\$3,217,506	\$4,856	\$3,212,650	\$3,217,506	\$4,856			
FUND BALANCE-BEGINNING OF YEAR						\$1,925,598				
FUND BALANCE-CURRENT						\$5,143,104				

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 \$3,385,950 in Birmingham tax revenue, \$2,681,265 is for operating expenses, and \$704,685 is for pre-funding the Youth Room expansion and renovation.

Building Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date July 24, 2019, 1:30 – 3:30 p.m.
location Delos Board Room
attending BPL: S. Klimmek, D. Koschik, J. Richards
Building Committee: M. Mark, F. Pisano, J. Suhay
City of Birmingham: B. Johnson, M. Morad
LZG: J. Gardner
Dailey: D. Bernard, P. Danko, J. Fekaris, D. Meyers, S. Wheeler
Library Design Associates (LDA): K. Haning

Koschik and Haning discussed the timeline for moving equipment, books, and furniture out of the Youth Room before August 19. LDA has already moved Circulation staff work stations to their new, temporary locations in various parts of the Library. LDA has also moved two rows of Youth stacks into the Grand Hall. Library staff has begun shifting Claudia Ireland books to the Grand Hall. Soon, staff will shift teen books to the Claudia Ireland Room and will install a scaled-down Youth collection in the Teen Area.

On or around Wednesday, August 7, LDA will relocate the Youth staff work stations to the Staff Lounge. After that, LDA will pack up items in the Story Room and storage closet, remove the stained glass windows, and pack up and remove any empty shelving. Then LDA will remove and place into storage all of the remaining Youth books and will remove all Youth Room furniture. It is expected that the Youth Room will be closed off entirely from the public by August 12, so that LDA can work undisturbed. It is LDA's goal to have everything cleared out by August 19, but if anything remains to be done by that date, LDA and Dailey will cooperate to ensure that the project can proceed on schedule.

Richards is taking care of all of the computer and telecommunications connections as staff desks get moved.

LDA will also move the external book drop to a location further south on Bates Street.

Dailey handed out a detailed timeline for the project. Koschik will make a PDF of the timeline and send it to all parties.

Suhay noted that Library staff will need to prepare a similar timeline for the acquisition and installation of items and services it is purchasing on its own, such as the aquarium and computer drops.

In August, Dailey will begin procuring all materials for the reconstruction of the bathrooms. The bathrooms will remain open until early December. Then they will be closed for two months, while Dailey works on them. By the end of January, Dailey hopes to have the bathrooms finished and available to the public again.

Swanson needs to present further options for the bathroom wall tiles to Library representatives, so that the Library can make a final decision on the tiles. The specifications will not necessarily be the ones listed in the RFP. A final decision needs to be made very soon.

Dailey has determined that it would be best to continue using the existing ramp for handicap access to the Library. Occasionally, however, Dailey will need to close off the ramp. That will happen for only short periods of time. Dailey will notify the Library in advance when such a closure proves necessary.

Dailey and Johnson/Morad will meet at City Hall, right after the meeting at the Library, in order to discuss in more detail the final site plan and building staging plan.

Wheeler reported he had reviewed construction specifications and had been able to find only a few, relatively small areas where we could perhaps achieve cost savings. Library representatives were very appreciative of Wheeler's efforts. He will prepare a list of these possible cost savings and discuss them with LZG, at a meeting scheduled for Thursday, July 25. Dailey and LZG will present the revised list to the Library at the next working session, which is scheduled for August 5.

Johnson noted that a surveillance camera on the roof of the Youth Room looks out over Shain Park and will probably need to be moved while construction is going on.

Dailey asked about a photocell at the southeast corner of the Youth Room. [Afterwards, various people inspected it. It appears to control the lighting along the handicap ramp.]

Dailey asked whether the Library wanted to purchase the two slab electronic automatic door openers, which are listed on Attachment C of the Dailey bid as an "add alternate." The cost is \$10,000. The Library said yes. Dailey will prepare a change order request (COR) for this.

There was a long discussion about the decibel levels of different brands of hand dryers. Inevitably, hand dryers installed in the Library's tiled and relatively small bathrooms, will register higher decibels than their specifications say they produce. Gardner brought up the issue of ADA requirements for hand dryers. It was decided that Swanson and Gardner would research costs, decibel levels, and ADA requirements, and make a recommendation to the Library. A decision needs to be made soon, so that Dailey can place the order.

Dailey has not yet been able to get pricing on the bird-friendly glass options from Guardian and Walker. It will present those prices at the next working session on August 5. Suhay asked about the square footage of glass at the Ypsilanti Library, where bird deaths were monitored for 18 months. From that, we could extrapolate a rough estimate of the potential effect of our new structure on birds. We will present that information at the August 5 session. Koschik mentioned that the app to measure bird risk, which we were sent, did not provide much useful information to the Library. The results of any further assessments will be presented at the August 5 session.

Another glass-related issue is the visible light transmission (VLT) requirement in a City of Birmingham ordinance. Johnson will research this requirement further. There is some uncertainty about the true VLT percentages of the “superglass” LZG specified in the RFP versus the VLT percentages of the various bird-friendly glass alternatives. Discussion about this matter will continue at the August 5 session.

Birmingham’s Department of Public Services will remove and store the five benches along Bates Street before August 19. Dailey will haul away the retaining stones behind the five benches because the City has no use for them.

Birmingham’s Department of Public Services has determined that it does not need any of the existing plants that will need to be removed from the Library’s grounds in order to make room for the expansion. The existing plants do not have a place in future landscape plans either. Library staff and Library Board members will be able to remove any plants they can find a good home for. It must be done before August 15.

The next working session will take place at 1:30 p.m. on Monday, August 5.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date August 5, 2019, 1:30 – 4:00 p.m.
location Rotary Room
attending BPL: R. Craft, S. Klimmek, D. Koschik, J. Richards
Building Committee: F. Pisano, J. Suhay, M. Mark
City of Birmingham: B. Johnson, M. Morad
LZG: J. Gardner, K. Swanson
Dailey (TDC): P. Danko, D. Meyers, D. Bernard
Library Design Associates (LDA): K. Haning

Gardner shared key project dates:

- DC will begin external work TDC 8/15/19
- BPL will vacate Youth Library / BPL & LDA will have all FFE removed BPL/LDA 8/19/19
- Planning Board: Deadline of Submission of “Glass” materials LZG 8/09/19
- Planning Board Meeting 8/14/19
- Historic District Commission Meeting 8/21/19
- City Commission Meeting 9/16/19

The Dailey Company (TDC) is working with the City to have the final site and building staging plan approved.

TDC presented the final cost estimate of \$26,450 for the bird-friendly glass UV coating from Walker on top of glass made by Sands in Ontario, Canada. This layer of glass would be combined with Guardian glass. TDC offered to request a quote for the glass. The Committee determined to forgo using bird safe glass for the project. Koschik will contact the concerned residents. Lights in the Youth Room will be programmed to turn off at night to allow safe passageways for birds.

TDC will begin external work on Thursday, August 15, 2019. LDA will have the interior books, furniture, and equipment in the Youth Room removed by Monday, August 19. The Youth Room will close to the public on August 12.

Johnson updated the Committee on the status of the glass. City ordinance requires that first-floor glass in the Office and Business zoning districts have a minimum of 80% VLT (visible light transmission). The currently specified glass has a VLT of 62%. The Architect will make presentations at the Planning Board, Historic District Commission, and City Commission to ask for approval to use this lower VLT glass. The downsides to using glass with 80% visibility include:

- Increased demand for cooling due to solar heat gain
- Increased monthly energy costs
- Possible need for an upgraded HVAC system at a cost of \$60,000-70,000
- Different glass on the east versus the west side of the building

- Fading of books, furniture, and carpeting due to direct sunlight.

LZG will prepare materials for the Planning Committee by the August 9 due date. LZG will work with Peter Basso & Associates to provide an updated heating and cooling analysis for the various kinds of glass being considered. The “new” City ordinance concerning VLT is a year-and-a-half old, but was never printed on the City’s website.

The Committee decided to provide both paper towels and the specified hand dryers in the restrooms. Koschik will contact the concerned resident.

Swanson has ordered 3 new samples of floor tiles for the restrooms. All wall tiles will be sized 12” x 24”. TDC has provided a \$5 per square foot allowance for restroom tiles, per the RFP.

LZG shared the results of the Q & A meeting with TDC and Basso. Danko will be issuing 4 RFI’s based on information discussed in the meeting. Bernard shared a list of potential cost savings with the Committee. The Committee agreed to eliminate the following items from the project:

- Toilet waterproofing - \$2,000
- 3 Vertical Woodworks grills - \$10,000
- Sliding wall panel/barn door - \$5,000
- Change double doors to full louver door in aquarium closet - \$1,000
- Change double doors to a single 42” wide door with wider sidelights in Story Room - \$5,000

TDC will examine an alternate finish for the limestone endcap in the Story Room. LZG will work with the lighting consultant to see if any reductions in quantity of lighting in the space can be made.

Richards will work with Klimmek and Shaw security cameras to determine the best positions for new security cameras. If cameras need to be installed where wood panels are located in the reflected ceiling plan, TDC will cut holes in the panels to accommodate the cameras.

BPL staff will create a timeline for the purchase and installation of the aquarium, carts, and reading cubbies.

Craft reported that two staff members will be removing plants from the gardens on August 7. Mark will be removing plants from the gardens on August 10 and 11.

The next working session will be held on Monday, August 19 at 1:30 p.m. in the lower level Rotary Room.

Addendum

On August 14, the Birmingham Planning Board reviewed the Library's request to go ahead with the type of Guardian glass that LZG had originally specified for the Youth Room project. The question was whether we should use that glass or another type instead--one that is clearer but

less energy-efficient. The clearer, less energy-efficient glass would be in compliance with a City of Birmingham ordinance requiring a VLT (visible light transmittance) of 80% or higher, whereas the originally specified glass would not be.

There was no formal vote because this was a courtesy review, but the unanimous consensus of the Board was to let the Library use the originally specified glass—Guardian SNX 62/27.

This matter will go to the Historic District Commission on August 21 and to the City Commission on September 16.

To: Birmingham Planning Board

From: Doug Koschik, Baldwin Public Library Director

Date: August 14, 2019

Subject: Exterior glazing for the Youth Room expansion and renovation project

The Baldwin Public Library Youth Room expansion and renovation project has already been reviewed and approved by the Planning Board, Historic District Commission, City Commission, and various City departments. The City Commission approved the issuance of an RFP for construction in February 2019 and approved a contract with The Dailey Company in June. The City has issued a building permit to Dailey, and Dailey is expected to begin work on August 15.

Recently, issues have arisen over the visible light transmission (VLT) values of the glass originally selected for the project. The input of the Planning Board and Historic District Commission is being sought, and then the matter will go to the City Commission for a final decision on the glass.

The glass that LZG Architects chose for the project is Guardian SNX 62/27. It has a VLT of 62%, which is lower than the 80% required by the City ordinance for the “O” and “B” districts. The only commercially available glass identified by LZG that meets the City’s VLT standard is Guardian Clear 1”. While Guardian Clear is superior to Guardian SNX 62/27 in terms of VLT, it has a much higher Solar Heat Gain Coefficient (SHGC) and a much higher U value. This means that Guardian Clear would require additional cooling and heating capacity. While Guardian SNX 62/27 would allow the Library to use its existing HVAC system, Guardian Clear would require the purchase of extra cooling and heating equipment as well as added ongoing electric and gas expenditures. In addition, LZG believes that Guardian Clear would lead to greater fading of the Youth Room’s books, furniture, and carpeting.

The Library already uses Guardian SNX 62/27 in its Adult Services Department, on the west side of the building—which was renovated in 2016-17. If Guardian Clear is used in the Youth Room, it would result in two different types of glass being used in the building’s additions. The Library has received only compliments about the Guardian SNX 62/27 glass used in Adult Services. People have said that it provides good views from the exterior into the interior, and vice versa.

The Library needs a decision on the glass as soon as possible so that the project, which has a scheduled completion date of spring 2020, is not delayed. It would prefer to use the originally specified glass—Guardian SNX 62/27. The Library believes that Guardian SNX 62/27 would give the Baldwin Library a high level of transparency and a better interface with Shain Park, Martin Street, and Merrill Street, just as the identical kind of glass has achieved those effects on the west side of the building. The Library would also prefer to save the additional cooling and heating equipment costs that the alternative glass—Guardian Clear—would require. The added costs would handicap the Library, which is already facing a \$250,000 overage in project expenses, compared to pre-bid estimates. In addition, the ongoing additional electrical and gas expenditures that Guardian Clear would require would burden the Library well into the future and increase the Library’s carbon footprint.

To: Birmingham Historic District Commission

From: Doug Koschik, Baldwin Public Library Director

Date: August 15, 2019

Subject: Exterior glazing for the Youth Room expansion and renovation project

In 2018 and early 2019, the Baldwin Public Library Youth Room expansion and renovation project was reviewed and approved by the Planning Board, Historic District Commission, City Commission, and various City departments. The City Commission approved the issuance of an RFP for construction in February 2019 and approved a contract with The Dailey Company in June. The City has issued a building permit to Dailey, and Dailey began work on August 15.

Recently, issues have arisen over the visible light transmission (VLT) values of the glass originally selected for the project. Therefore, it was decided to seek the input of the Planning Board and Historic District Commission, and then take the matter to the City Commission for a final decision.

The glass that LZG Architects chose for the project is Guardian SNX 62/27. It has a VLT of 62%, which is lower than the 80% required by the City ordinance for the “O” and “B” districts. The only commercially available glass identified by LZG that meets the City’s VLT standard is Guardian Clear 1”. While Guardian Clear is superior to Guardian SNX 62/27 in terms of VLT, it has both a much higher Solar Heat Gain Coefficient (SHGC) and a much higher U value. This means that Guardian Clear would require additional cooling and heating capacity. While Guardian SNX 62/27 would allow the Library to use its existing HVAC system, Guardian Clear would require the purchase of extra cooling and heating equipment as well as added ongoing electric and gas expenditures. In addition, LZG believes that Guardian Clear would lead to greater fading of the Youth Room’s books, furniture, and carpeting.

The Library already uses Guardian SNX 62/27 in its Adult Services Department, on the west side of the building—which was renovated in 2016-17. If Guardian Clear is used in the Youth Room, it would result in two different types of glass being used in the building’s additions. The Library has received only compliments about the Guardian SNX 62/27 glass used in Adult Services. People have said that it provides good views from the exterior into the interior, and vice versa.

The Library needs a decision on the glass as soon as possible so that the project, which has a scheduled completion date of spring 2020, is not delayed. It would prefer to use the originally specified glass—Guardian SNX 62/27. The Library believes that Guardian SNX 62/27 would give the Youth Room façade a high level of transparency and a better interface with Shain Park, Martin Street, and Merrill Street, just as that very glass achieved those effects on the west side of the building. The Library would also prefer to save the additional cooling and heating equipment costs that the alternative glass—Guardian Clear—would require. The added costs would handicap the Library, which is already facing a \$250,000 overage in project expenses, compared to pre-bid estimates. In addition, the ongoing additional electrical and gas expenditures that Guardian Clear would require would burden the Library well into the future and increase the Library’s carbon footprint.

At its August 14, 2019 meeting, the Planning Board reached a unanimous consensus to let the Library use Guardian SNX 62/27. After the Historic District Commission makes its decision, the matter will go to the City Commission for consideration at its September 16 meeting.



Luckenbach | Ziegelman | Gardner Architects

Baldwin Public Library Youth Services - Expansion/Renovation

Planning Board Review: August 14, 2019
Historic District Review: August 21, 2019

Project: Baldwin Public Library – Youth Services Expansion/Renovation (BPL 2)
Date: August 14 / August 21, 2019
To: City of Birmingham Planning Board + Historic District Commission
Subject: Exterior Glass Enclosure System / Windows
Courtesy Review Discussion Outline

Project / Owner

Baldwin Public Library – City of Birmingham
Zoning: -PP (Public Property) Article 02 / Section 2.01
Use: -C (Community Use)

BPL – Youth Library Review / Approval Timeline

Project reviewed and endorsed by the Planning Board in October of 2018.
Project reviewed and endorsed by the Historical Design Review Board
Project reviewed and approved by the City Commission.
Project reviewed and approved by City Building, Engineering & Planning Departments – Feb 2019

Glass/Window Standards

Per the published Zoning Ordinance:

- Window Standards (WN) Article 04 / Section 4.90 WN-01
Applicable to the following districts: O1, O2, P (Parking), B1, B2, B2a, B3, B4, MX, TZ3
- WN Standards do not apply to the PP district. See Appendix 2

Per the published Zoning Ordinance for adjacent areas/districts: O1, O2, P (Parking), B1, B2, B2a, B3, B4, MX, TZ3 **(but Not Applicable to PP -Public Property District):**

-No less than 70% of the ground floor facade between 1' & 8' above grade shall be clear glass panels and doorways

-Glass areas shall be clear or slightly tinted

-BPL Glass is clear with a Low E coating

Per the new glass Ordinance 2246 (not published on line, enacted July 2017). Defines clear glazing as glass and other transparent elements of building facades with a minimum visible light transmittance of 80%. Lightly tinted is defined as glazing as glass and other transparent elements of building facades with a minimum visible light transmittance of 70%.

1” Clear insulated glass VLT: Guardian = 80% / Vitro = 79% (which would not meet the Ordinance)

Additional Development Standards:

- Essential Services (ES-01)
- Temporary Use (TU-02)
- Utility (UT-01)
- (See Attached Appendix 1)
- Note: No Window Standards in the Published Ordinance for the PP District**

Make up of Commercial Insulated Glass including BPL-2 Youth Expansion Curtain Wall Glass

-1" insulated CLEAR glass consisting of 1/4" clear glass + 1/2" space + 1/4" clear glass.

-From outside to inside, there are four (4) glass surfaces, #1, #2, #3, #4.

See diagram on Appendix 3.

Discussion of Low E (Low Emmissivity) Glass Coatings

-Low E coatings is a microscopically thin coating applied to window glass. Window glass can be clear or tinted. BPL windows are clear glass panels.

-The Low E coating minimizes the amount of UV (ultra violet / long wave solar radiation) and IR (infrared or short wave solar radiation) that passes through the glass

-The Low E coating reflects outside exterior heat passing through the glass during warm temperatures

-The Low E coating helps retain heat inside during cold temperatures.

A Low E coating does somewhat reduce the Visual Light Transmittance (VLT), but also greatly reduces the Solar Heat Gain Coefficient (SHGC) of the glass. The lower the SHGC, the more energy efficient the glass is.

BPL 2 Glass Options – Comparative Analysis*

Glass Option	VLT	SHGC	U Value (1/R)	R	Exterior (ELR) Light Reflectance
1" Clear Glass (no tinting/no coating)	80%	.74	.47	2.12	15%**
<u>Guardian Clear 1" Existing HVAC DOES NOT have sufficient capacity to cool building using this glass*****</u>					
1" Clear Glass w/ Low E Coating "A"	68%	.38	.29	3.41	11%
<u>Guardian SN 68 Existing HVAC DOES NOT have sufficient capacity to cool building using this glass*****</u>					
1" Clear Glass w/ Low E Coating "C"	70%	.39	.29	3.41	11%
<u>Vitro Solarban 60 Existing HVAC DOES NOT have sufficient capacity to cool building using this glass*****</u>					
1" Clear Glass*** w/ Low E Coating "B"	62%	.27	.29	3.41	11%
<u>Guardian SNX 62/27 Existing HVAC DOES have sufficient capacity to cool building using this glass*****</u>					
1" Clear Glass**** w/ Low E Coating "D"	64%	.27	.28	3.57	12%
<u>Vitro Solarban 70XL Existing HVAC DOES have sufficient capacity to cool building using this glass*****</u>					

*Values Based on BPL 2 Glass Comparative Analysis (See Appendix 4)

Vitro Architectural Glass Solarban 60 Chart (See Appendix 5)

Vitro Architectural Glass Solarban 70XL Chart (See Appendix 6)

**Note: Although clear glass without a Low E coatings has a higher VLT than glass with a Low E coating, because it has a higher Exterior Light Reflectance (ELR = 15%), therefore during daylight it is actually more difficult to see through than clear glass with a Low E coating (ELR = 11%). (See Appendix 4.1).

***Preferred and Project Specified Glass Selection

****Similar performance specifications to Glass "B". Awaiting Cost Estimate from Contractor

*****See Appendix 9

GLASS REFLECTANCE VALUES – RELATIONSHIP TO VISABILITY THROUGH GLASS**

-Clear glass without a Low E coating has a higher VLT (Visual Light Transmission) than clear glass with a Low E coating

-Clear Glass without a Low E coating:	ELR (Exterior Light Reflectance)	= 15%
-Clear Glass with a Low E coating:	ELR (Exterior Light Reflectance)	= 11%

-During daylight hours it is actually more difficult to see through than Clear Glass without Low E (ELR=15%) than it is to see through Clear Glass with Low E coating (ELR = 11%), because there is greater light reflectivity off from the outer glass surface of the 100% clear insulated glass unit. (See Chart Appendix 4.1)

BPL 2 - Energy Usage and HVAC Implications

Per Peter Basso & Associates, Mechanical / Electrical Engineers Analysis

-Glass with a SHGC (Solar Heat Gain Coefficient) of .37 or lower can work with the existing system.
-Glass with greater than SHGC of .37, BPL 2 will be short on cooling capacity and will require upgrades to the current system. Using glass with a SHGC of .39 or higher is slightly worse than the prescriptive energy code (Michigan Energy Code) allows.

Per Guardian Industries Glazing Scenarios Concerning Energy Costs related to glass make up:

-Clear Glass without a Low E coating will account for **16.5% more annual electricity consumption** than the Clear Glass with the preferred SNX 62/27 low E coating.
-Clear Glass alone will account for more than **20% more in annual natural gas consumption** than the Clear Glass with the preferred SNX 62/27 low E coating and will require significant upgrades to the existing HVAC system if used. (See Appendix 7).

BPL: A Civic Building (in the PP District) with different Site & Building Conditions. Form and Function differ significantly from typical “street frontage” buildings in the “O” and “B” Districts

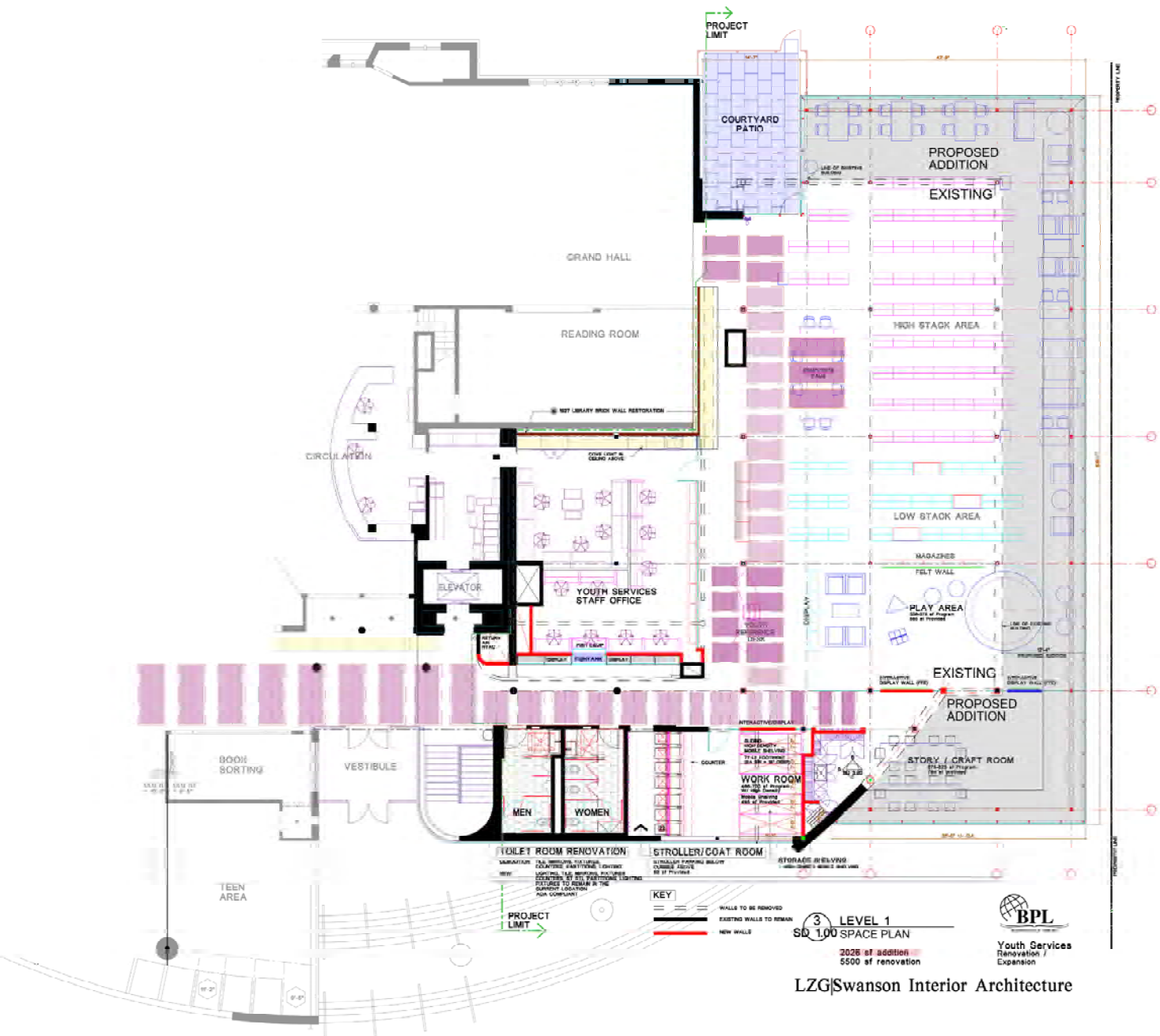
The existing Baldwin Library is a Civic Building, solely occupying an entire city block bordered by Martin Street to the North, Bates Street to the East, Merrill Street to the South and Chester Street to the East. At no place on the site does any part of the existing library or proposed Youth Library Expansion extend to the N, S, E or W lot lines of the site (as called for in the current zoning ordinance for the Downtown Overlay District in the O & B Zoning Districts. As such, the library structure does not comply with many, if any site and building related aspects of the current zoning ordinance for those Districts. It is an “island unto itself”. If located in the O or B Districts, the library building would be an existing “grandfathered”, non-conforming structure. However, the Library Building is a Civic Building located in the PP District with different building and site standards.

As currently situated, the Youth Library is 30' + feet from the North property line, 5' + from the East property line and 45' + from the South property line. The existing main level floor elevation varies from 5 to 7 feet above the adjacent sidewalks. The proposed window sill elevations vary between 5.5' to 7.5' above the public walkways (See Appendices 8 & 9), thus view of and though the glass are above the average pedestrian's eye level and only a small portion of the 1' to 8' clear glass requirement (per the O & B District requirements / not applicable to the PP Zoning District) along the street are at eye level per requirements for the B & O Zoning Districts. Although the concept for the “all glass pavilion” is to be as clear as possible, visually open and inviting to the public from the outside, environmental responsibility and restraint have been carefully considered and incorporated into the exterior glazing selection. Of primary consideration along with glass clarity is to utilize the existing library HVAC heating and cooling equipment without requiring any major costly upgrades and/or modifications to the system, to be energy conscious and above all to insure patron and staff comfort.



City of Birmingham Civic Center Area
Zoning District - PP

Luckenbach | Ziegelman | Gardner Architects







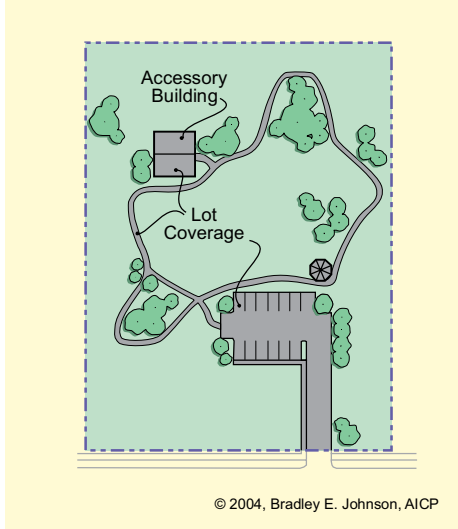
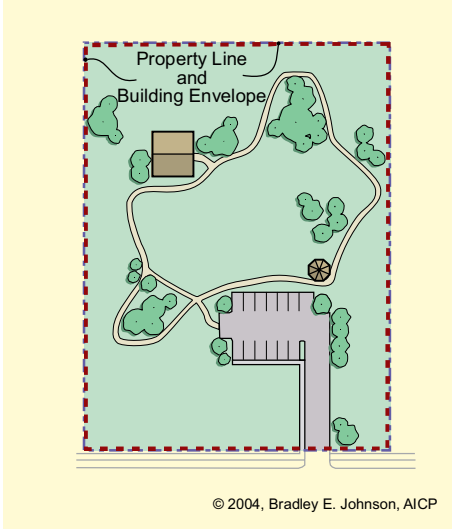
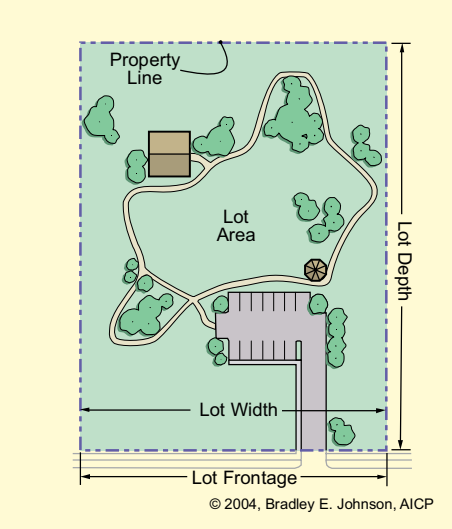


2.01 PP (Public Property) District Intent, Permitted Uses, and Special Uses

District Intent	Permitted Uses	Other Use Regulations
<p>A district intent is not available for this zoning district.</p>	<p>Institutional Permitted Uses</p> <ul style="list-style-type: none"> • auditorium • cemetery • <u>essential service</u> • <u>government office</u> • government use • parking facility - off-street • <u>school</u> - private • <u>school</u> - public <p>Recreational Permitted Uses</p> <ul style="list-style-type: none"> • <u>park</u> • <u>swimming pool</u> - public <p>Other Permitted Uses</p> <ul style="list-style-type: none"> • water tower • well • any use permitted in an adjacent district* <p>* = Use Specific Standards in Section 5.01 Apply</p>	<p>Accessory Permitted Uses</p> <ul style="list-style-type: none"> • There are no accessory permitted uses permitted in this zoning district. <p>Uses Requiring a Special Land Use Permit</p> <ul style="list-style-type: none"> • There are no special land uses permitted in this zoning district. <p>* = Use Specific Standards in Section 5.01 Apply</p>

PP District

2.02 PP (Public Property) District Development Standards



Minimum Lot Area:

- n/a

Minimum Open Space:

- n/a

Maximum Lot Coverage:

- n/a

Minimum Front Yard Setback:

- n/a

Minimum Rear Yard Setback:

- n/a

Minimum Combined Front and Rear Setback:

- n/a

Minimum Side Yard Setback:

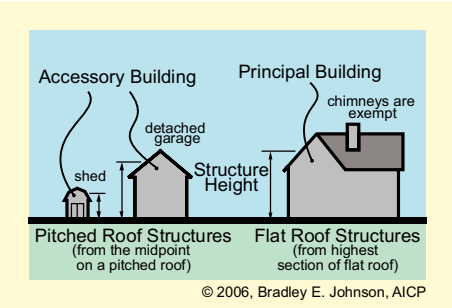
- n/a

Minimum Floor Area Per Unit:

- n/a

Maximum Total Floor Area:

- n/a



Maximum Building Height:

- n/a

Additional Development Standards that Apply

Essential Services (ES)

- ES-01..... Page 4-7

Temporary Use (TU)

- TU-02..... Page 4-50

Utility (UT)

- UT-01..... Page 4-52

4.90 WN-01

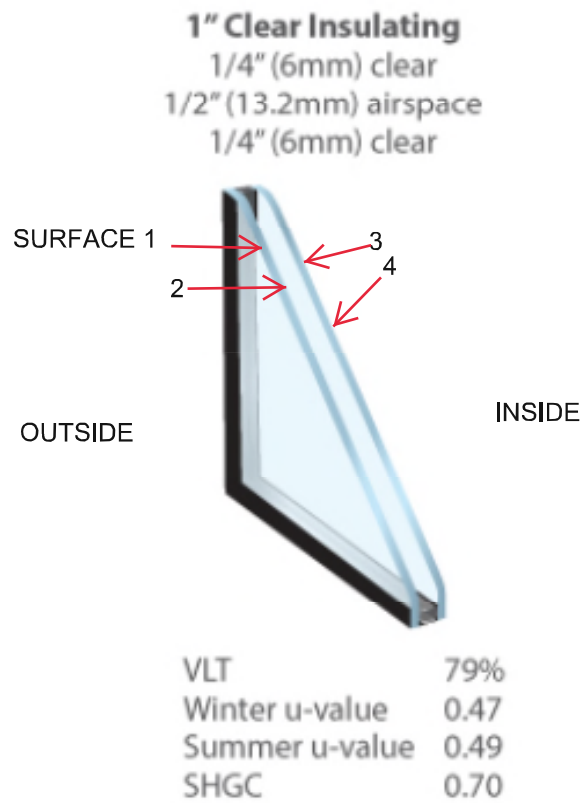
This Window Standards section applies to the following districts:

01 02 P B1 B2 B2B B3 B4 MX TZ3

The following window standards apply on the front façade and any façade facing a street, plaza, park or parking area:

- A. Storefront/Ground Floor Windows: Ground floors shall be designed with storefronts that have windows, doorways and signage, which are integrally designed. The following standards apply:
 - 1. No less than 70% of the storefront/ground floor façade between 1 and 8 feet above grade shall be clear glass panels and doorway.
 - 2. Glass areas on storefronts shall be clear, or lightly tinted in neutral colors. Mirrored glass is prohibited.
 - 3. Required window areas shall be either pedestrian entrances, windows that allow views into retail space, working areas or lobbies. Display windows set into the wall may be approved by the Planning Board.
 - 4. Windows shall not be blocked with opaque materials or furniture, products, signs, blank walls or the back of shelving units.
 - 5. The bottom of the window shall be no more than 3 feet above the adjacent exterior grade.
 - 6. Blank walls of longer than 20 feet shall not face a public street.
- B. Upper Story Windows: Openings above the first story shall be a maximum of 50% of the total façade area. Windows shall be vertical in proportion.

APPENDIX 3



BPL 2: GLASS COMPARATIVE ANALYSIS

Make-up Name	Glass 1 & Coating	Glass 2 & Coating	Visible Light			Solar Energy			Thermal Properties	
			Transmittance	Reflectance		Transmittance	Reflectance	Solar Heat Gain Coefficient (SHGC)	U-Value	
			Visible (τ_v %)	ρ_v % out	ρ_v % in	Solar (τ_e %)	ρ_e % out		Winter Night (Btu/hr-ft²-F)	Summer Day (Btu/hr-ft²-F)
CLEAR GLASS	Clear (North America)	Clear (North America)	80	15	15	67	13	0.74	0.47	0.50
SN 68 LOW E	SunGuard® SN 68 (North America) on Clear (North America)	Clear (North America)	68	11	12	33	33	0.38	0.29	0.28
SunGuard SNX 62/27	SunGuard® SNX 62/27 (North America) on Clear (North America)	Clear (North America)	62	11	12	23	39	0.27	0.29	0.27

Calculation Standard: NFRC 2010

CLEAR GLASS

***TEMPERED GLASS

Outdoors

GLASS 1	Clear (North America)	#1 -----	
	Thickness = 1/4" = 6mm	#2 -----	
GAP 1	100% Air, 1/2" = 12.7 mm		
GLASS 2	Clear (North America)	#3 -----	
	Thickness = 1/4" = 6mm	#4 -----	

Total Unit (Nominal) = 1 in Slope = 90°

Estimated Nominal Glazing Weight: 5.75 lb/ft²

Indoors

SN 68 LOW E

Outdoors

GLASS 1	Clear (North America)	#1 -----	
	Thickness = 1/4" = 6mm	#2 SunGuard® SN 68 (North America)	
GAP 1	100% Air, 1/2" = 12.7 mm		
GLASS 2	Clear (North America)	#3 -----	
	Thickness = 1/4" = 6mm	#4 -----	

Total Unit (Nominal) = 1 in Slope = 90°

Estimated Nominal Glazing Weight: 5.75 lb/ft²

Indoors

APPENDIX 4.1

Make-up Name	Visible Light				Ultraviolet		Solar Energy			Thermal Properties		Light to Solar Gain (LSG)	Thermal Stress (COG) °F/C
	Transmittance	Reflectance		Color Rendering Index (R _a)	Trans UV (τ _{uv} %)	T _{dw} (T _{dw} %)	Reflectance	Solar Heat Gain Coefficient (SHGC)	Shading Coefficient (sc)	U-Value			
		Visible (τ _v %)	ρ _v % out							ρ _v % in	Winter Night (Btu/hr·ft²·F)		
Default Make-up 01 CLEAR GLASS	80	15	15	96.9	51	72	13	0.74	0.85	0.47	0.50	1.09	Go
Default Make-up 02 CLEAR W/ LOW E (SNX 62/27)	62	11	12	93.0	6	39	39	0.27	0.31	0.29	0.27	2.31	Go

Calculation Standard: NFRC 2010

Default Make-up 01

Outdoors

GLASS 1	Clear (North America)		#1 ----
	Thickness = 1/4" = 6mm		#2 ----
GAP 1		100% Air, 1/2" = 12.7 mm	
GLASS 2	Clear (North America)		#3 ----
	Thickness = 1/4" = 6mm		#4 ----
Total Unit (Nominal) = 1 in		Slope = 90°	
Estimated Nominal Glazing Weight: 5.75 lb/ft²			

Indoors

Default Make-up 02

Outdoors

GLASS 1	Clear (North America)		#1 -----
	Thickness = 1/4" = 6mm		#2 SunGuard® SNX 62/27 (North America)
GAP 1		100% Air, 1/2" = 12.7 mm	
GLASS 2	Clear (North America)		#3 -----
	Thickness = 1/4" = 6mm		#4 -----
Total Unit (Nominal) = 1 in		Slope = 90°	
Estimated Nominal Glazing Weight: 5.75 lb/ft²			

Indoors

Important Notes

Calculations and terms in this report are based on NFRC 2010. The performance values shown above represent nominal values for the center of glass with no spacer system or framing.

Laminated products:

It is not guaranteed that modeled laminated configurations will be compliant with relevant laminated safety regulations unless specifically declared for Guardian products. It is the user's sole responsibility to assess if the final laminated product should be certified according to relevant standards and ensure compliance with laminated safety regulations.

Solarban® 60 Glass

Fabrication and Availability

Solarban® 60 glass is available exclusively through the **Vetro Certified™** Network. **Vetro Certified™** Fabricators can meet tight construction deadlines and accelerate the delivery of replacement glass before, during and after construction. **Solarban® 60** glass is manufactured using the sputter-coating process and is available for annealed, laminated, heat-strengthened and tempered applications.

Request Samples

To obtain samples of any Vetro Glass product, call **1-855-VTRO-GLS (877-6457)** or visit samples.vitroglazings.com.

Insulating Glass Unit Performance Comparisons | 1-inch (25mm) units with 1/2-inch (13mm) airspace and two 1/4-inch (6mm) lites

Outdoor Lite: Coating If Any (Surface) Glass	Glass Type + Indoor Lite: Coating If Any (Surface) Glass	Visible Light Transmittance (VLT)	Visible Light Reflectance		(BTU/hr ² ft ² °F) NFRC U-Value		Solar Heat Gain Coefficient (SHGC)	Light to Solar Gain (LSG)
			Exterior %	Interior %	Winter Nighttime	Winter Argon		
Solarban® 60 Solar Control Low-E Glass								
	Solarban® 60 (2) Clear + Clear	70	11	12	0.29	0.24	0.39	1.79
	Solarban® 60 (2) Starphire® + Starphire®	74	11	12	0.29	0.24	0.41	1.80
	Solarban® 60 (2) Solexia® + Clear	61	9	12	0.29	0.24	0.32	1.91
	Solarban® 60 (2) Atlantica® + Clear	53	8	11	0.29	0.24	0.27	1.96
	Solarban® 60 (2) Azuria® + Clear	54	8	11	0.29	0.24	0.28	1.93
	Solarban® 60 (2) Solarblue® + Clear	45	7	11	0.29	0.24	0.28	1.61
	Solarban® 60 (2) Pacifica® + Clear	34	6	10	0.29	0.24	0.22	1.55
	Solarban® 60 (2) Solarbronze® + Clear	42	7	11	0.29	0.24	0.28	1.50
	Solarban® 60 (2) Optigray® + Clear	50	8	11	0.29	0.24	0.30	1.67
	Solarban® 60 (2) Solargray® + Clear	35	6	10	0.29	0.24	0.25	1.40
	Solexia® + Solarban® 60 (3) Clear	61	10	10	0.29	0.24	0.37	1.65
	Atlantica® + Solarban® 60 (3) Clear	53	9	10	0.29	0.24	0.31	1.71
	Azuria® + Solarban® 60 (3) Clear	54	9	10	0.29	0.24	0.31	1.74
	Solarblue® + Solarban® 60 (3) Clear	45	7	9	0.29	0.24	0.33	1.36
	Pacifica® + Solarban® 60 (3) Clear	34	6	9	0.29	0.24	0.25	1.36
	Solarbronze® + Solarban® 60 (3) Clear	42	7	9	0.29	0.24	0.32	1.31
	Optigray® + Solarban® 60 (3) Clear	50	8	9	0.29	0.24	0.35	1.43
	Solargray® + Solarban® 60 (3) Clear	35	7	9	0.29	0.24	0.29	1.21
	GraylitE II + Solarban® 60 (3) Clear	7	4	8	0.29	0.24	0.13	0.54

Vistacool® and Solarcool® with Solarban® 60 Solar Control Low-E (3)*

Vistacool® (2) Azuria® + Solarban® 60 (3) Clear	42	20	24	0.29	0.24	0.26	1.62
Vistacool® (2) Pacifica® + Solarban® 60 (3) Clear	26	11	23	0.29	0.24	0.21	1.24
Solarcool® (2) Solexia® + Solarban® 60 (3) Clear	24	24	29	0.29	0.24	0.19	1.26
Solarcool® (2) Azuria® + Solarban® 60 (3) Clear	21	19	29	0.29	0.24	0.17	1.24
Solarcool® (2) Solarblue® + Solarban® 60 (3) Clear	17	14	29	0.29	0.24	0.18	0.94
Solarcool® (2) Pacifica® + Solarban® 60 (3) Clear	13	10	29	0.29	0.24	0.15	0.87
Solarcool® (2) Solarbronze® + Solarban® 60 (3) Clear	17	14	29	0.29	0.24	0.18	0.94
Solarcool® (2) Solargray® + Solarban® 60 (3) Clear	14	11	29	0.29	0.24	0.17	0.82

* Data based on using Starphire® glass for both interior and exterior lites.

All performance data calculated using LBNL Window 7.3 software and represents center of glass performance data. For detailed information on the methodologies used to calculate the aesthetic and performance values in this table, please visit www.pgideas.com or request our Architectural Glass Catalog.

For more information about Solarban® 60 low-e glass and other Cradle to Cradle Certified™ architectural glasses by Vetro Glass, visit vitroglazings.com, or call **1-855-VTRO-GLS (877-6457)**.

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02/19 (7135)



Solarban® 70XL Glass

Fabrication and Availability

Solarban® 70XL glass is available exclusively through the Vitro Certified™ Network. Vitro Certified™ Fabricators can meet tight construction deadlines and accelerate the delivery of replacement glass before, during and after construction.

Solarban® 70XL glass is manufactured using the sputter-coating process and is available for annealed, heat-strengthened and tempered applications.

Additional Resources

Solarban® 70XL glass is Cradle to Cradle Certified™. For more information or to obtain samples of any Vitro Glass product, call **1-855-VTRO-GLS (887-6457)** or visit **vitroglazings.com**.

Vitro Architectural Glass is the first U.S. float glass manufacturer to have its products recognized by the Cradle to Cradle Certified™ program, and offers more C2C-certified architectural glasses than any other float glass manufacturer.

Insulating Glass Unit Performance Comparisons | 1-inch (25mm) units with 1/2-inch (13mm) airspace and two 1/4-inch (6mm) lites

Outdoor Lite: Coating if Any (Surface) Glass	Glass Type + Indoor Lite: Coating if Any (Surface) Glass	Visible Light Transmittance (VLT)	Visible Light Reflectance		(BTU/hr²ft²°F) NFRC U-Value		Solar Heat Gain Coefficient (SHGC)	Light to Solar Gain (LSG)
			Exterior %	Interior %	Winter Nighttime	Winter Argon		

Solarban® 70XL Solar Control Low-E Glass

Solarban® 70XL (2) + Clear	64	12	13	0.28	0.24	0.27	2.37
Solarban® 70XL (2) Solexia® + Clear	58	10	13	0.28	0.24	0.27	2.15
Solarban® 70XL (2) Atlantica® + Clear	51	9	12	0.28	0.24	0.24	2.13
Solarban® 70XL (2) Azuria® + Clear	52	9	12	0.28	0.24	0.25	2.08
Solarban® 70XL (2) Solarblue® + Clear	42	8	12	0.28	0.24	0.23	1.83
Solarban® 70XL (2) Pacifica® + Clear	32	6	12	0.28	0.24	0.19	1.68
Solarban® 70XL (2) Solarbronze® + Clear	40	7	12	0.28	0.24	0.21	1.90
Solarban® 70XL (2) Optigray® + Clear	47	8	12	0.28	0.24	0.24	1.96
Solarban® 70XL (2) Solargray® + Clear	34	6	12	0.28	0.24	0.20	1.70
Solexia® + Solarban® 70XL (3) Clear	56	11	12	0.28	0.24	0.32	1.75
Atlantica® + Solarban® 70XL (3) Clear	49	10	11	0.28	0.24	0.28	1.75
Azuria® + Solarban® 70XL (3) Clear	49	9	11	0.28	0.24	0.29	1.69
Solarblue® + Solarban® 70XL (3) Clear	40	8	11	0.28	0.24	0.27	1.48
Pacifica® + Solarban® 70XL (3) Clear	31	6	10	0.28	0.24	0.22	1.41
Solarbronze® + Solarban® 70XL (3) Clear	38	8	11	0.28	0.24	0.26	1.46
Optigray® + Solarban® 70XL (3) Clear	45	9	11	0.28	0.24	0.29	1.55
Solargray® + Solarban® 70XL (3) Clear	32	7	11	0.28	0.24	0.24	1.33
Graylite® II + Solarban® 70XL (3) Clear	6	4	10	0.28	0.24	0.11	0.55

Vistacool® and Solarcool® with Solarban® 70XL Solar Control Low-E (3)*

Vistacool® (2) Azuria® + Solarban® 70XL (3)	38	21	23	0.28	0.24	0.24	1.58
Vistacool® (2) Pacifica® + Solarban® 70XL (3)	24	11	22	0.28	0.24	0.19	1.26
Solarcool® (2) Solexia® + Solarban® 70XL (3)	22	24	27	0.28	0.24	0.17	1.29
Solarcool® (2) Azuria® + Solarban® 70XL (3)	19	19	27	0.28	0.24	0.15	1.27
Solarcool® (2) Solarblue® + Solarban® 70XL (3)	16	14	27	0.28	0.24	0.15	1.07
Solarcool® (2) Pacifica® + Solarban® 70XL (3)	12	10	27	0.28	0.24	0.13	0.92
Solarcool® (2) Solarbronze® + Solarban® 70XL (3)	15	14	27	0.28	0.24	0.15	1.00
Solarcool® (2) Solargray® + Solarban® 70XL (3)	13	11	27	0.28	0.24	0.14	0.93

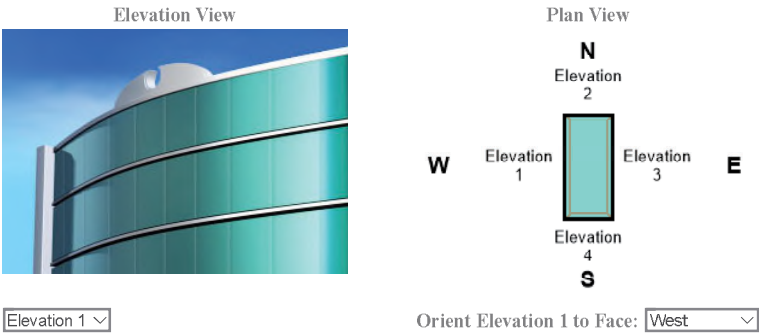
*Solarban® 70XL glass for annealed applications is applied to Starphire® glass, heat treated applications will require either clear or Starphire® glass depending on manufacturing process.

All performance data calculated using LBNL Window 7.3 software, except European U-value, which is calculated using WinDat version 3.0.1 software. For detailed information on the methodologies used to calculate the aesthetic and performance values in this table, please visit vitroglazings.com or request our Architectural Glass Catalog.

For more information about Solarban® low-e glass and other Cradle to Cradle Certified™ architectural glasses by Vitro Glass, visit vitroglazings.com, or call **1-855-VTRO-GLS (887-6457)**.



APPENDIX 7



Glazing Scenarios

Name: **Glazing Scenario 03** (edit)
Override Building Settings: None

	Elevation 1	Elevation 2	Elevation 3	Elevation 4
	<input type="checkbox"/> CLEAR GLASS	Same As Elevation 1	Same As Elevation 1	Same As Elevation 1
Glass Make-up Cost (USD/ft²):	<input type="text" value="0.00"/>	Same As Elevation 1	Same As Elevation 1	Same As Elevation 1

[Calculate](#) [Add New Glazing Scenario](#) [Copy Glazing Scenario](#)

Results Comparison Payback Graphs Report							
Baseline Glazing Scenario: <input type="text" value="Glazing Scenario 03"/>							
Comparison Glazing Scenario: <input type="text" value="Glazing Scenario 01"/>							
	Total Annual Energy Cost (USD)	Annual Electricity Cost (USD)	Annual Gas Cost (USD)	Annual Electricity Consumption (kWh)	Annual Gas Consumption (Therm)	Peak Electricity Demand (W)	CO ₂ Emissions (kg)
Glazing Scenario 03	CLEAR 10,853	9,673	1,180	94,018	1,377	35,100	70,298
Glazing Scenario 01	SNX-L 9,107	8,160	946	78,570	1,105	28,900	58,505
SAVINGS	1,746	1,513	233	15,448 16 1/2% DELTA	272 20% DELTA	6,200	11,793
Display values as: <input type="text" value="Total building"/>							

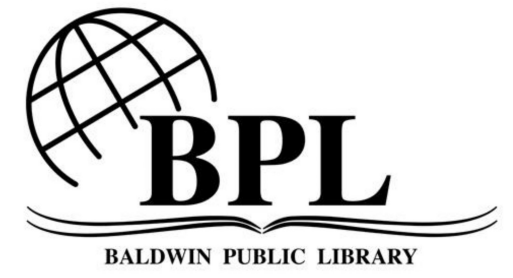
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BALDWIN PUBLIC LIBRARY

300 West Merrill Street
Birmingham, MI 48009

Project
**Youth Services
Renovation /
Expansion**

EXTERIOR ELEVATIONS

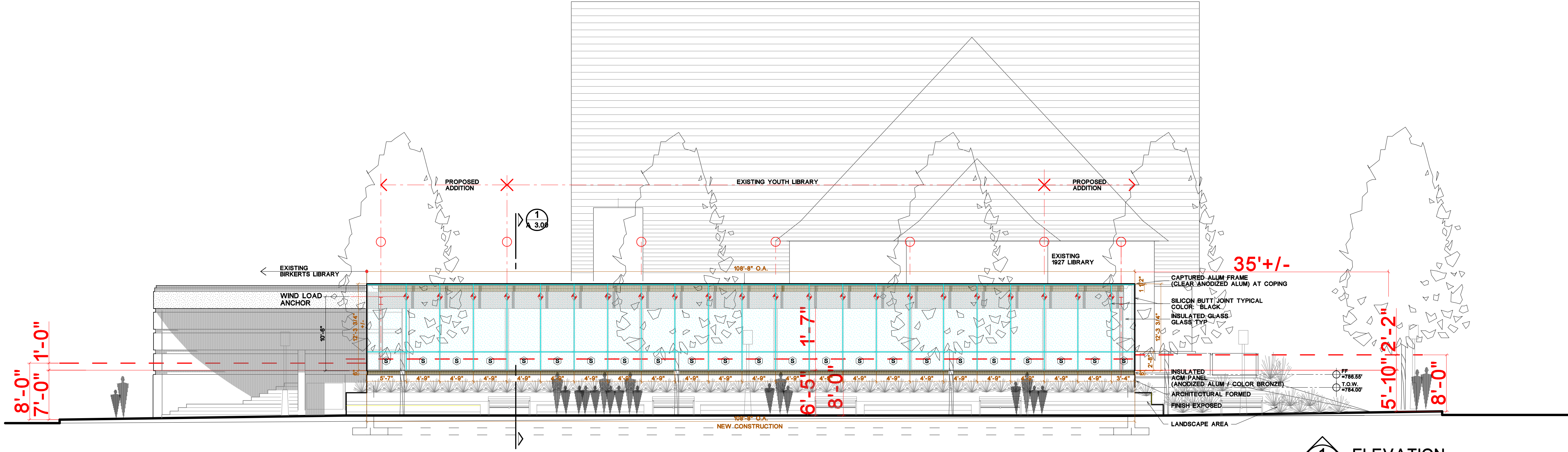
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DEC 20, 2018
FEB 12, 2019

PERMIT REVIEW
RFP REVIEW

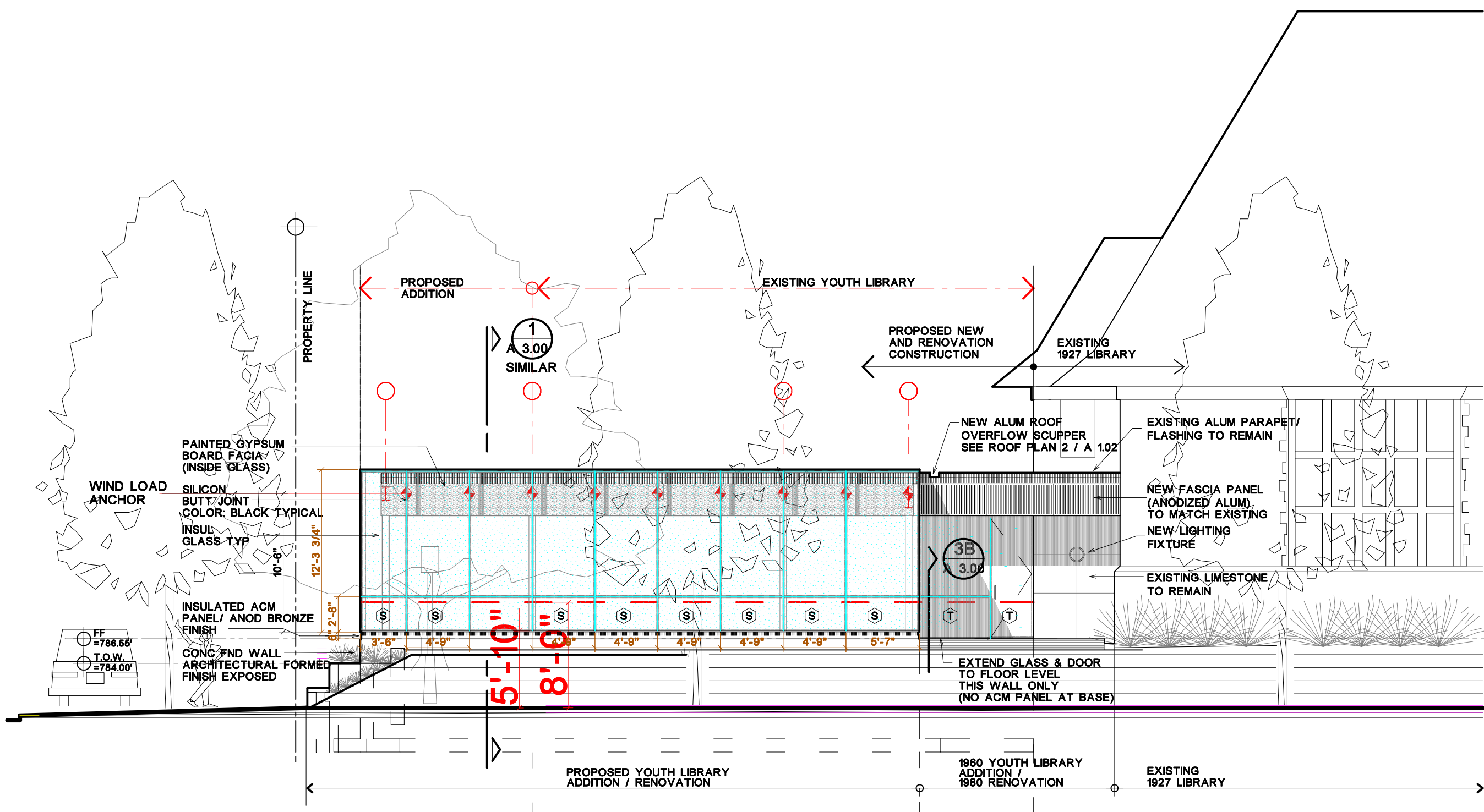
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Sheet Number

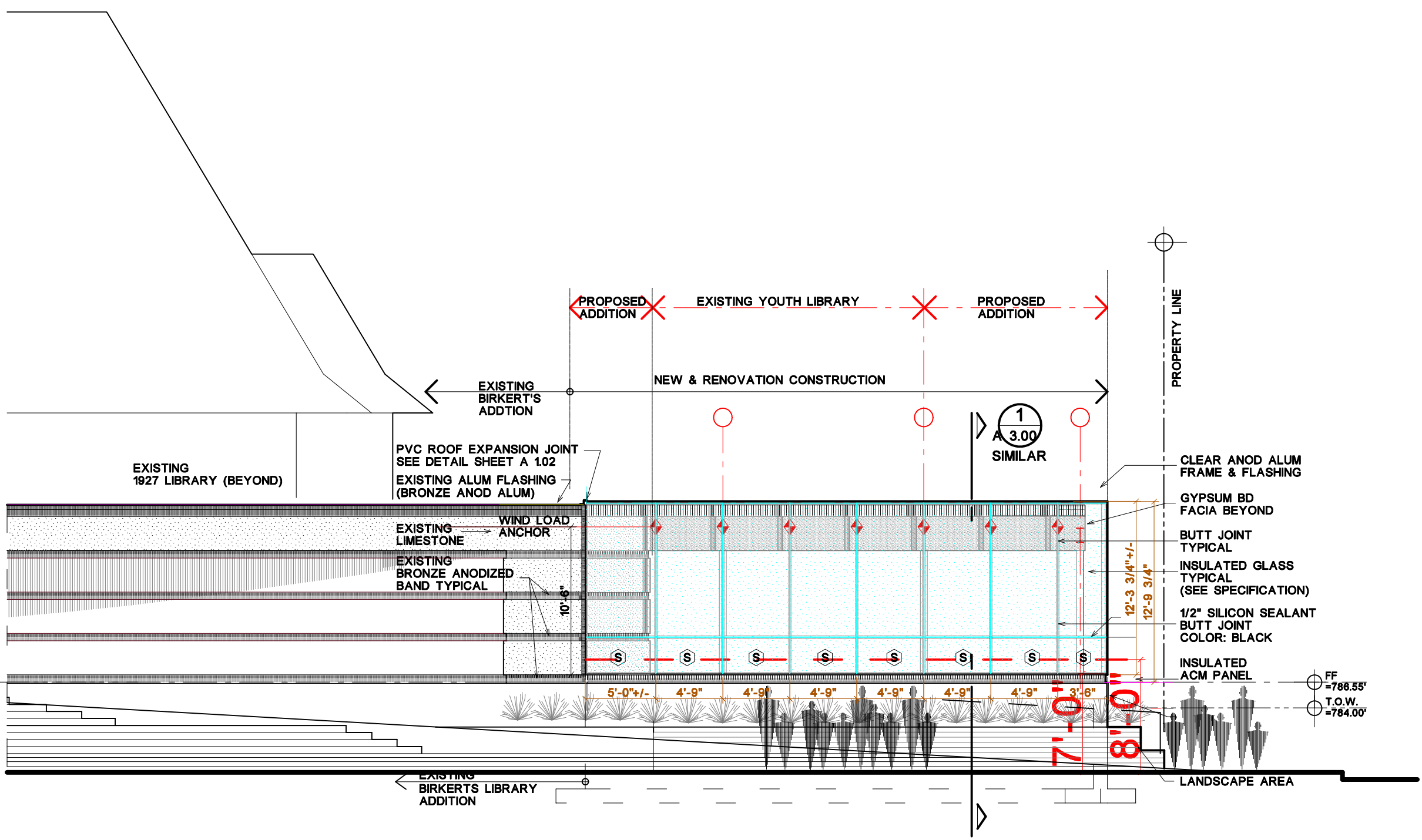
A 2.00



1
A 2.00
ELEVATION
EAST
1/8" = 1'-0"



2
A 2.00
ELEVATION
NORTH
1/8" = 1'-0"

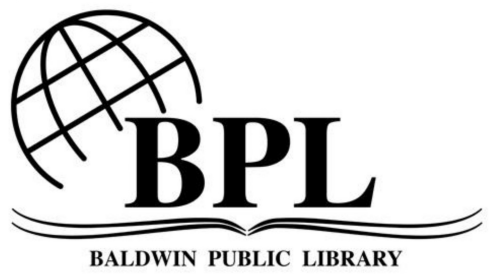


5
A 2.00
ELEVATION
SOUTH
1/8" = 1'-0"

APPENDIX 8.1

Luckenbach
Ziegelman
Gardner
Architects
PLLC

555 South Old Woodward Ave. Suite 27L
Birmingham, Michigan 48009
248.844.0800
248.842.3990



Project
**BALDWIN
PUBLIC
LIBRARY**
300 West Merrill Street
Birmingham, MI 48009

Sheet Title
**Youth Services
Renovation /
Expansion**

WALL SECTION

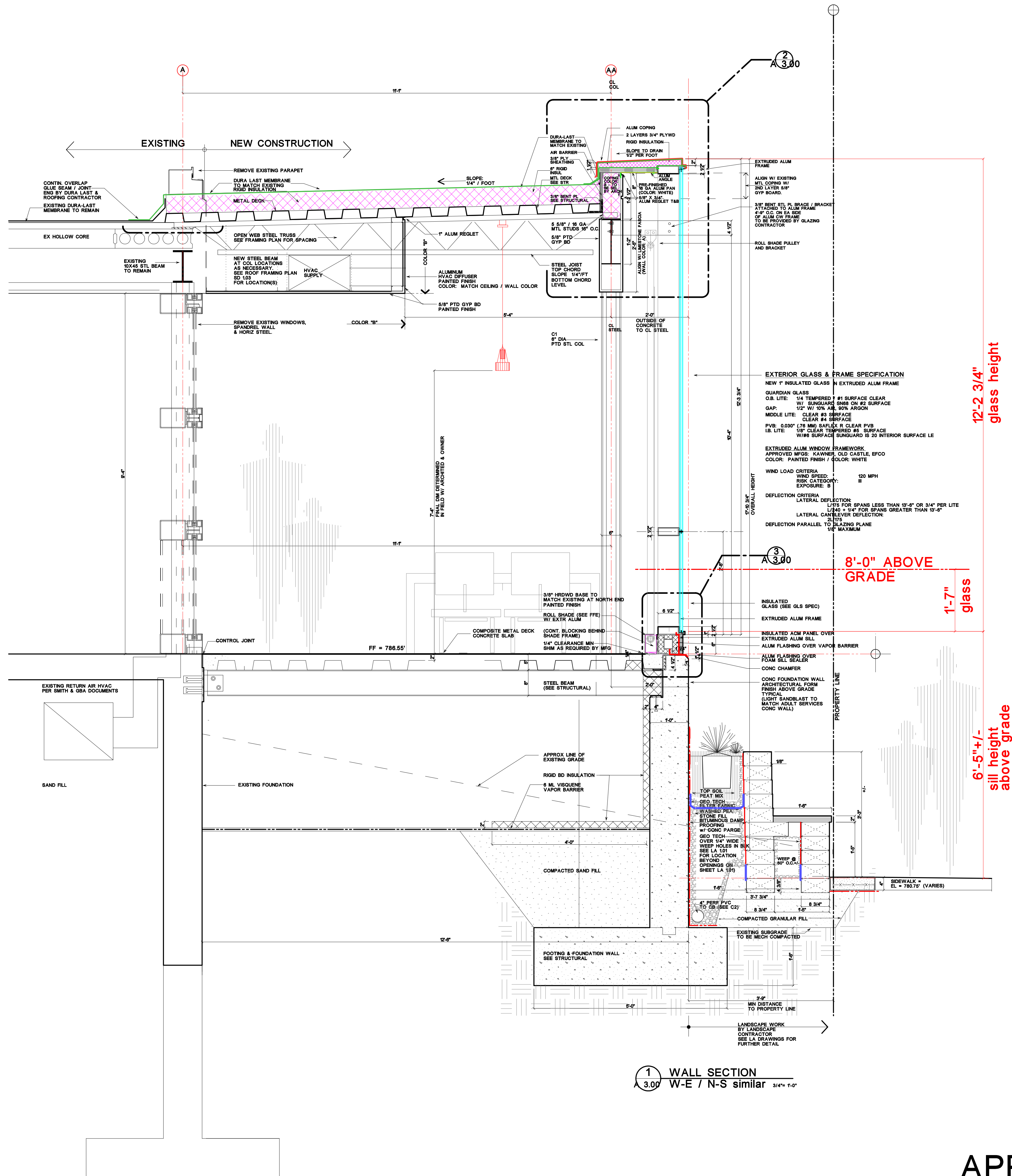
DATE
DEC 20, 2018
FEB 12, 2019

PERMIT REVIEW
RFP REVIEW

Project Number
3017

Sheet Number

A 3.00



APPENDIX 8.2

APPENDIX 9

GUARDIAN SNX- 62/27				VITRO GLASS - SOLARBAN 60 LOW E ON CLEAR		USING EXIST'G HVAC: GLASS PERFORMANCE REQ		CLEAR GLASS with 80% VLT	
Glass U = 0.20, SC = 0.29 (SHGC = 0.25)				Glass U = 0.29, SC = 0.49 (SHGC = 0.39)		Glass U = 0.29, SC = 0.42 (SHGC = 0.37)		Glass U = 0.47, SC = 0.85 (SHGC = 0.74)	
VLT = 62%				VLT = 70% Exterior Light Reflectance = 11%				VLT = 80% Exterior Light Reflectance = 15%	
ZONE	CFM Required	CFM Supplied	CFM Transferred	ZONE	CFM Required	ZONE	CFM Required	ZONE	CFM Required
Children East	2963	990	1973	Children East	4757	Children East	4135	Children East	8002
Children North	549	440	109	Children North	803	Children North	726	Children North	1269
Children Internal	3136	5300	-2082	Children Internal	3136	Children Internal	3136	Children Internal	3136
Staff	983	983	0	Staff	983	Staff	983	Staff	983
Work	295	295	0	Work	295	Work	295	Work	295
TOTAL from VV-B + AHU-6	7926			TOTAL from AC-1 + AHU-6	9974	TOTAL from AC-1 + AHU-6	9275	TOTAL from AC-1 + AHU-6	13685

EXISTING HVAC CAPACITY

Max CFM Avail VV-B	1430
Max CFM Avail AHU-6	7800
TOTAL CFM Avail	9230

COLOR KEY

	= Sufficient Capacity
	= Insufficient Capacity

Personnel Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, August 12, 2019 at 3:30 p.m. in the Jeanne Lloyd Room. Melissa Mark, Ashley Aidenbaum, Doug Koschik, and Rebekah Craft were present.

- The Committee discussed revisions to the Employee Handbook. The Handbook was last approved by the Board on January 28, 2008. Koschik noted that the changes in the current draft of the Handbook are reflective of current personnel practices at Baldwin and have been reviewed by the City of Birmingham's Human Resources Director and the Library's Legal Counsel.
- The Personnel Committee will present the updated Handbook to the Board at its August meeting and will make a motion to accept the updated Handbook. In the pages following this report are the current version of the Handbook, the proposed 2019 revision, and an explanation of the differences between the two editions.
- Craft discussed the new Situation Response Manual that will be introduced to staff at Staff Development Day on September 6. The Manual is based on the Kent District Library's Complaint Response Manual and sets up a framework for responding to violations of the Library's Code of Conduct. A Committee, consisting of Craft and Koschik, along with Rosemary Retford, Sarah Bowman, and Carri Gvodzich, has edited and written content for this new Manual. The current draft of the Manual will be reviewed by Legal Counsel before being presented to staff.
- The next meeting of the Personnel Committee will be determined at a later date.

Approved by the Baldwin Public Library Board February 21, 2005
Amended by the Baldwin Public Library Board March 24, 2005
Amended by the Baldwin Public Library Board April 18, 2005
Amended by the Baldwin Public Library Board January 28, 2008

BALDWIN PUBLIC LIBRARY

EMPLOYEE HANDBOOK

We're Glad You've Joined Us!

January 1, 2005

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INTRODUCTION

Welcome To The Baldwin Public Library

To you who are joining us at the Baldwin Public Library (“Library”), a sincere welcome. To those of you who have been with us through the years, our thanks for your loyal cooperation that has helped us deliver the best services to our citizens.

The Library is a department of the City of Birmingham. The Library is governed by a six member elected Board, separate from the City Commission, which governs all other City functions. Library Board members serve four year staggered terms. They are elected in the odd numbered years by the residents of the City of Birmingham. The Library Board has responsibility for the governance of the Library, which responsibilities include among others, setting of all Library policies, allocating available funds for Library purposes and establishing such bylaws, rules and regulations as are necessary to carry out its responsibilities.

Responsibility for the day-to-day operation of the Library, including the carrying out of all policies adopted by the Board of Directors, rests with the Director and, to the extent the responsibilities of the Director have been delegated, with the Associate Directors. Whenever the term Director is used in this Handbook, it shall refer to the Associate Directors to the extent the responsibilities of the Director have been delegated to the Associate Directors.

The Library provides full library service to all eligible patrons, which include all residents of the City of Birmingham and the residents of any other municipality having a reciprocal or contractual agreement for library services. The Library belongs to The Library Network (TLN) and MetroNet Library Consortium.

About Your Handbook And Your Employment At The Library

This is your Employee Handbook. All employees, whether newcomer or veteran, will find this Employee Handbook helpful. It describes the various benefits for which you, as an employee, are eligible and discusses those programs and policies that affect your job. This Employee Handbook applies to all Library employees and supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment with the Library.

Each page in the employee handbook is numbered and dated. The Master Copy of the Personnel Handbook will be on file in the Administrative Office and will be available on the Staff Intranet and Blog. The Master Copy is considered the Official Version. This Master Copy supersedes all previous versions. As edits to the handbook are made you will be supplied with replacements pages for your handbook. It is your responsibility to maintain the currency of your personal copy of the employee handbook.

Your employment at the Library is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and the Library has the same rights.

The Library reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to our at-will employment policy set forth above can be made at any time for any reason, except by vote of the Library Board at a regularly scheduled Board meeting. Amendments to any other part of this Handbook must be in writing and issued by the Library Board. No other employee, representative or agent of the Library has the authority to amend, alter or change the policies set forth in this Handbook or to enter into any agreement concerning the terms and conditions of your employment at the Library. Amendments will be issued directly to employees or posted on the Library bulletin board in the staff room. The provisions of this Handbook do not establish contractual rights between the Library and its employees. The Director shall administer the provisions of this Handbook.

Some of the employee benefit plans described in this Handbook are subject to legal requirements concerning reporting and disclosure. The Handbook contains highlights of some of these plans. For complete details concerning these plans, you should consult the Summary Plan description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Of course, changes in the law may affect the benefit programs described in this Handbook. The Library Board reserves the right to alter, change, or cancel any benefit plan or program at any time.

Questions

Any employee who has questions or needs an interpretation of these personnel policies should contact the Administrative Assistant in the Director's Office. This position functions in a human resource capacity and is the liaison to the Human Resource Director for the City of Birmingham. All changes in personnel status must be transmitted from the Director's office.

Orientation Period

The purpose of our orientation is to familiarize you with the Library's way of doing business. New employees should review Library policies and procedures and become familiar with the Library, as well as the opportunities of being an employee at the Library. Any questions concerning policies or procedures should be discussed with your department head. The orientation period lasts six months. Employees may not use vacation time, sick time, or personal days during the orientation period.

Employee Status And Benefit Eligibility

Full Time Benefit Employee

A full time benefit employee is one who works forty (40) hours per week, twelve (12) months per year, and is therefore eligible for all benefits offered by the Library and those the Library offers through the City of Birmingham for such full time employees. All Department Heads are full time benefit employees. An employee can only become a full-time benefit employee by written notice of same and the actual initiation of full time fringe benefits by the Library's benefit carriers and administrators.

Part Time Benefit Employee

A part-time benefit employee is one who works less than thirty-three (33) hours per week, twelve (12) months per year as an Assistant Department Head, Librarian or Assistant II.

Part-time benefit employees hired before January 1, 1987 are eligible for all benefits offered by the Library and those the Library offers through the City of Birmingham for full time employees.

After January 1, 1987, if newly hired part-time employees choose to participate in any or all of the benefit programs, the employee must pay a pro-rated share of the cost (i.e., 20 hrs/wk worked – 50% paid by Library; 30 hrs/wk worked – 75% paid by Library).

After July 1, 1991, newly hired part-time employees working less than thirty-three (33) hours per week as Librarians or Assistant II will receive pro-rated time benefits for vacation, holiday and sick leave only. These employees are not eligible for pro-rated health or retirement benefits.

An employee can only become a part-time benefit employee by written notice of same and the actual initiation of part-time benefit coverage by the Library's benefit carriers and administrators.

Non-Benefit Employee

Any employee not classified as a benefit employee (full-time or part-time), shall be a non-benefit employee and shall not be eligible for any benefits. Non-benefit positions include, but are not limited to: Substitute Librarian, Customer Care Representative, Maintenance /Custodial Assistant, Library Assistant I and Page.

A Special Note to Supervisory Personnel

The Library expects loyalty and best efforts from all of its employees, particularly the Director, the Associate Directors and the Department Heads and other supervisory personnel. The Library will not be satisfied, and does not expect you to be satisfied, with anything other than your best effort. The Director, the Associate Directors and the Department Heads are also leaders and are expected to act as such. You are to set the example for other employees in your actions, work habits, and attitude especially in the areas of sexual harassment and discrimination.

As a supervisory employee, the Library expects you to maintain confidentiality on a number of matters including, but not limited to evaluations, financial data, and other sensitive information. All supervisory employees are expected to be knowledgeable concerning the elements of the sexual harassment and discrimination policy contain in this handbook The Library also expects you to maintain professional and ethical standards of performance. Any abuse of the Library's trust by a Director, an Associate Director or a Department Head or any supervisory employee is not a trivial matter and may subject the employee to discharge.

The Library applies the "total job" concept to the Director and Associate Directors. Under the total job concept, the employee's responsibility for successful job performance is not limited

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to specific hours or workdays. The Director and Associate Directors may have to work additional hours at the Library or take work projects home.

Open Door Policies and Procedures

The Library's goal is to provide a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. The Library recognizes the need for procedures that will allow employees to call attention to work-related matters that they feel need correction.

The Library endorses an "Open Door" Policy where an employee has the right to meet with the employee's supervisor or Department Head to discuss matters of concern. The Library's Open Door Policy is in effect during each working day. The Library's success has been built on the free exchange of ideas, creative management and the identification of problem areas and their quick resolution.

Because the Library believes in your right to speak for yourself and to have your own say about your employment problems, the Library encourages you to make your problems known. If you feel you have an employment problem, use the following procedure. If your problem is found to be valid, appropriate corrective action will be initiated.

Take your employment problem first to your Department Head for resolution. Your Department Head will give you a decision concerning your employment problem as promptly as possible. If you are still not satisfied, take your employment issue to the Library Director. The Director will give you a response as quickly as possible.

Employee Concern Procedure

Step 1

An employee having a concern related to the employee's employment with the Library shall first discuss the matter with the Department Head. If not resolved at that time, the employee shall advise the Director in writing of the concern within ten (10) calendar days.

Step 2

The written statement of the concern shall be discussed between the employee, the Director and the Department Head. The decision of the Director and the Department Head shall be given in writing to the employee within ten (10) calendar days after the date of such meeting.

Step 3

If the decision made in Step 2 is not satisfactory, the employee may request that the concern be presented to the Library Board either by the employee or the Director at the employee's option. The Director will prepare a report on the concern submitted and the results of the meeting held previously and will submit the same, along with any written statement of the employee, to the Library Board for its consideration. Notice of request for consideration must be filed within two weeks after the date of the decision of the Library Director in Step 2. The Library Board may render a decision regarding the concern with or without a hearing. When the

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Library Board has rendered its decision, the Director will submit the decision to the employee. The decision of the Library Board will be final and binding.

POLICY ON NON-DISCRIMINATION AND HARASSMENT

Discrimination Prohibited

It is the philosophy and policy of the Library to treat employees and applicants for employment without regard to race, creed, color, sex, sexual orientation, veteran status, religion, national origin, age, disability (handicap), marital status, height, weight or any other prohibited basis. Discrimination against any employee or applicant, based on any of the foregoing reasons will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination. This policy also applies to our citizens and vendors – the Library will not tolerate discrimination or harassment against any citizen or vendor for any of the foregoing reasons.

Ethnic and Other Harassment Prohibited

The Library also prohibits harassment because of race, color, national origin, age, sex, sexual orientation, religion, disability (handicap), marital status, height, weight or any other unlawful basis. Such harassment, which includes derogatory comments, slurs, jokes, or other conduct is prohibited. This type of behavior creates an improper work environment and will not be tolerated.

This means:

- No derogatory comments, slurs or conduct relating to race, national origin, color, sex, sexual orientation, religion, age, disability (handicap), marital status, height, weight or any other prohibited basis will be permitted:
 - ◆ concerning any individual employee
 - ◆ concerning any member of the public
 - ◆ concerning any group or segment of our society (for example any ethnic, racial or religious group such as African-Americans, Jews, Muslims, Chaldeans, females, etc.).

Such comments and conduct must not occur in the workplace at any time or during any Library activity – whether or not the targeted individual is present or receives the material. This includes, but is not limited to:

- ◆ all meetings and conversations
- ◆ computer mail, blog, or computer entries and use of the computer, e-mail and voice mail systems.
- No jokes or cartoons concerning race, color, national origin, sex, sexual orientation, religion, age, disability (handicap), marital status, weight, height or any other prohibited basis.

- No ethnic comments, slurs or conduct.

Sexual Harassment Prohibited

Sexual harassment is prohibited. Sexual harassment is prohibited because it is intimidating and an abuse of power and is inconsistent with Library policies, practices and management philosophies. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment can include the following:

- Verbal harassment, including jokes, comments or threats relating to sexual activity, body parts, or other matters of a sexual nature.
- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating sexually suggestive material.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual conduct.
- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching or other unwelcome physical conduct.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of his/her gender and creates an intimidating, hostile or offensive work environment.
- Any other sexual conduct that unreasonably interferes with another person's work performance or creates an intimidating, hostile or offensive work environment or adversely affects another person's employment opportunities.

Employee Recourse For Discrimination Or Harassment

Any employee who feels subjected to discrimination or harassment should immediately report it to the employee's supervisor, Department Head, or to the Library Director or Associate Director. Such reports will be investigated thoroughly. If the report has merit, disciplinary action will be taken against the offender and depending on the severity of the misconduct, the disciplinary action could range from a warning to termination.

In situations in which the immediate supervisor is the person who charged with discrimination or harassment, then the complaint should be filed with the Director. In situations

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where the Library Director is charged with discrimination or harassment the complaint should be filed with the President of the Board of Trustees. (See employee concern procedure on page 4.)

It is important to keep in mind that the Library cannot enforce its policy against discrimination and harassment unless any and all instances of harassment and discrimination are brought to the attention of the Library. Thus, it is also the policy of the Library that any employee who believes the employee has been subjected to harassment or discrimination, or has observed another employee or a vendor or citizen being subjected to harassment or discrimination, must report that belief immediately. The Library will attempt to conduct the investigation in a manner to protect the privacy of the individuals involved.

HOW YOU ARE PAID

Pay Day Policy

You will be paid every other Thursday. If Thursday is a holiday, you will be paid on Wednesday that week.

Employees are responsible for their paychecks after they have been issued. Employees are expected to cash their paychecks on their personal time. Checks lost or otherwise missing should be reported immediately to the Administrative Assistant so that a stop payment order may be initiated. The Administrative Assistant shall determine when and if a new check should be issued to replace a lost or missing check. Automatic deposit is available to employees who want to have their paycheck electronically deposited to their bank account. If you feel there is an error in your pay, or if there is anything about your pay that you do not understand, please contact your Department Head.

By law, the Library is required to deduct, where applicable, Federal and State withholding taxes, social security taxes, garnishments and court ordered child support from an employee's pay. The Library also deducts the employee pension contribution. In addition, you may authorize any of the following deductions:

1. Deferred Compensation (457 Plan).
2. Medical Savings Plan.

Working Schedule

The Library is open seven days per week and you may be scheduled any of those days. Your work hours will be scheduled by your Department Head. Your work schedule is subject to change depending upon the Library's needs.

Overtime

While it is the Library's policy to avoid overtime, there are situations that may require overtime work. When required by the Library, overtime is mandatory. In these cases, your Department Head will attempt to give you sufficient notice concerning scheduled overtime. Overtime must be approved by the Director.

Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any workweek. Not all employees are eligible for overtime. Check with your Department Head to see if you are eligible for overtime.

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Variables In Scheduling

Due to variations in need for the number of staff at any one time, employees may be asked to work a varied schedule. Every effort will be made to give advanced notice. The library reserves the right to develop a work schedule that reflects library needs. The library will attempt as much as possible to develop a consistent rotating schedule. However part-time staff may on occasion be asked to work additional hours. All hours over 40 hours per week will be compensated at 1 ½ times the normal rate of pay—consistent with the overtime policy.

EMPLOYEE BENEFITS

Holidays

Recognized Holidays

Regular full-time employees and eligible part-time employees (on a pro-rated basis) are eligible for holiday pay. Payment for holidays is at the employee's regular rate of pay. Full-time benefit employees and eligible part-time benefit employees receive the following holidays with pay.

<u>HOLIDAY</u>	<u>TIME OFF</u>
New Year's Day	1 day off
Memorial Day	1 day off
Independence Day	1 day off
Labor Day	1 day off
Thanksgiving Day	1 day off
Christmas Eve Day	1 day off
Christmas Day	1 day off

In addition, full-time and eligible part-time employees (on a pro-rated basis) receive 4½ days of floating holidays. The employee must take all floating holiday time by June 30 in the current fiscal year and it must be reported on the employee's time sheet. The amount of time off for floating holidays is set forth on the Benefit Matrix attached as Appendix A.

Floating holiday and personal time will be credited to an employee retroactively at the beginning of the fiscal year based on the previous year's employment.

Holiday Policies

National holidays are scheduled on the day designated by Board approval.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Vacation

Definition Of Vacation

Vacation is absence from work for which the employee is paid just as if he were at work. Vacation will be at the discretion of the employee's Department Head.

Amount Of Vacation

See Appendix A - Benefit Matrix, for vacation accrual. Vacation leave accumulates from the first complete month of employment defined as “the first calendar month the employee works, on or before the fifteenth (15th) day of that month.”

Use Of Vacation

Vacation may be used only with the permission of an employee's Department Head. Of necessity, the welfare and convenience of the Library and the continuation of the services the Library renders must be the foremost consideration in allowing use of vacation time. This provision shall apply to all other sections of this plan. Vacation may not be used before it is credited. Vacation may be used any time after it is credited to an employee (except that an employee cannot use vacation time during his/her orientation period). Vacation leave may be combined with personal days or holidays as approved by the Department Head. Each Department Head will schedule vacations in accordance with department needs.

Vacation leave must be used in the fiscal year following the year in which it was earned or be forfeited. All requests for vacation leave must be approved by the Department Head or the Director.

Vacation may not be used to extend employment with the Library unless approved by the Library Director in writing.

Personal Days

Amount of Personal Leave

Full-time benefit employees are given two additional paid days off to be used during the current fiscal year as personal days. Personal days are pro-rated for eligible part-time benefit employees. See Appendix A – Benefit Matrix. New hires will have personal days prorated for the succeeding fiscal year (e.g. employees hired in January will receive one-half the personal days on July 1).

The Library offers you this personal leave benefit to accomplish personal business that cannot be done during time other than your normal working hours. You are required to request personal leave from your supervisor in advance and obtain his/her approval. Employees cannot use personal leave during their orientation period.

Accumulation Rights

Personal leave and floating holidays may not be carried over and accumulated from year-to-year. Personal leave not used during the fiscal year will be forfeited. It is the employee's responsibility to schedule this time with Department Head approval well in advance of the time off. Under no circumstances will leave be granted if insufficient people are available to run the department.

Health, Life And Disability Insurance For Employees

The Library offers health insurance benefits as well as disability and life insurance to its regular full-time benefit employees and to eligible part-time benefit employees as disclosed in the section of this Handbook entitled “Employee Status and Benefit Eligibility.” Complete details on the benefits available are outlined in the summary plan description available from administration or through the City.

Employees must meet all insurance eligibility and qualification requirements (including but not limited to preexisting condition limitations and requirements) contained in any present or future insurance policies or plans offered by the Library. Employees who are unable to meet these requirements may, as a result, lose insurance coverage or may be unable to obtain insurance coverage. The Library is not obligated to obtain alternative insurance coverage for those employees who lose or are unable to obtain insurance coverage.

The Library, in its discretion, may change insurance carriers, the terms of insurance policies or the level of benefit.

Retirement Plan

Full-time benefit employees and eligible part-time benefit employees shall be eligible to participate in the retirement plan for employees of the City of Birmingham. This plan provides for contributions by both the employee and the Library. The retirement plan takes effect on the date of hire.

The Library also offers a 457 plan for employees who qualify to contribute to this plan.

Detailed information regarding the retirement plans is available at the Library office or through the City Personnel Office.

The retirement of long time staff will be acknowledged according to the following schedule. These gifts shall be paid from the Trust funds of the library, which have been accumulated for library use to be expended for functions beyond the boundaries of the General Fund.

10 years of service but less than 15	- \$100.00
15 years of service but less than 20	- \$150.00
More than 20 years of service	- \$250.00

Death of a Family Member of the Staff

In the event of the death of an immediate family member (spouse, domestic partner, children, parent, sibling, parent-in-law, grandparent, grandchild or grandparent-in-law) the library shall place a memorial book in the collection with an appropriate memorial plaque. The book shall have a value of \$50 or less and shall be selected in accordance with the collection development policy.

LEAVES OF ABSENCE

This section of the Handbook discusses leaves of absence. The first two parts of this section cover the Family Medical Leave Act (a federal law governing leaves of absences for specified purposes), and sick leave (both work-related and non-work-related). These two sections are coordinated together. The remainder of this section discusses Personal Unpaid Leaves of Absence, Death Leave, Military Leave, Jury Duty Leave, and various aspects of leaves of absence. Please read this section carefully and if you have questions, contact Library Administration.

In order to continue to be employed by the Library, an employee must be actively working at the Library or must be on an approved leave of absence. Once applicable FMLA leave, sick leave (whether for a work-related or non-work-related illness or injury), vacation and personal days are exhausted (and the employee is not on another approved leave as set forth in this section), the employee's employment with the Library will be terminated.

Family and Medical Leave Act

The Library understands that a situation may occur that requires an employee to request a leave of absence for reasons such as medical difficulties, childbirth, adoption, or a serious family illness. As such, we provide, in accordance with the Family and Medical Leave Act ("FMLA") leaves of absence for a maximum of twelve (12) weeks in a one (1) year period to cover eligible employees faced with these situations. Our FMLA Policy is contained in Appendix B to this Handbook.

Your FMLA leave is coordinated with sick leave (both work-related and non-work-related). Your twelve-week leave time under the FMLA will run simultaneously with any sick leave (both work-related and non-work-related) (i.e. your first twelve (12) weeks on sick leave (both work-related and non-work-related) will also count as your FMLA leave). While an employee is on FMLA leave, the employee shall first exhaust the employee's sick leave then vacation leave, then personal days.

Sick Leave

Sick leave is a benefit available to employees under certain circumstances, but is not a guarantee of continued employment throughout the period that sick leave is payable (except as provided under the FMLA). The employment of an employee on sick leave may be terminated at the discretion of the Director except as provided by the FMLA.

Accrual of Sick Leave

See Appendix A – Benefit Matrix.

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In the event of an employee classification change, the accrued sick bank leave will be adjusted not to exceed the maximum for the new classification.

Use of Sick Leave

Sick Leave may be utilized only for the following purposes subject to the limitations set forth below:

- For all bona fide illness and/or injury. The Library may require a certificate of such illness and/or injury from the employee's physician or from a physician of the Library's choice. An absence for maternity purposes will be treated as any other illness.
- For medical, dental and ocular appointments approved in advance by the employee's department head.
- Four workdays per fiscal year may be taken from sick leave for the bona fide illness of an immediate family member (spouse, domestic partner, children, parents, sibling, parent-in-law, grandparent, grandchild or grandparent-in-law) and for the funeral of an immediate family member (as defined above) or religious holidays or other emergencies as approved by the Director. If more than four days are required, the additional time will be deducted from available vacation leave. If the leave qualifies under the FMLA, then all FMLA leave will be deducted first from sick leave until sick leave is exhausted, then from vacation leave until vacation leave is exhausted and then from personal days.
- Permission may be granted by the Director for a funeral of a person other than an immediate family member.

Military Leave

The rights of servicemen and servicewomen as set forth in applicable state and federal laws will be followed by the Library.

Jury Duty

An employee required to serve on a jury shall be excused from regular duties during that time, except that on such days the employee shall be required to work all scheduled hours during which attendance in court is not required with reasonable travel time provided. The Library will pay the employee for time actually lost from his scheduled work hours and the employee will be required to submit any jury fees received to the Library for such time.

Personal Leave Of Absence Without Pay

General

A personal leave of absence without pay must be requested in writing to the Director and will be considered in consultation with the Department Head on an individual basis. No employee, regardless of classification, may be absent from regularly scheduled work unless such absence qualifies as vacation leave, sick leave, FMLA leave, military leave or jury duty leave without satisfying the conditions for an approved personal leave of absence without pay. The Director may grant an employee a personal leave of absence without pay or other benefits for a period not to exceed twelve (12) months when it is in the best interest of the Library to do so.

Procedure for Requesting

A leave of absence will be requested in writing in advance to the Director stating the reason and requested dates. The granting of a leave of absence will be made by the Director, in consultation with the Department Head. A requesting employee shall be notified of the approval or denial of a requested leave of absence.

Conditions

All personal leaves of absence shall be without pay and benefits and no service credit for retirement purposes or other purposes will accrue during the leave of absence. At the commencement of the unpaid leave of absence the employee will be paid for all remaining vacation leave and personal leave. The employee must comply with all conditions of the leave of absence.

All leaves of absence shall commence and end upon the dates approved for such leave of absence and any requests for extensions will be made in the same manner as the original request. An employee on a leave of absence may continue to carry available insurance benefits at the employee's expense during the authorized leave of absence.

The Library cannot and will not promise or guarantee that your position will be open when you return from your personal leave. If your position has been filled while you were on personal leave, you will be offered an available position (if any) for which the Library, in its sole judgment, believes you are qualified. If there is no such opening, you will be placed on a hiring list for three (3) months. Should an opening occur in a position, for which you are qualified in the sole judgment of the Library, you will be offered that position. If an opening does not occur within three (3) months, your employment will terminate.

Outside Employment During A Leave of Absence

An employee shall not engage in gainful employment (except military duty pursuant to Military Leave) during a leave of absence (including absences for personal leave and jury duty) without the prior written permission of the Library Director.

GENERAL POLICIES

Job Duties and Responsibilities

Your job duties and responsibilities will be explained to you by your Department Head. The Library reserves the right to modify, change, add or delete job duties and responsibilities and to transfer employees to different positions.

Job Review

Your Department Head or your direct supervisor will work with you on an ongoing basis to help you improve at your job. In this way you will receive constructive suggestions about how to improve your work. Periodically your Department Head or supervisor may meet with you individually to evaluate your performance. If you have any questions about your job, you should feel free to talk to your Department Head or supervisor at any time.

Opportunities for Advancement

In our organization there may be opportunities for advancement. However, many of these opportunities depend upon you. Many things are taken into consideration, some of which are the way you perform your job, your ability to cooperate and work with others, your loyalty and your willingness to assume responsibility. Staff is encouraged to apply for other positions as they become open.

Transfers

Regular employees may request a transfer to a different department when there is an open position. The employee must submit an application and go through the normal hiring process. Employees may be transferred based on library needs at the discretion of the Library Director.

Employee Absences

It is essential that all employees report for work when scheduled. Employee absences create disruption in the workplace and hamper our ability to provide first-rate services to Library patrons, which they have grown to expect. Accordingly, the Library discourages employee absences.

In the event an employee must be absent from work, the employee must call the sick line prior to the start of the employee's shift to report their absence. We have the sole discretion to grant or deny an employee's absence request. In no event will an employee be paid for an

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unexcused absence from work. An employee who has earned vacation time may use a vacation day to cover their absence, if approved in writing by the employee's Department Head.

The Library reserves the right to discipline an employee for excessive absences from work or tardiness up to and including discharge. See Rules of Conduct contained in this Handbook.

Layoff and Recall

The Library will determine when a layoff must occur and when employees can be recalled from layoff. The Library will decide in its discretion the employees to be laid off and recalled.

Employees on layoff for six (6) months will be automatically terminated.

Lunch Periods and Breaks

Employees who work a full day receive a one-hour non-paid lunch or dinner period. An employee who works at least a four-hour consecutive shift may take **no longer** than a 15-minute break during their shift. If you need an extended break, notify your supervisor and clock out appropriately. The Department Head has the responsibility to insure coverage of the department. When necessary, Department Heads are authorized to limit the number of personnel on break and the length of breaks. Employees are required to coordinate breaks with their Department Head or shift supervisor. In general the library has the lowest staffing levels during evening hours and on the weekends; breaks should be avoided during these times when possible. The library's busiest hours are generally predictable and follow a pattern. Staff is advised to be aware of these peak periods plus the limited availability of staff on the evenings and weekends. Every effort should be made to either be available to work on the desk or to serve as backup during these times of highest demand.

The rest break is a privilege, not a legal requirement. It must not be abused nor interfere with the efficient operation of the library. Abuse of this privilege may be termed absenteeism and would result in disciplinary action.

The breaks may be taken anywhere the employee wishes; however, Library employees are not covered by workers' compensation insurance if they leave the building. Breaks must be taken within the work period allocated and cannot be combined with other leave.

Dress Code

Your personal cleanliness and appearance is of importance to both yourself and the Library. All employees are expected to dress neatly and appropriately for their job and avoid any apparel that may not be in keeping with good business taste. Blue jeans and denim may not be worn at the circulation desk or in those positions where the employee works in the public

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service areas of the Library. There may be exceptions for student workers at the discretion of the Department Head.

Employees who report to work dressed inappropriately will be asked to go home to change. This will be unpaid time.

Telephone Calls

Personal business and personal telephone calls must be kept to an absolute minimum during the workday. Other calls, on a limited basis, will be referred to you for return during meal, break, or after the workday. Toll calls must be authorized by the supervisor and paid for by the employee.

Doctor Examinations

The Library may require employees to be examined by a doctor, selected and paid for by the Library, including tests to determine fitness for duty. The purpose of such employee examinations is to make sure that employees are and continue to be medically fit and able to perform job duties and to help eliminate accidents and injuries. The Library intends to comply with all applicable laws and regulations concerning any such examination.

Smoking

Smoking is not permitted in Library facilities. Smoking is allowed only in designated areas.

Authorization of Employment

Employees of the Library are required by federal law to verify their authorization to work in the United States. In compliance with the law, the Library prohibits discrimination in hiring, recruiting, referring for a fee and discharging based on citizenship and national origin.

Notice of Changes

For your protection, convenience and benefit, you are requested to notify the office immediately of any change in your address or phone number. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits and compute your payroll deductions.

Facilities, Equipment, Desks And Areas

The general appearance of our facilities is a direct reflection on our individual pride in ourselves, our workmanship and our job. There is a place for everything and everything should

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be in its place. It is everyone's job to keep our facilities, equipment, and work areas neat and clean. This is particularly important for employees who share a desk with co-workers.

If the Library's offices appear neat, orderly and efficient, the Library's patrons and visitors will carry away a favorable impression of the Library and its operations. They will also have confidence in the Library's ability to fulfill any commitments it may make.

You are expected to take proper care in the handling of any and all Library equipment and property. No Library property is to be removed from the premises without prior authorization. If you lose, break or damage property, report it at once to your supervisor.

All sensitive materials should be placed in a secure area on the Library premises at the end of your workday. Employees shall not browse through documents that are not part of their job to maintain or work on.

You have no right of privacy in or to desks, containers, cabinets, facilities, computers and other areas. The Library reserves the right to search and/or examine all such areas. If you have private or personal papers, documents or items, please leave them at home.

Confidential Information, Code of Ethics and Conflict of Interest

In your work you may be dealing with confidential information of a personal nature. Whether the information is about employees or residents, you are obliged to treat it as confidential. Don't discuss or divulge confidential information to unauthorized personnel or other individuals.

See Appendix C for the Library's policy entitled "Code of Ethics and Conflict of Interest."

Policy Statement on Substance Abuse

Overview Of Policy

The Baldwin Public Library recognizes the basic right of employees to work in an environment that is free of drugs and alcohol and to be able to rely on co-workers who are not impaired by the effects of substance abuse. While the Library has no intention of intruding into the private lives of its employees unless off-the-job conduct adversely impacts the employment relationship, it acknowledges that both on-and-off-the-job use of illegal drugs or abuse of other controlled substances or alcohol threatens co-workers' safety as well as the Library's business. Employees involved with alcohol and drugs tend to be less reliable, less productive, more accident prone, and less likely to report regularly in a mental and physical condition fit for work. This jeopardizes the reputation of the Library, the quality of its service and the well being of the involved employees, their families and their co-workers.

The Library expects employees to report to work and remain in condition to perform their duties throughout their workday. The Library is committed to strictly enforce its Substance Abuse Policy and to maintain a safe working environment that is free from the effects of substance abuse.

Policy Violations

Baldwin Library specifically prohibits and will discipline, up to and including discharge, any employee for any of the following activities:

1. Use, sale, transfer, manufacture or possession of illicit drugs or drug paraphernalia or unauthorized controlled substances during work time (including breaks and meal periods), on Library business, on any Library premises or work sites, including Library supplied vehicles. This prohibition includes distribution of drugs for which the employee has a prescription. Library vehicles or private vehicles used while on Library business are included within this prohibition.
2. Use, sale, transfer, or possession of alcohol on any Library premises or work sites, including private vehicles while on Library business or Library supplied vehicles.
3. Being impaired by or under the influence of alcohol, drugs or controlled substances while on Library premises or work sites, including Library supplied vehicles or private vehicles, during working hours (including breaks and meal periods) or while on Library business. Furthermore, employees are expected to remain drug free, the presence of illegal drugs in an employee's test shall be regarded as a violation of this Policy.

Library officials who engage in the limited, appropriate and lawful social use of alcoholic beverages in the course of their recognized duties are exempt from this policy only to the extent of appropriate and lawful use.

4. Conviction under any criminal drug statute or other off-the-job conduct, which adversely impacts the employment relationship in the judgment of the Library.
5. Failure to report to the immediate supervisor or the acting Human Resources representative within the Library, the use of any prescribed medication, which may alter behavior, physical ability or mental functions.
6. Refusing to submit to an inspection or required test that is requested by Management or failure or refusal to sign any required document or cooperate fully with any investigation associated with the enforcement of this Policy.

Testing Of Applicants And Employees

Drug testing will be administered as part of the regular pre-employment physical examination for new hires. Employees may be required to submit to drug and/or alcohol testing

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if the Library has a reasonable suspicion that the employee is/was under the influence of drugs or alcohol while on Library property, on Library time (including breaks and meal periods), or on Library business. Any tampering with a specimen or interference with a drug test will result in termination.

Any employee involved in a workplace accident involving bodily injury (to him or herself or a third party), property damage or when, in management's judgment, there is reason to believe that the employee is intoxicated or impaired will be required to submit to drug and/or alcohol testing. The Library will act on the results of said tests in accordance with this Policy.

Inspections

The Library reserves the right to conduct inspections of an employee and his/her personal belongings when there is a reasonable suspicion that the employee may be violating the Substance Abuse and Drug Policy. Such inspections may include, for example, employee's personal effects, lockers, desks, lunch boxes, purses, briefcases, and private vehicles used for Library business. Employees refusing to cooperate with requests for inspections will be in violation of this Policy.

Contractors And Visitors

Any contractor found in violation of this Policy will be refused entry onto or removed from the Library's premises. The contracting company will be notified and asked not to have that person return.

Condition Of Employment

Compliance with the Baldwin Library's Substance Abuse Policy is a condition of employment.

Responsibility For Policy

The Baldwin Library Director is responsible for compliance with this policy.

Workplace Violence Policy

See Appendix D.

Electronic Communications Policy

See Appendix E.

Staff Room Use

The Director will issue guidelines for the use of the staff room. Employees are expected to share in keeping the staff room kitchen clean.

Staff Organization Committee

This Committee consists of staff members and is a representative body for the entire staff in connection with any staff social or similar functions as established by the Committee in consultation with the Director. Members of the Committee will change annually and are selected by the employees. The SOC operates under a set of bylaws, voted and approved by the staff.

Parking

Employees must park in the yellow-lined spaces allotted to City employees in the parking structure at the corner of Maple and Chester. Full-time and part-time benefit employees will be issued a pass that automatically takes care of any parking fees. Non-benefit employees will not receive a pass, but will have their parking fees paid by the Library.

Political Activity

To avoid possible conflict of interest, no Library employees may seek election to any elected office in the municipal government of the City of Birmingham or the Library without first resigning. No elected official in the municipal government of the City of Birmingham may seek employment at the Baldwin Library while holding such position.

Discounts and Privileges

Employees of the Baldwin Library are entitled to full library privileges while employed at the Baldwin Library. In addition, employees are entitled to discounts on the purchase of materials such as books and audiovisual materials. Employees do not pay rental fees or overdue fines. Employees have the opportunity to purchase withdrawn library materials.

On-The-Job Injuries

The Library should be a safe and healthy place to work. Accidents can be serious, cause pain and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your supervisor so they can be corrected.

You must report all job-related injuries and illnesses to your department supervisor immediately. If the accident or injury happened at work and requires medical treatment after going home, proceed to the Library clinic or, if it is an emergency, go to the emergency room at the hospital. Advise your Department Head of the name of the doctor or hospital where treatment was received.

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Follow this procedure if you are involved in or observe an accident on the Library property:

1. Notify dispatch at 911.
2. Report the accident to your supervisor immediately. If your supervisor is not available, report it to the Librarian in Charge.
3. Assist injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.

Request for Accommodation

Employees with disabilities needing an accommodation for employment must notify the Library Director in writing within 182 days after the need for the accommodation becomes known.

STAFF RULES OF CONDUCT

The Library has certain rules of conduct that have to be followed in order to get work done in an efficient and orderly manner. Your cooperation is essential, and you should familiarize yourself with those rules of prohibited conduct listed below so you know what is and is not acceptable behavior. Based on common sense and good judgment, these rules are designated to protect your rights and the rights of other individuals.

Violations of the following rules that prohibit the indicated behavior will, in the discretion of the Library, result in disciplinary action up to and including discharge:

1. Poor work performance;
2. Insubordination (disobedience to authority or failure to follow instructions);
3. Theft, unauthorized removal of property, or misappropriation of Library funds or property, including funds or property of other employees, citizens and guests;
4. Fighting;
5. Being on Library premises or being on duty while under the influence of alcohol or drugs, or in an unfit condition;
6. Bringing, having, possessing, or consuming unauthorized alcoholic beverages or drugs while on duty;
7. Violation of the Library's substance abuse policy (i.e.);
8. Walking off the job;
9. Causing hazardous or unsafe working conditions;
10. Falsification of personnel or other records;
11. Absence without notification or permission;
12. Damage to, destruction of, or misuse of property and equipment belonging to the Library, its employees, or citizens;
13. Failure to cooperate in efforts to make the workplace safe or in the investigation of incidents or conduct at the Library;
14. Failure to operate a Library/City vehicle safely or properly or failure to operate a personally owned vehicle safely and properly while on Library business or Library time.

15. An efficient business operation requires that the workforce be available on the job, at work, as scheduled. This means that employees should be at their workstations at their designated starting time. The Library expects that each employee will maintain a reasonable level of timely and productive attendance. Therefore, the Library will enforce the following rule:

Employees shall report for work regularly and promptly. Employees subject to penalty are those:

- (a) who are excessively absent or tardy; or
- (b) who provide inadequate reasons for absenteeism or tardiness; or
- (c) who fail to call in, or who call in later than one-half hour before the scheduled start of their shift on the day of any unscheduled absence.

In no event will an employee be paid for unexcused time the employee is absent from work.

16. Books, magazines, or posters that contain sexually explicit material are not permitted on Library premises, vehicles, work sites, or during the workday.

THE ABOVE RULES ARE NOT INTENDED TO BE ALL INCLUSIVE OF THE PROPER STANDARDS OF CONDUCT OR OTHER OBLIGATIONS OF EMPLOYEES. THE LIBRARY DIRECTOR IS AUTHORIZED TO TAKE DISCIPLINARY ACTION, INCLUDING TERMINATION, FOR OTHER CONDUCT NOT SPECIFICALLY LISTED HERE.

THIS HANDBOOK IS THE PROPERTY OF THE LIBRARY AND MUST BE RETURNED TO THE LIBRARY UPON LEAVING EMPLOYMENT.

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THE DOOR IS ALWAYS OPEN

The Library hopes this Handbook will be helpful to you as an employee of the Library, and will serve as a useful reference in explaining the Library's benefits and policies, and your job responsibilities. You should feel free to discuss with your supervisor any problems that occur on the job, or any suggestions you might have for improvement in Library operations. The door is always open to you. The Library wishes you the best, and trusts your job with the Library will be satisfying and rewarding.

APPENDIX A

VACATION, SICK AND PERSONAL TIME ACCRUAL MATRIX

The following tables are a summary of time benefits based on the position and the number of hours allotted to that position.

Librarian

	MATRIX "A"	MATRIX "B"	MATRIX "C"	MATRIX "Y"	MATRIX "D"
Type of Leave	Full-Time Librarian	F/T Librarian After 20 yrs	30 Hours Librarian	24 Hour Librarian	20 Hour Librarian
	Hours/Month	Hours/Month	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	13.33	16.66	10.00	8.00	6.67
Sick leave Accrual Per Month	8.00	8.00	6.00	4.80	4.00
Birthday	8.00	8.00	6.00	4.80	4.00
Floating Holidays including December 26 and 31	28.00	28.00	21.00	16.80	14.00
Personal Leave	16.00	16.00	0.00	0.00	0.00

	MATRIX "E"	MATRIX "X"			
Type of Leave	18 Hour Librarian	15 Hour Librarian			
	Hours/Month	Hours/Month			
Vacation Accrual Per Month	6.00	5.00			
Sick leave Accrual Per Month	3.75	3.00			
Birthday	3.75	3.00			
Floating Holidays including December 26 and 31	13.25	10.50			
Personal Leave	0.00	0.00			

Non-Librarian Department Head and Assistant Department Head

	MATRIX “F”	MATRIX “G”	MATRIX “H”
Type of Leave	Full-Time Staff	Full-Time Staff	Full-Time Staff
	Non-Librarian Department Head and Assistant Department Head	Non-Librarian Department Head and Assistant Department Head	Non-Librarian Department Head and Assistant Department Head
	Less than 2 years of service	More than 2 years of service, Less than 5 years	More than 5 years of service
Vacation Accrual Per Month	6.67	10.00	13.33
Sick Leave Accrual	8.00	8.00	8.00
Birthday	8.00	8.00	8.00
Floating Holidays including December 26 and 31	28.00	28.00	28.00
Personal Leave	16.00	16.00	16.00

Non-Librarian Full-Time

	MATRIX “I”	MATRIX “J”	MATRIX “K”
Type of Leave	Full-Time Staff	Full-Time Staff	Full-Time Staff
	Non-Librarian	Non-Librarian	Non-Librarian
	Less than 5 years of service	More than 5 Years of service, less than 10 years	More than 10 years of service
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	6.67	10.00	13.33
Sick Leave Accrual Per Month	8.00	8.00	8.00
Birthday	8.00	8.00	8.00
Floating Holidays including December 26 and 31	28.00	28.00	28.00
Personal Leave	16.00	16.00	16.00

Non-Librarian Part-Time

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			MATRIX “L”
Type of Leave			35 Hour Staff
			Non-Librarian
			More than 10 years of service
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month			11.67
Sick Leave Accrual Per Month			7.00
Birthday			7.00
Floating Holidays including December 26 and 31			24.25
Personal Leave			0.00

Non-Librarian Part-Time

	MATRIX “M”		
Type of Leave	32 Hour Staff		
	Non-Librarian		
	Less than 5 Years of Service		
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	5.33		
Sick Leave Accrual Per Month	6.50		
Birthday	6.50		
Floating Holidays including December 26 and 31	22.75		
Personal Leave	0.00		

Non-Librarian Part-Time

	MATRIX “N”		
Type of Leave	30 Hour Staff		
	Non-Librarian		
	Less than 5 years of service		
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	5.00		
Sick Leave Accrual Per Month	6.00		
Birthday	6.00		
Floating Holidays including December 26 and 31	21.00		
Personal Leave	0.00		

Non-Librarian Part-Time

	MATRIX “T”		
Type of Leave	25 Hour Staff		
	Non-Librarian		
	Less than 5 years of service		
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	4.25		
Sick Leave Accrual Per Month	5.00		
Birthday	5.00		
Floating Holidays including December 26 and 31	17.5		
Personal Leave	0.00		

Non-Librarian Part-Time

	MATRIX “U”	MATRIX “V”	MATRIX “W”
Type of Leave	20 Hour Staff	20 Hour Staff	20 Hour Staff
	Non-Librarian	Non-Librarian	Non-Librarian
	Less than 5 years of service	More than 5 Years of service, less than 10 years	More than 10 years of service
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	3.40	5.00	6.67
Sick Leave Accrual Per Month	4.00	4.00	4.00
Birthday	4.00	4.00	4.00
Floating Holidays including December 26 and 31	14.00	14.00	14.00
Personal Leave	0.00	0.00	0.00

Non-Librarian Part-Time

	MATRIX “O”	MATRIX “P”	MATRIX “Q”
Type of Leave	18 Hour Staff	18 Hour Staff	18 Hour Staff
	Non-Librarian	Non-Librarian	Non-Librarian
	Less than 5 Years of service	More than 5 Years of service, less than 10 years	More than 10 years of service
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	3.00	4.50	6.00
Sick Leave Accrual Per Month	3.75	3.75	3.75
Birthday	3.75	3.75	3.75
Floating Holidays including December 26 and 31	13.25	13.25	13.25
Personal Leave	0.00	0.00	0.00

Non-Librarian Part-Time

	MATRIX “R”	MATRIX “Z”	MATRIX “S”
Type of Leave	15 Hour Staff	15 Hour Staff	15 Hour Staff
	Non-Librarian	Non-Librarian	Non-Librarian
	Less than 5 Years of service	More than 5 Years of service, less than 10 years	More than 10 years of service
	Hours/Month	Hours/Month	Hours/Month
Vacation Accrual Per Month	2.50	3.75	5.00
Sick Leave Accrual Per Month	3.00	3.00	3.00
Birthday	3.00	3.00	3.00
Floating Holidays including December 26 and 31	10.50	10.50	10.50
Personal Leave	0.00	0.00	0.00

APPENDIX B

FAMILY AND MEDICAL LEAVE

General Policy

Notwithstanding any other policy, any eligible employee is entitled to 12 weeks of unpaid leave to attend to a variety of medical and parental responsibilities allowed under the Federal Family And Medical Leave Act.

Eligible Employee: In order to be eligible for family or medical leave, an employee must meet three requirements:

1. Has been employed by the Library for at least 12 months;
2. Has been employed for at least 1,250 hours during the previous 12-month period immediately preceding the commencement of the leave;
3. Is employed at a location where there are at least 50 employees within 75 miles.

Available Leaves

Each eligible employee is entitled to a total of 12 weeks of unpaid leave¹ calculated using a “rolling” 12 month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- A. For birth of a child and/or for the purpose of caring for the newborn child. The right to leave on this basis expires at the end of the 12-month period after such birth and must be concluded within this one-year period;
- B. For placement of a child with an employee for adoption or foster care. The right to leave on this basis expires at the end of the 12-month period after such placement and must be concluded within this one-year period;
- C. To care for the employee’s spouse, child or parent if such person has a serious health condition, illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or which requires continuing treatment by a health care provider. Intermittent leave or a reduced leave schedule will be permitted in place of 12 straight weeks where medically necessary; or
- D. Because of the employee’s own serious health condition, illness, injury, impairment or physical or mental condition that involves in-patient care in a hospital, hospice or residential medical care facility or which requires continuing treatment by a health care provider that renders the employee unable to perform the functions of his or her position. Intermittent leave or a reduced leave schedule will be permitted when medically necessary. If the treatment is foreseeable, the employee is required to make a reasonable effort to schedule treatment so as not to disrupt Library operations any more than necessary.

For the purposes of this Policy, a parent means a biological parent of an employee or an individual who stands or stood in the place of a parent to an employee when the employee was a child. A child means a biological, adopted or foster child, a step-child, a legal ward, or a child of a person standing in *loco parentis*, who is under 18 years of age or 18 years of age or older and incapable of self-care because of a mental or physical disability.

If a situation should occur where a husband and a wife, who are both employed by the Library, are entitled to leave under this policy, the combined number of weeks of leave to which both are entitled is limited to 12 weeks for leave arising under subsection A, B and for the care of a parent in subsection C above.

Intermittent Leave: An intermittent or reduced leave schedule may be taken under certain circumstances. Where the leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take an intermittent or reduced leave schedule only if

¹ Concerning required use of sick leave, vacation time and personal time while on FMLA leave, see section entitled “Use of Paid Leave” on page A-2.

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agreed to by the Library. Where the leave is taken for an employee's own serious health condition or to take care of a sick family member, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Use Of Paid Leave

Family and Medical Leave is unpaid except that any employee using leave pursuant to this policy must apply all available vacation leave, sick leave, personal days, or other available paid leave toward this 12-week period prior to using unpaid leave. Contact the Administrative Assistant in the Director's Office, if you have any questions.

Notice of Leave and Verification Of Medical Reason

All employees must give the Library notice of upcoming leave requirements 30 days prior to the date leave is to begin, if possible, and if it is not possible to give such notice, as soon as practicable.

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

The Library retains the right to request, at its expense, a second opinion by a physician to be designated by the Library. If the first and second opinions conflict, then the Library and the employee shall designate a third physician whose opinion shall be binding. If the employee refuses to take part in the selection process of the third independent physician, the Library selection shall be deemed controlling.

During the leave, employees may be required to provide the Library with subsequent certification every 30 days. The Library shall have the right to request such certification in its sole discretion.

Failure of an employee to provide certification as to the reasons for the leave will result in a denial of the leave. If the employee has already begun the leave, the employee will be expected to return to work immediately upon the Library informing the employee of failure to provide acceptable certification. Failure to return to work will result in the termination of the employee's employment. Further, any time away from work which is not authorized by a proper

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medical certification will be treated as unexcused absences and will subject the employee to all discipline authorized by the Library's attendance policy and/or work rules.

Return From Leave

Upon return from any paid FMLA leave covered by this policy, the employee will be restored to the position held by the employee prior to the leave or to a position equivalent in benefits, pay and other conditions and terms of employment. An employee making use of this policy will not lose any employment benefits that have accrued prior to the leave. However, no seniority, sick time, benefit time, vacation time, holidays, or personal leave days will accrue during the period of time covered by the leave, except when the employee is using sick leave, leave for work connected injury or illness, or vacation time and in these instances the accrued provisions of those policies shall control.

The Library requires that a Fitness For Duty Statement be provided by the employee's doctor before the employee may return to work.

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Health Care Benefits

An employee's health care benefits will be continued by the Library for the entire period of the leave. If the employee fails to return from a leave, the employee will be required to reimburse the Library for the monies expended incident to the purchase of those health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition which would entitle the employee to a leave or other circumstances beyond the control of the employee. A medical certification may be required for this exemption to apply and the certificate must be returned in 30 days.

Exemption For Highly Paid Key Employees

The Library may deny restoration to a former position to highly compensated employees where the denial is necessary to prevent substantial and grievous economic injury to the Library's operations. Highly compensated employees are those employees who are among the highest paid 10 percent of the Library's employees. The Library will notify such employee of its intent to deny reinstatement on this basis as soon as the Library determines that such injury would occur. If the leave has already begun when such notice is given, and the employee elects not to return to work immediately, the employee gives up all rights to restoration.

Relationship to the Family and Medical Leave Act of 1993:

This policy has been developed to comply with the requirements of the Family and Medical Leave Act of 1993. Should this policy conflict with the Act, the Act shall be deemed controlling. The Library also retains all rights under the Act and regulations even though they may not be incorporated into this policy.

APPENDIX C

CODE OF ETHICS AND CONFLICT OF INTEREST

Public Policy

It is the policy of the Library that all Library officials, employees and consultants act in an ethical matter in the carrying out of their respective Library responsibilities and avoid conflicts between their private interests and those of the public whom they serve. In order to maintain the public's confidence in the integrity and impartiality of Library officials, employees and consultants, it is desirable that adequate guidelines be established, promulgated and adhered to by all persons having Library responsibilities.

Definitions

Officials: Officials means elected members of the Library Board of Directors ("Board"), the Director and any assistant Director(s) appointed by the Library Board.

Employees: Employees means all persons employed by the Library who receive compensation as an employee for services rendered.

Consultants: Consultants means persons engaged by the Library to provide professional services who receive compensation as an independent contractor.

Unauthorized Compensation: Unauthorized compensation means any money, property or benefit received or conferred upon any official, employee or consultant in connection with the employee's Library responsibilities, from any person, other than compensation lawfully paid by the Library for services rendered or property provided to the Library that is not in conflict with this code of ethics and conflict of interest.

Library Responsibilities: Library responsibilities means the duties and authorities lawfully granted to any Library official, employee or consultant.

Related Person and Related Entity: A related person means the spouse or a parent, child, sibling or domestic partner of a Library official, employee or consultant or a spouse of a related person. A related entity means any business entity in which the official, employee or consultant or any related person has an ownership interest of more than four percent.

Decision-Making: Decision-making means exercising authority vested in elected or appointed officials or employees participating in the making of a decision to obtain services or property for the Library.

Ethics

Obligations of Public Officials, Employees and Consultants: Library officials, employees and consultants will faithfully adhere to any oath of office, comply with all applicable laws, carry out their respective Library responsibilities impartially and in the public interest and observe the standards of integrity expected of public officials, employees and consultants.

Prohibition Against Unauthorized Compensation: A Library official, employee or consultant will not solicit on behalf of any person or receive, directly or indirectly, any unauthorized compensation from any person in connection with the performance of their Library responsibilities. The foregoing prohibition will not apply to any lawfully permitted and properly reported contribution in connection with a public election for members of the Library Board.

Confidential Information: A Library official, employee or consultant will not disclose any confidential information, defined by Library policy, to any unauthorized person prior to any lawful release of such information to the public.

Conflict Of Interest

Prohibition Against Business Transactions: A Library official will not engage in any business transaction for profit with the Library, provided this prohibition will not apply to

compensation paid to an appointed official pursuant to an employment contract or arrangement lawfully authorized by the Library Board.

Non Use of Confidential Information: A Library official, employee or consultant will not use confidential information not available to the public to derive any financial benefit for such person or any related person or related entity.

Disclosure and Recusal: A Library official, employee or consultant who would otherwise be part of any decision-making for the Library, will make full disclosure of any related person or related entity who has expressed an interest in making or who intends to make or does make a proposal to provide a service or property to the Library. A Library official, employee or consultant will recuse himself or herself from decision making involving any matter in which a disclosure is required unless the reason for making such disclosure is eliminated prior to any decision making.

Equal Treatment with Public: A Library official, employee or consultant will not use his or her position to solicit or receive any special benefit, advantage or preferential treatment for such person or any related person or related entity beyond that available to the public.

Effective Date, Implementation And Enforcement

Effective Date: This Code will be effective July 21, 2003.

Responsibility for Implementation and Enforcement: The Library Board will retain ultimate responsibility for the implementation and enforcement of this Code but may delegate such responsibility to the Director or an assistant Director with respect to any Library employees.

Acknowledgement of Delivery of Code: Each Library official, employee or consultant will receive a copy of this Code upon becoming a Library official, employee or consultant and will acknowledge such receipt and the obligations of such person under this Code in writing.

Recording of Disclosure under Conflict of Interest Provisions: Any disclosure of a Library official or consultant will be recorded in the minutes of a meeting of the Library Board. Any disclosure of a Library employee will be recorded by the Library Director or, if so delegated, by an Associate Director, and reported to the Library Board.

Determination of Conflict of Interest: Any question involving the application of this Code to a Library official or consultant will be resolved by the Library Board provided that a Library Board member who is the subject of the question will not participate in that decision. Any question involving a Library employee will be resolved by the Director or, if so delegated, by an Associate Director. An employee not satisfied with this resolution may have the resolution reviewed by the Library Board. All decisions by the Library Board will be final and binding. The Library Board may engage counsel to assist in any determination under this Code.

APPENDIX D

WORKPLACE VIOLENCE POLICY

I. PURPOSE

The purpose of this policy against violence in the workplace is to:

- A. Prevent accidents, injuries, casualties and improper performance of duties
- B. Protect employees, their families, visitors and Library property;
- C. Enforce rules against violence and threats of violence in the workplace;
- D. Maintain high standard of conduct, integrity and job performance.

II. STATEMENT OF POLICY

Employees shall not commit acts of violence or make threats of violence against co-workers, managers, supervisors, members of public or persons in the workplace. This is required to protect the safety of our workforce, our workplace and the public, as well as to promote high standards of conduct, integrity, efficiency and harmony in the workplace. The Library will not tolerate any form of violent act or threat of violence.

Any act of violence or threat to engage in violence on Library property during work hours shall result in discipline up to and including discharge, even if an employee later claims that there was no intent to carry out the threat or that the threat was a joke, a prank, in jest, or nothing but horseplay.

In connection with an investigation of a violation of this policy, or in the maintenance of a safe workplace, or in order to prevent workplace violence, the Library may inspect any locker, desk, work area, work cubicle, office, computer (including information in a computer or hard drive), container, tool box, vehicle, facility or other area which is the property of the Library and may inspect any purse, briefcase, bag, container, personal vehicle or other such thing which is the property of an employee, volunteer or other person upon reasonable suspicion that a violation of this policy has occurred or may occur. Employees have no right to privacy in regard to any of these areas, belongings, containers or items. Employees will cooperate in all investigations of suspected rule violations or in connection with workplace safety.

All employees are expected to comply with this policy as a condition of continued employment.

III. DEFINITIONS

- A. "Violence" means physical force exerted for the purpose of injuring, intimidating, damaging, inflicting fear, or abusing another person or property or committed in reckless disregard of a person or property. Violence shall also include the use of weapons, objects or substances in a manner which can result in injury or death.
- B. "Threat" means any explicit or implicit physical or verbal expression of an individual's present or future intent to inflict pain, injury or damage on a person or property made with the intent to carry out the act so as to cause a reasonable

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person to fear that individual or believe that harm may result to him/her, another person, or property.

- C. "Investigation" means any inquiry authorized by the Library Director or Associate Director or their designee(s), or any inquiry by any law enforcement agency into or concerning a violation of this policy by word or act.

IV. PROHIBITED CONDUCT

- A. No employee shall commit an act of violence or articulate a threat of violence on Library property or during working hours (including meal periods and breaks).
- B. Threats made as a joke, in jest, or in connection with horseplay, which may be reasonably perceived as real threats, are considered real threats under this policy and are strictly prohibited. Pranks and hoaxes (for example, a bomb scare) are considered real threats under this policy and are strictly prohibited.
- C. The possession, use and/or distribution of guns, knives, clubs, or other weapons, including those used in martial arts, on Library property, in Library buildings or facilities, or during working hours (including meal periods and breaks) is strictly prohibited except if: (1) the possession, use or distribution is authorized as part of the employee's employment with the Library, (2) the possession, use or distribution of said item is authorized by the Library Director or his/her designee in writing, or (3) the possession of said item is limited to the individual's own personal vehicle and is in compliance with both state and federal law.
- D. Violent acts and threats of violence committed during non-working hours or away from the workplace are prohibited.
- E. Failure to cooperate in any Library investigation of a suspected rule violation and/or in the Library's efforts to maintain a safe workplace, including any refusal to permit the Library to inspect any locker, desk, computer (including information in the computer and hard drive), work area, tool box, vehicle or other areas which are the property of the Library as set forth in Section VI hereof is strictly prohibited. Further, failure to allow the Library to inspect any purse, briefcase, bag, container, personal vehicle or other such items which is the property of an employee, volunteer or other person upon reasonable suspicion that a violation of this policy has occurred or may occur, or in investigating a violation of this policy as set forth in Section VI is strictly prohibited.
- F. No employees shall assist in the commission of any act described above.

V. REPORTING VIOLENCE AND/OR THREATS OF VIOLENCE

- A. Each employee of the Library must immediately report any violent act or threat of violence directed against him/herself, any co-worker, supervisor, visitor or other individual on Library property, on Library projects, in Library vehicles or during working hours (including meal periods and breaks) to the Library Director, Associate Director, or a Department Head. Violent acts and threats of violence must be reported. Threats made as a joke, in jest, or in connection with horseplay which may reasonably be perceived as real threats may also be reported. Pranks and hoaxes (for example, a bomb scare) must also be reported.

Employees are responsible for making this report regardless of the nature of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. Any supervisor or manager receiving such a report must inform the Library Director, Associate Director, or a Department Head or designee at the earliest possible opportunity.

- B. Even without an actual threat, employees should also alert to the Library Director, Associate Director, or a Department Head or designee to any behavior they have witnessed, which they regard as threatening or violent, when that behavior is job related or might be carried out at a Library work location, or is connected to Library employment.
- C. Employees are also required to report any violent act or threat of violence directed against themselves, any coworker, or a supervisor even where the violent or threatening act occurs away from the workplace or during non-working hours. See Section III-B and IV-B for the definition of “threat”.
- D. An employee who is protected by a restraining or protective order which encompasses Library locations as being protected areas must notify the Library Director, Associate Director, or a Department Head. Upon request, the employee must provide a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective order which is made permanent.
- E. Due to the potential for injury or loss of life, employees who do not make the reports described above, may be subject to discipline themselves up to and including discharge.
- F. The Library will attempt to maintain confidentiality of any reported act or threat of violence.

VI. RIGHT OF INSPECTION AND INVESTIGATION OF VIOLATIONS

In connection with maintaining a safe workplace, preventing workplace violence or investigating a violation of this policy, the Library may:

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- A. Inspect at any time any locker, desk, work area, work cubicle, office, computer (including information in the computer and hard drive), container, tool box, vehicle, facility and other areas which are the property of the Library. Employees, volunteers and other persons have no expectation of or right to privacy in regard to any of the foregoing areas. You are hereby notified that the Library may inspect, monitor or access any of the foregoing areas on a random basis at any time. If you have items of a personal or confidential nature, do not place them in any of these areas -leave them at home.
- B. Inspect any purse, briefcase, bag, container or personal vehicle or other such item which is the property of an employee, volunteer or other person upon reasonable suspicion that a violation of this policy has occurred or may occur, or in investigating a violation of this policy. Employees, volunteers and other persons have no expectation of or right to privacy in any of the foregoing areas.
- C. Any physical search of a person will be based upon reasonable suspicion and the physical search will be conducted by law enforcement personnel.
- D. Install and use metal detectors in any Library building, facility or office.
- E. The Library, acting through the Director, Associate Director (or their designees), or a law enforcement agency will investigate any report of violence, threats of violence and/or alleged violations of this policy and take whatever action it deems appropriate, specifically designed to protect its employees, their families, visitors, and Library property.

VII. DISCIPLINARY ACTION

- A. Employees will be subject to discipline up to and including termination for the first offense in anyone of the following circumstances.
 - 1. Committing an act of violence or articulating a threat of violence on Library property, on Library work sites, in Library vehicles or during work hours (including meal periods and breaks), even if it is later claimed that there was no intent to carry out the threat or that the threat was a joke, prank, in jest, or nothing but horseplay.
 - 2. Committing an act of violence or articulating a threat of violence during non-working hours away from the workplace where the conduct results in the conviction of the employee for assault or other crime or where the Library determines that the act or threat of violence makes the employee unfit or unsuited to continue his/her employment with the Library.
 - 3. Possessing, using and/or distributing guns, knives, clubs, or other weapons including those used in the martial arts, on Library property, on Library work sites, in Library buildings and facilities, in Library vehicles or during working hours (including meal periods and breaks), except if (1) the possession, use or distribution is authorized by the Library Trustee or his designee in writing or (2) the possession of said items is limited to the

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individual's personal vehicle and is in accordance with both State and Federal law.

4. Failing and/or refusing to cooperate in any investigation of any rule violation or the maintenance of a safe workplace.
5. Failing to report an act of violence or threat of violence against any co-worker, or supervisor.
6. Assisting in the commission of any of the acts set forth above.

APPENDIX E

ELECTRONIC COMMUNICATIONS POLICY

Policy Statement

The Library's Electronic Communication System includes but is not limited to facsimiles, voice mail, computers and their hard drives, electronic mail ("e-mail"), the computer network and the Internet. An electronic communication is information sent over the electronic communication system including but not limited to messages left on voice mail, e-mail messages, information received and sent over the internet, and data and files maintained on the computer network and individual computers.

The electronic communications system is designed to facilitate Library business and communications. To better serve our citizens and taxpayers, the Library encourages the use of its electronic communication system. Because no electronic communication system is completely secure, the system is not intended to transmit sensitive decisions, including but not limited to certain personnel issues, attorney-client information, and other similar information which may be more appropriately communicated by written memorandum.

No Expectation Of Privacy

The electronic communication system is the property of the Library and is intended for Library business. All data and electronic communications within the electronic communication system are also the property of the Library. The system is not to be used for personal gain or to support or advocate non-Library related business or purposes.

Persons using the electronic communication system have no expectation of privacy. The confidentiality of any electronic communications created, transmitted, received, deleted or stored in the electronic communications system should not be assumed. The electronic communications may be retrievable even if deleted from the electronic communication system. The Library may monitor the electronic communications system under the direction of the Library Director, Associate Director, or a Department Head. Employees who are terminated or laid off have no right to the contents of their electronic communications and are not allowed access to the electronic communication system. All electronic communications are subject to all

federal and state law and the Library Rules including but not limited to the Open Meetings Act, MCL 15.261 – 15.275, and the Freedom of Information Act, MCL 15.231-246.

Persons using the electronic communication system are not authorized to retrieve or read any communications that are not sent to them, unless authorized to do so. Further, electronic communications shall not be used to hide the identity of the sender or represent the sender as another person. Each employee is hereby notified that any and all electronic communications may be subject to monitoring, retrieval and access by authorized Library personnel under the direction of the Library Director, Associate Director, or a Department Head.

Information On Passwords

Users are responsible for securing their password(s) and shall not share their password(s) with anyone except their Department Head, the technology group and Library Administration. There shall not be any secret passwords. All passwords must be transmitted to the Technical Services Department of the library who will maintain a secure file in a centralized location. Employees shall not allow unauthorized access to the Library electronic communications system. Authorized individuals may direct an employee, to provide access to their assigned electronic communication system. If a user discloses their password or suspects that it has been compromised, they are responsible for changing their password immediately.

While users have a password or passwords to gain access and conduct business on electronic communication systems, the electronic communication system is not confidential and information created, transmitted, received, deleted, or stored in these systems may be retrievable by persons other than the creator.

All staff are required to acknowledge by signed statement they knowingly and voluntarily consent to being monitored and acknowledge the library's right to monitor the use of all library equipment.

Prohibited Uses

Electronic communications may not be used for circulation of non-Library sponsored functions, activities, programs, or policies, solicitation of funds or sales, without the permission of the Library Administration or a Department Head. Electronic communications shall not be used for circulation of, or to convey messages or images that would violate federal or state law, the Library rules, and other Library policies including but not limited to Library policy that strictly prohibits illegal discrimination and harassment. Employees are also prohibited from sending Library-wide electronic communications to a large group without the approval of their Department Head.

Employees shall not load any software, programs or disks onto the Library computers without the permission of Library technology personnel.

Internet

The Internet provides the Library with significant access and dissemination of information outside of the Library. The use of the Library Internet system is intended for Library business only. Internet messages are capable of being forwarded without express permission of the original author. Therefore, users must use caution in the transmission and dissemination of messages outside of the Library, and must comply with federal and state law and Library rules, this policy, and other applicable Library or Departmental policies.

Applicability To Employees, Part-Time Employees, Contractors And Other Users

This policy applies to all employees (full-time or part-time), contractors, volunteers, and other individuals who are provided access to the Library's electronic communication system. Contractors and third parties should only be provided access to the electronic communication system as necessary for their business purpose with the Library, and only if they abide by all applicable rules as set forth in this policy. Contractors and third-party users who are in violation of this policy may be removed from the electronic communication system and/or have their contract revoked. In addition, other legal remedies may be pursued.

Enforcement Of Policy

The Library Director, Associate Director, or a Department Head may monitor the electronic communication system. Employees who observe a violation of this policy should bring it to the attention of their Department Head. Supervisors, managers or Department Heads who receive a complaint or observe a violation of this policy shall contact the Library Director who shall determine the appropriate action. Questions related to this section should be referred to the Library Director.

Penalties

Employees found to have violated this policy may be subject to disciplinary action up to and including dismissal from employment, and if applicable, may be subject to prosecution under federal or state laws.

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EMPLOYEE HANDBOOK

www.baldwinlib.org

Approved by the Baldwin Public Library Board February 21, 2005

Amended by the Baldwin Public Library Board:

March 24, 2005

April 18, 2005

January 28, 2008

August 19, 2019²

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INTRODUCTION

Welcome To The Baldwin Public Library

To you who are joining us at the Baldwin Public Library ("Library"), a sincere welcome. To those of you who have been with us through the years, our thanks for your loyal cooperation that has helped us deliver the best services to our citizens.

The Library is governed by a six member elected non-partisan Board, separate from the City Commission, which governs all other City functions. Library Board members serve four year staggered terms. They are elected in the odd numbered years by the residents of the City of Birmingham. The Library Board has responsibility for the governance of the Library, whose responsibilities include among others, setting all Library policies, allocating available funds for Library purposes and establishing such bylaws, rules and regulations as are necessary to carry out its responsibilities.

Responsibility for the day-to-day operation of the Library, including the carrying out of all policies adopted by the Board of Directors, rests with the Director and, to the extent the responsibilities of the Director have been delegated, with the Associate Director. Whenever the term Director is used in this Handbook, it also refers to the Associate Director, to the extent the responsibilities of the Director have been delegated to the Associate Director.

The Library provides full Library service to all eligible patrons, which include all residents of the City of Birmingham and the residents of any other municipality having a contractual agreement for Library services with Baldwin. The Library belongs to The Library Network (TLN) and MetroNet Library Consortium.

About Your Handbook And Your Employment At The Library

This is your Employee Handbook. All employees, whether newcomer or veteran, will find this Employee Handbook helpful. It describes the various benefits for which you, as an employee, are eligible and discusses those programs and policies that affect your job. This Employee Handbook applies to all Library employees and supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment with the Library, with the exception of the Library Director, whose contract with the Library Board controls in the event of any conflict with the Employee Handbook.

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Each page in the employee handbook is numbered and dated. The Master Copy of the Personnel Handbook will be on file in the Administrative Office and will be available on the Staff Intranet. The Master Copy is considered the Official Version. This Master Copy supersedes all previous versions. As edits are made to the handbook all staff will be notified.

Your employment at the Library is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and with or without notice, and the Library has the same rights.

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The Library reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to our at-will employment policy set forth above can be made at any time for any reason, except by vote of the Library Board at a regularly scheduled Board meeting. Amendments to any other part of this Handbook must be in writing and issued by the Library Board. No other employee, representative or agent of the Library has the authority to amend, alter or change the policies set forth in this Handbook or to enter into any agreement concerning the terms and conditions of your employment at the Library. The provisions of this Handbook do not establish contractual rights between the Library and its employees. The Director shall administer the provisions of this Handbook.

Some of the employee benefit plans described in this Handbook are subject to legal requirements concerning reporting and disclosure. The Handbook contains highlights of some of these plans. For complete details concerning these plans, you should consult the Summary Plan description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Of course, changes in the law may affect the benefit programs described in this Handbook. The Library Board reserves the right to alter, change, or cancel any benefit plan or program at any time.

Questions

Any employee who has questions or needs an interpretation of these personnel policies should contact the Administrative Office.

Orientation Period

The purpose of our orientation is to familiarize you with the Library's way of doing business. New employees should review Library policies and procedures and become familiar with the Library, as well as the opportunities of being an employee at the Library. Any questions concerning policies or procedures should be discussed with your supervisor. The orientation period lasts six months. Employees may not use vacation time, sick time, or personal time during the orientation period except at the discretion of the Director.

Employee Status And Benefit Eligibility

Full-Time Benefit Employee

A full-time benefit employee is one who works forty (40) hours per week, twelve (12) months per year, and is therefore eligible for all benefits offered by the Library and those the Library offers through the City of Birmingham for such full-time employees. An employee can only become a full-time benefit employee by written offer from the Director.

Part Time Benefit Employee

Part-time employees working twenty-eight (28) hours per week or less as Librarians, Paraprofessionals, Circulation IIs, and Administrative Assistants will receive pro-rated time

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benefits for vacation, holiday, and sick leave only. These employees are not eligible for pro-rated health benefits.

Part-time Librarians and Paraprofessionals working at least twenty (20) hours per week must participate in the City of Birmingham's 401(a) defined contribution plan.

An employee can become a part-time benefit employee only by written notice.

Non-Benefit Employee

Any employee not classified as a benefit employee (full-time or part-time), shall be a non-benefit employee and shall not be eligible for any benefits.

A Special Note To Supervisory Personnel

The Library expects best efforts from all of its employees, particularly the Director, the Associate Director and other supervisory personnel. The Library will not be satisfied, and does not expect you to be satisfied, with anything other than your best effort. The Director, the Associate Director, and the supervisors are also leaders and are expected to act as such. You are to set the example for other employees in your actions, work habits, and attitude especially in the areas of sexual harassment and discrimination.

As a supervisory employee, you are expected to maintain confidentiality on a number of matters including, but not limited to evaluations, financial data, and other sensitive information. All supervisory employees are expected to be knowledgeable concerning the elements of the sexual harassment and discrimination policy contained in this handbook. The Library also expects you to maintain professional and ethical standards of performance. Any abuse of the Library's trust by a Director, an Associate Director, or any supervisory employee is not a trivial matter and may subject the employee to termination.

Open Door Policies and Procedures

The Library's goal is to provide a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. The Library recognizes the need for procedures that will allow employees to call attention to work-related matters that they feel need correction.

The Library endorses an "Open Door" Policy where an employee has the right to meet with the employee's supervisor to discuss matters of concern. The Library's Open Door Policy is in effect during each working day. The Library's success has been built on the free exchange of ideas, creative management, and the identification of problem areas and their quick resolution.

Because the Library encourages you to believe in your right to speak for yourself and to have your own say about your employment problems/situation, the Library encourages you to make your problems/any issues or concerns known. If you feel you have an employment

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~~problem~~issue, use the following procedure. If your ~~problem~~ issue is found to be valid, appropriate corrective action will be initiated.

Employee Concern Procedure

Step 1

An employee having a concern related to the employee's employment with the Library shall first discuss the matter with the immediate supervisor. If not resolved at that time, the employee shall advise the Director in writing of the concern within ten (10) calendar days.

Step 2

The written statement of the concern shall be discussed between the employee, the Director and the supervisor. The decision of the Director and the supervisor shall be given in writing to the employee within ten (10) calendar days after the date of such meeting.

Step 3

If the decision made in Step 2 is not satisfactory to the employee, the employee may request that the concern be presented to the Library Board either by the employee or the Director at the employee's option. The Director will prepare a report on the concern submitted and the results of the meeting held previously and will submit the same, along with any written statement of the employee, to the Library Board for its consideration. ~~The~~ Notice of request for consideration must be filed within two weeks after the date of the decision of the Library Director in Step 2. The Library Board may render a decision regarding the concern with or without a hearing. When the Library Board has rendered its decision, the Director will submit the decision to the employee. The decision of the Library Board will be final and binding.

While it is expected that these steps will ordinarily be utilized, the Library reserves the right in its sole discretion to address complaints without following this procedure or by varying the steps to be followed.

~~I am open to any kind of re-wording to make this section less binding and more permissive.~~

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POLICY ON NON-DISCRIMINATION AND HARASSMENT

Discrimination Prohibited

It is the philosophy and policy of the Library to treat employees and applicants for employment without regard to race, creed, color, sex, gender, sexual orientation, veteran status, religion, national origin, age, disability (handicap), marital status, height, or weight, or any other legally protected basis. ~~[Ben's Note: using "or any other basis" here would prohibit treating employees or applicants without regard to anything, such as ability to do the job, job knowledge or experience, etc. — is that the intent?]~~ Discrimination against any employee, applicant, or volunteer based on any of the foregoing reasons will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions and other terms and conditions of employment and termination. This policy also applies to our public and vendors – the Library will not tolerate discrimination or harassment against any individual or vendor for any of the foregoing reasons.

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Harassment Prohibited

The Library also prohibits harassment because of race, color, national origin, age, sex, gender, sexual orientation, religion, disability (handicap), marital status, height, weight, or any other basis. Such harassment, which includes derogatory comments, slurs, jokes, or other conduct is prohibited. This type of behavior creates an improper and/or hostile work environment and will not be tolerated.

This means:

- No derogatory comments, slurs or conduct relating to race, national origin, color, sex, sexual orientation, religion, age, disability (handicap), marital status, height, weight, or any other basis will be permitted:
 - ◆ concerning any individual employee or volunteer;
 - ◆ concerning any member of the public; and
 - ◆ concerning any group or segment of our society (for example any ethnic, racial or religious group such as African-Americans, Jews, Muslims, Chaldeans, females, etc.).

Such comments and conduct must not occur in the workplace at any time or during any Library activity – whether or not the targeted individual is present or receives the material. This includes, but is not limited to:

- ◆ all meetings and conversations; and
- ◆ all emails, blog postings, telephone, voicemail and text messages, social media postings, and photographs.
- No jokes or cartoons concerning race, color, national origin, sex, gender, sexual orientation, religion, age, disability (handicap), marital status, weight, height, or any other legally protected basis.
 - ◆ [Ben's Note: using "or any other basis" here would prohibit any jokes or cartoons — is that the intent?]

Sexual Harassment Prohibited

Sexual harassment is prohibited. Sexual harassment is prohibited because it is intimidating and an abuse of power and is inconsistent with Library policies, practices, and management philosophies. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment can may include, but not be limited to, the following:

- Verbal harassment, including jokes, comments, or threats relating to sexual activity, body parts, or other matters of a sexual nature.

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- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating, sharing, or displaying sexually suggestive and other inappropriate material.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual conduct.
- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching, or other unwelcome physical conduct.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of his/her gender and creates an intimidating, hostile, or offensive work environment.
- Any other sexual conduct that unreasonably interferes with another person's work performance or creates an intimidating, hostile or offensive work environment or adversely affects another person's employment or employment opportunities.

Employee Recourse For Discrimination Or Harassment

Any employee who feels subjected to discrimination or harassment should immediately report it to the employee's supervisor or to the Director or Associate Director. Such reports will be investigated thoroughly. If the report has merit, disciplinary action will be taken against the offender and depending on the offender's disciplinary history and the severity of the misconduct, the disciplinary action could range from a warning to termination.

In situations in which the immediate supervisor is the person who charged with discrimination or harassment, then the complaint should be filed with the Director. In situations where the Director is charged with discrimination or harassment the complaint should be filed with the President of the Library Board. (See Employee eConcern Procedure on page 4- above.)

It is important to keep in mind that the effectiveness of the Library's cannot enforce its policy against discrimination and harassment depends upon unless any and all instances of harassment and discrimination are being brought to the attention of the Library. Thus, it is also the policy of the Library that any employee who is concerned that the employee has been subjected to harassment or discrimination, or has observed another employee, patron, or vendor being subjected to harassment or discrimination is encouraged to report that concern immediately. The Library will attempt to conduct the investigation in a manner to protect the privacy of the individuals involved. In those cases, however, where an employee has deliberately made a false accusation, he/she will be subject to discipline

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HOW YOU ARE PAID

Pay Day Policy

The Library's payroll is administered through the City of Birmingham. You will be paid every other Thursday. If Thursday is a holiday, you will be paid earlier that week.

Employees are responsible for their paychecks after they have been issued. Employees are expected to cash or deposit their paychecks on their personal time. Checks lost or otherwise missing should be reported immediately to the Administrative Office so that a stop payment order may be initiated. The Administrative Office shall determine if and when a new check should be issued to replace a lost or missing check. Direct deposit is available to employees who want to have their paychecks electronically deposited to their bank account. If you feel there is an error in your pay, or if there is anything about your pay that you do not understand, please contact the Administrative Office.

By law, the Library is required to deduct, where applicable, Federal and State withholding taxes, social security taxes, garnishments, and court ordered child support from an employee's pay. The Library also deducts employee retirement and health care contributions, if applicable. In addition, any eligible employee may elect to contribute to a Flexible Spending Account or Deferred Compensation (457) Plan.

Working Schedule

The Library is open seven days per week and you may be scheduled any of those days. Your work hours will be scheduled by your supervisor. Your work schedule is subject to change depending upon the Library's needs.

Overtime

While it is the Library's policy to avoid overtime, there are situations that may require overtime work. When required by the Library, overtime is mandatory. In these cases, your supervisor will attempt to give you sufficient notice concerning scheduled overtime. Employees exempt from Fair Labor Standards Act (FLSA) overtime requirements are not eligible for overtime. All overtime must be approved by the Director.

Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any work week. Not all employees are eligible for overtime. Check with your supervisor to see if you are eligible for overtime.

Mileage Reimbursement

Occasionally your job duties may require you to use your private vehicle to attend to official Library business. You will be reimbursed for mileage incurred on all trips you take to

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attend to pre-approved, official Library business, with mileage calculated using the Library's address as the starting point.

Variables In Scheduling

Due to variations in the need for the number of staff at any given time, employees may be asked to work a varied schedule. Due to occasional budget constraints, furlough days may occasionally be implemented and affect all employees. Every effort will be made to give advance notice. The Library reserves the right to develop a work schedule that reflects Library needs. However part-time staff may on occasion be asked to work additional hours. All hours over 40 hours per week will be compensated at 1 ½ times the normal rate of pay—consistent with the overtime policy.

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EMPLOYEE BENEFITS

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Holidays

Recognized Holidays

Regular full-time employees and eligible part-time employees (on a pro-rated basis) are eligible for holiday pay. Payment for holidays is at the employee's regular rate of pay. Full-time benefit employees and eligible part-time benefit employees receive the following holidays with pay.

HOLIDAY

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve Day
Christmas Day

Holiday Policies

All Board approved holidays will be posted on the intranet, as well as the Library's website.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

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Floating Holidays And Personal Time

Full-time and eligible part-time employees (on a pro-rated basis) receive 4½ days of floating holidays. The employee must take all floating holiday time by June 30 in the current fiscal year. The amount of time off for floating holidays is set forth on the Benefit Table attached as Appendix A.

In addition, full-time employees receive 16 hours of personal time per year.

Floating holidays and personal time are combined in Appendix A and in employees' online leave balance chart under the heading of "personal time."

Floating holiday and personal time will be credited to an employee retroactively at the beginning of the fiscal year based on the previous year's employment.

You are required to request floating holidays and personal leave from your supervisor in advance and obtain his/her approval. Employees cannot use floating holidays or personal time during their orientation periods, except at the discretion of the Director.

Floating holidays and personal time may not be carried over and accumulated from year to year. Personal leave not used during the fiscal year will be forfeited. It is the employee's responsibility to schedule this time with his/her supervisor well in advance of the time off. Under no circumstances will leave be granted if an insufficient number of people are available to operate the department.

Vacation

Definition Of Vacation

Vacation is absence from work for which the employee is paid just as if he or she were at work. Vacation will be at the discretion of the employee's supervisor, and is ideally requested at least two weeks prior to the leave date.

Amount Of Vacation

See Appendix A – Time Benefits for Eligible Employees, for vacation accrual.

Vacation leave accumulates from the first complete month of employment defined as "the first calendar month the employee works, on or before the fifteenth (15th) day of that month."

Use of Vacation

Vacation may be used only with the permission of an employee's supervisor. Of necessity, the welfare and convenience of the Library and the continuation of the services the Library renders must be the foremost consideration in allowing use of vacation time. This provision shall apply to all other sections of this plan. Vacation may not be used before it is

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credited. No vacation days may be taken by new employees until after the six-month orientation period is completed, except at the discretion of the Director. Vacation may be used any time after it is credited to an employee, subject to the approval of the employee's supervisor. Vacation leave may be combined with personal days or holidays, if the supervisor approves it. Each supervisor will schedule vacations in accordance with department needs.

Vacation leave will stop accruing once an employee's balance has reached 1.5 times his/her yearly accrual. All requests for vacation leave must be approved by the employee's supervisor.

Vacation or personal time may not be used to extend employment with the Library unless approved by the Library Director in writing.

Accrued Time At End of Employment

Employees will be paid their hourly rate for each hour of unused vacation, personal, and floating holiday time in their leave bank accrued through their last day of employment. Employees will not be paid for unused sick leave.

Health, Life, And Disability Insurance For Employees

The Library offers health insurance benefits as well as disability and life insurance to its regular full-time benefit employees as disclosed in Appendix B of this Handbook, entitled "Matrix of Benefit Eligibility." Complete details on the benefits available are outlined in the summary plan description available from the Administrative Office or through the City.

Employees must meet all insurance eligibility and qualification requirements contained in any present or future insurance policies or plans offered by the Library. Employees who are unable to meet these requirements may, as a result, lose insurance coverage or may be unable to obtain insurance coverage. The Library is not obligated to obtain alternative insurance coverage for those employees who lose or are unable to obtain insurance coverage.

The Library, at its discretion, may change insurance carriers, the terms of insurance policies or the level of benefit.

Retirement Plan

Full-time benefit employees hired before January 1, 2007 participate in the City of Birmingham's defined benefit plan.

Full-time benefit employees hired after January 1, 2007, and eligible part-time benefit employees (see Appendix B) are required to participate in the City's 401(a) defined contribution plan. This plan provides for contributions by both the employee and the Library. The retirement plan takes effect on the date of hire.

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Detailed information regarding the retirement plans is available at the Administrative Office or through the City's Human Resources Department.

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LEAVES OF ABSENCE

This section of the Handbook discusses leaves of absence. The first two parts of this section cover the Family Medical Leave Act (a federal law governing leaves of absences for specified purposes), and sick leave (both work-related and non-work-related). These two sections are coordinated together. The remainder of this section discusses Personal Unpaid Leaves of Absence, Death Leave, Military Leave, Jury Duty Leave, and various aspects of leaves of absence. Please read this section carefully and if you have questions, contact the Administrative Office.

In order to continue to be employed by the Library, an employee must be actively working at the Library or must be on an approved leave of absence. Once applicable FMLA leave, sick leave (whether for a work-related or non-work-related illness or injury), medical leave provided pursuant to the Michigan Paid Medical Leave Act (PMLA), vacation and personal days are exhausted (and the employee is not on another approved leave as set forth in this section), the employee's employment with the Library will be terminated by reason of voluntary resignation, except where employee is otherwise required to continue by law. ~~Need wording from Gibbons relating to our ADA duty to provide a reasonable accommodation where that accommodation involves extended, unpaid leave of absence (beyond those applicable policies recited).~~

Family and Medical Leave Act; Military Family and Medical Leave

The Library understands that a situation may occur that requires an employee to request a leave of absence for reasons such as medical difficulties, childbirth, adoption, or a serious family illness. As such, we provide, in accordance with the Family and Medical Leave Act ("FMLA") leaves of absence for a maximum of twelve (12) weeks in a one (1) year period to cover eligible employees faced with these situations.

Your FMLA leave is coordinated with sick leave (both work-related and non-work-related). Your twelve-week leave time under the FMLA will run simultaneously with any sick leave. In other words—your first twelve (12) weeks on sick leave—both work-related and non-work-related—will also count as your FMLA leave. While an employee is on FMLA leave, the employee shall first exhaust his/her sick leave, then vacation leave, then personal days, subject to the Director's discretion.

General Policy

Notwithstanding any other policy, any eligible employee is entitled to 12 weeks of unpaid leave to attend to a variety of medical and parental responsibilities allowed under the Federal Family And Medical Leave Act.

Eligible Employee: In order to be eligible for family or medical leave, an employee must meet three requirements:

1. Has been employed by the Library for at least 12 months;

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2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave;
3. Is employed at a location where there are at least 50 employees within 75 miles.

Available Leaves

Each eligible employee is entitled to a total of 12 weeks of unpaid leave calculated using a rolling 12-month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- A. For birth of a child and/or for the purpose of caring for the newborn child. The right to leave on this basis expires at the end of the 12-month period after such birth and must be concluded within this one-year period;
- B. For placement of a child with an employee for adoption or foster care. The right to leave on this basis expires at the end of the 12-month period after such placement and must be concluded within this one-year period;
- C. To care for the employee's spouse, child, or parent if such person has a serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider. Intermittent leave or a reduced leave schedule will be permitted in place of 12 straight weeks where medically necessary; ☞
- D. Because of the employee's own serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider that renders the employee unable to perform the functions of his or her position. Intermittent leave or a reduced leave schedule will be permitted when medically necessary. If the treatment is foreseeable, the employee is required to make a reasonable effort to schedule treatment so as not to disrupt Library operations any more than necessary; ☞
- E. In order to care for a "covered service member" (as defined below) where the employee is the spouse, son, daughter, parent or next of kin of that covered service member; ☞
- F. Because of any "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operations. ["Qualifying exigencies" may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements,

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attending certain counseling sessions, and attending post-deployment reintegration briefings.]

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during a single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on a temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if he/she has incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that the injury or illness may render the service member medically unfit to perform duties of the member’s office, grade, rank, or rating.

Duration of Military Family and Medical Leave

Eligible employees using **qualifying exigency leave** will be entitled to up to a cumulative maximum of 12 workweeks of FMLA leave within a 12-month leave period and are covered by the same policy provisions (as to Duration, Benefits, Return to Work, etc.) as employees requesting traditional FMLA leave, as detailed above.

Employees using **military caregiver leave alone or military caregiver leave in combination with traditional FMLA-qualifying leave or qualifying exigency leave**, may take up to 26 workweeks of leave during any single 12-month period. The amount of leave taken for traditional or qualifying exigency is limited to a total of 12 workweeks; the difference may be taken as military caregiver leave. The 26 workweeks of military caregiver leave run on a separate FMLA year that commences with the first day leave is taken and can run forward until the end of that 12-month period. Any combination of FMLA leave may not exceed the maximum limit of 26 workweeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period.

With regard to the military caregiver leave, if both a husband and wife work for the Library, a husband's and wife's leave is limited a combined total of 26 workweeks for military caregiver leave alone. The same 26-workweek limitation applies when in combination with any other 12-workweek FMLA leave. (With the exception of caring for a seriously ill child that expands the 12 workweeks to 24 for the mother and father together, generally, family members would be restricted to use only 12 workweeks for care due to the birth, adoption, or placement of a child or the care of a qualifying relative).

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In certain cases, leave may be taken on an intermittent basis or the employee may work a reduced schedule. Intermittent leave must be necessary and should be scheduled to avoid disruption insofar as is reasonable.

For the purposes of this Policy, a parent means a biological, adoptive, step, or foster parent, or an individual who stood *in loco parentis* (in the place of a parent) to an employee when the employee was a child. A child is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

If a situation should occur where married partners, who are both employed by the Library, are entitled to leave under this policy, the combined number of weeks of leave to which both are entitled is limited to 12 weeks for leave arising under subsection A, B and for the care of a parent in subsection C above.

Intermittent Leave: An intermittent or reduced leave schedule may be taken under certain circumstances. Where the leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take an intermittent or reduced leave schedule only if agreed to by the Library. Where the leave is taken for an employee's own serious health condition or to take care of a sick family member, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Use Of Paid Leave

Family and Medical Leave is unpaid, except that any employee using leave pursuant to this policy must apply all available vacation leave, sick leave, personal days, or other available paid leave toward this 12-week period prior to using unpaid leave. Contact the Administrative Office if you have any questions.

Notice of Leave and Verification Of Medical Reason

All employees must give the Library written notice of upcoming leave requirements 30 days prior to the date leave is to begin, if possible, and if it is not possible to give such notice, as soon as practicable. This requirement applies to both FMLA and non-FMLA requests.

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job.

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When the need for leave because of a qualifying exigency related to a family member's active duty is "foreseeable," the employee should provide notice as soon as practicable, regardless of how far in advance such leave is foreseeable. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When military caregiver leave is requested, as with traditional FMLA, an employee must provide The Library at least 30 days advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days notice is not practicable, notice must be given as soon as practicable.

The Library retains the right to request, at its expense, a second opinion by a physician to be designated by the Library. If the first and second opinions conflict, then the Library and the employee shall designate a third physician, whose opinion shall be binding. If the employee refuses to take part in the selection process of the third independent physician, the Library selection shall be deemed controlling.

During the leave, employees may be required to provide the Library with subsequent certification every 30 days. The Library shall have the right to request such certification in its sole discretion.

Failure of an employee to provide certification as to the reasons for the leave will result in a denial of the leave. If the employee has already begun the leave, the employee will be expected to return to work immediately upon the Library informing the employee of failure to provide acceptable certification. Failure to return to work will result in the termination of the employee's employment by reason of voluntary resignation, except where employment is otherwise continued as required by law. Further, any time away from work which is not authorized by a proper medical certification will be treated as unexcused absences and will subject the employee to all discipline authorized by the Library's attendance policy and/or work rules.

Upon request, the first time that the employee seeks leave due to **qualifying exigencies** arising out of the active duty or call to active duty status of a covered military member, the Library may require the employee to provide:

(1) A copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty status; and

(2) A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employee shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of

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qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to care for a covered service member with a serious injury or illness, the Library may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, the Library may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Return from Leave

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Upon return from any paid FMLA leave covered by this policy, the employee will be restored to the position held by the employee prior to the leave or to a position equivalent in benefits, pay and other conditions and terms of employment. An employee making use of this policy will not lose any employment benefits that have accrued prior to the leave. However, no seniority, sick time, benefit time, vacation time, holidays, or personal leave days will accrue during the period of time covered by the leave, except when the employee is using accumulated sick, vacation, and personal time for work-connected injury, illness, or vacation time, and in these instances the ~~accrued~~-accrual provisions of those policies shall control.

If the leave covered under this policy was for an employee's medical condition (as opposed to an adoption, birth, or family member's medical issue), the Library requires that a Fitness For Duty Statement be provided by the employee's doctor before the employee may return to work.

Consistent with the Library's policy of requesting fitness-for-work certification from all similarly situated employees seeking to return to work, the employee must provide, at the time he or she seeks restoration to his or her last held position or to an equivalent position, medical certification that he or she is fit for duty and able to return to work.

This certification is not required for return to work from intermittent leave.

Health Care Benefits

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An employee's health care benefits will be continued by the Library for the entire period of the leave. The employee must continue to pay his/her portion of health care premiums during the leave, even if the employee is on unpaid leave. If the employee fails to return from a leave, the employee will be required to reimburse the Library for the monies expended incident to the purchase of those health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition, which would entitle the employee to a leave or other circumstances beyond the control of the employee. A medical certification may be required for this exemption to apply and the certificate must be returned in 30 days.

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Relationship to the Family and Medical Leave Act of 1993

This policy has been developed to comply with the requirements of the Family and Medical Leave Act of 1993. Should this policy conflict with the Act, the Act shall be deemed controlling. The Library also retains all rights under the Act and regulations even though they may not be incorporated into this policy. FMLA forms for Library employees are available at <https://www.dol.gov/whd/fmla/2013rule/militaryforms.htm>. (to be supplied)

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Sick Leave

Sick leave is a benefit available to employees under certain circumstances, but is not a guarantee of continued employment throughout the period that sick leave is payable (except as provided under the FMLA). The employment of an employee on sick leave may be terminated at the discretion of the Director except as provided by the FMLA.

Accrual of Sick Leave

See Appendix A – Time Benefits for Eligible Employees.

Use of Sick Leave

Sick Leave may be utilized only for the following purposes subject to the limitations set forth below:

- For all bona fide illnesses and/or injuries. The Library may require a certificate of such illness and/or injury from the employee's physician or from a physician of the Library's choice. An absence for paternity or maternity purposes will be treated as any other illness.
- For medical, dental and ocular appointments approved in advance by the employee's supervisor.
- Four workdays per fiscal year may be taken from sick leave for the bona fide illness of an immediate family member (spouse, domestic partner, child, parents, sibling, parent-in-law, grandparent, grandchild or grandparent-in-law) and for the funeral of an immediate family member (as defined above), for religious holidays, or for other emergencies as approved by the Director. If more than four days are required, the additional time will be deducted from available vacation or personal leave. If the leave qualifies under the FMLA, then all FMLA leave will be deducted first from sick leave until sick leave is exhausted, then from vacation leave until vacation leave is exhausted, and then from personal time. If qualifying FMLA leave is foreseeable, 30 days' written notice is required.
- Permission may be granted by the Director for a funeral of a person other than an immediate family member.

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Military Leave

Jury Duty

An employee required to serve on a jury shall be excused from regular Library duties during that time, except that if jury duty takes up only part of a day, the employee is required to work at the Library during the rest of the day, minus reasonable travel time. The Library will pay the employee for time actually lost from his/her scheduled work hours, but the employee is required to submit to the Library any jury fees received.

Personal Leave Of Absence Without Pay

General

A personal leave of absence without pay must be requested in writing to the Director and will be considered in consultation with the employee's supervisor on an individual basis. No employee, regardless of classification, may be absent from regularly scheduled work unless such absence qualifies as vacation leave, sick leave, FMLA leave, personal time leave, military leave, jury duty leave, or an approved personal leave of absence without pay. The Director may grant an employee a personal leave of absence without pay or other benefits for a period not to exceed twelve (12) months when it is in the best interest of the Library to do so.

Procedure for Requesting

A leave of absence will be requested in writing in advance to the Director stating the reason and requested dates. The granting of a leave of absence will be made by the Director, in consultation with the supervisor. A requesting employee shall be notified in writing of the approval or denial of a requested leave of absence.

Conditions

An employee must first exhaust all paid leave before beginning an unpaid leave of absence.

All personal leaves of absence shall be without pay. Health care benefits will not apply during the unpaid leave of absence, and service credit for retirement and other purposes will not accrue. No sick time, vacation time, personal leave time, or holidays will accrue during the unpaid leave of absence. The employee must comply with all conditions of the leave of absence.

All leaves of absence shall commence and end upon the dates approved for such leave of absence and any requests for extensions will be made in the same manner as the original request. An employee on a leave of absence may continue to carry available insurance benefits at the employee's expense during the authorized leave of absence.

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Outside Employment During a Leave of Absence

An employee shall not engage in gainful employment (except military duty pursuant to Military Leave) during a leave of absence (including absences for personal leave and jury duty) without the prior written permission of the Library Director.

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GENERAL POLICIES

Job Duties and Responsibilities

Your job duties and responsibilities will be explained to you by your supervisor. The Library reserves the right to modify, change, add or delete job duties, titles, and responsibilities and to transfer employees to different positions. You are expected to keep yourself informed of current Library policies, procedures, programming, and events. You are expected to refrain from making excessive noise or otherwise disturbing coworkers or members of the public with loud conversations or behavior.

Job Review

Your supervisor will work with you on an ongoing basis to help you improve at your job. In this way you will receive constructive suggestions about how to improve your work. Periodically, your supervisor may meet with you individually to evaluate your performance. If you have any questions about your job, you should feel free to talk to your supervisor at any time.

Opportunities for Advancement

In our organization there may be opportunities for advancement. However, many of these opportunities depend upon you. Many things are taken into consideration, some of which are the way you perform your job, your ability to cooperate and work with others, and your willingness to assume responsibility. Staff is encouraged to apply for other positions as they become open.

Transfers

Regular employees may request a transfer to a different department when there is an open position. The employee must submit an application and go through the normal hiring process. Employees may be transferred based on Library needs at the discretion of the Library Director.

Employee Absences

It is essential that all employees report for work when scheduled. Employee absences create disruption in the workplace and hamper our ability to provide first-rate services to Library patrons, which they have grown to expect. Accordingly, the Library discourages employee absences.

In the event an employee must be absent from work, the employee must call the sick line or send an email to the sick line email address prior to the start of the employee's shift to report his/her absence. The Library has the sole discretion to grant or deny an employee's absence request. In no event will an employee be paid for an unexcused absence from work. An

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employee who has earned vacation time may use a vacation day to cover his/her absence, if approved in writing by the employee's supervisor.

The Library reserves the right to discipline an employee for excessive absences from work or tardiness up to and including discharge. See Rules of Conduct (page E-2) contained in this Handbook.

Weather-Related Closings

The Library makes every attempt to remain open to the public—even in bad weather. Birmingham has excellent snow-removal services, which means that Baldwin might be easily accessible to its patrons even though the driving conditions in your home community are poor. In case of inclement weather, the Director will assess the situation and consider closing for the day, closing early, or delaying the Library's opening.

The decision to be closed for the day or delay the opening will be made by 6:00 am. Such a closure or delay will be communicated to staff through email and a message on our public website. If you do not see the message on our website or via email by 6:00 am, expect the Library to be open as scheduled. If you do not have internet access from home, please make your immediate supervisor aware so other accommodations can be made to communicate the information.

Should the Library close early for weather-related reasons, we will again communicate this information via email and through our public website.

If you cannot make it to the Library for a shift due to issues with the weather when the Library is open, please communicate this to the sickline email address or phone number. If the Library is open and you cannot make it to work, you will either not get paid or will have to take vacation or personal time.

Layoff And Recall

The Director will determine when a layoff must occur and when employees can be recalled from layoff. The Director will decide in his or her discretion the employees to be laid off and recalled.

Employees on layoff for six (6) months will be automatically terminated.

Lunch Periods And Breaks

Employees who work a full day receive a one-hour non-paid meal period. An employee who works at least a four-hour consecutive shift is entitled to receive a 15-minute break during that shift. If you need an extended break, notify your supervisor. The supervisor or senior staff member has the responsibility to ensure coverage of the department. When necessary, supervisors are authorized to limit the number of personnel on break and the length of breaks.

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Employees are required to coordinate breaks with their supervisor. In general the Library has the lowest staffing levels during evening hours and on the weekends. Staff is advised to be aware of these peak periods plus the limited availability of staff on the evenings and weekends. Every effort should be made to either be available to work on the desk or to serve as backup during these times of highest demand.

The rest break must not be abused nor interfere with the efficient operation of the Library. Abuse of this privilege may be termed absenteeism and would result in disciplinary action.

~~The breaks~~ Breaks may be taken anywhere the employee wishes; however, Library employees are not covered by workers' compensation insurance if they leave the building. Breaks must be taken within the work period allocated and cannot be combined with other leave.

Dress Code

Your personal cleanliness and appearance is of importance to both yourself and the Library. All employees are expected to dress neatly and appropriately for their job and avoid any apparel that may not be in keeping with good business taste. Employees are expected to wear their name badges.

Employees who report to work dressed inappropriately will be asked to go home to change. This will be unpaid time.

Personal Business

Personal business and personal communication must be kept to a minimum during the workday. Employees are expected to refrain from using Library equipment or work-time for non-Library related activities.

Medical Examinations

~~The Library may require employees to have a medical examination when the examination is job-related and consistent with business necessity. This may include, for example, situations where the employee is exposed to toxic or unhealthful conditions, where an employee requests an accommodation for a particular disability, or where there is a question as to the employee's ability to perform essential job functions due to a medical condition. The Library will be responsible for the cost of the examination, and will treat all examination records as confidential in accordance with federal and state law. The Library may require employees to be examined by a doctor, selected and paid for by the Library, including tests to determine fitness for duty. The purpose of such employee examinations is to make sure that employees are and continue to be medically fit and able to perform job duties and to help eliminate accidents and injuries. The Library with all applicable laws and regulations concerning any such examination.~~

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We need a revision from Gibbons for this section.

Smoking

The Library is a smoke-free zone. Smoking is not permitted in the Library, under the awning in front of the Library's front entrance, or within 35 feet of the rear staff entrance. This applies to electronic cigarettes as well as conventional cigarettes.

No Weapons Policy

Possession, use or sale of weapons, firearms or explosives on Library premises while on duty, or in vehicles for work-related purposes or while engaged in Library business off premises, is forbidden except where expressly authorized by the Director and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

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Authorization of Employment

Employees of the Library are required by federal law to verify their authorization to work in the United States. In compliance with the law, the Library prohibits discrimination in hiring, recruiting, referring for a fee, and discharging based on citizenship and national origin.

Notice Of Changes

For your protection, convenience and benefit, you are required to notify the Administrative Office immediately of any change in your contact information. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits, and compute your payroll deductions.

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Facilities, Equipment, Desks, And Work Areas

It is everyone's responsibility to keep our facilities, equipment, and work areas orderly, clean, and efficient. This is particularly important for employees who share a desk with co-workers.

You are expected to take proper care in the handling of any and all Library equipment and property. No Library property is to be removed from the premises without prior authorization. If you lose, break or damage property, report it at once to your supervisor.

All sensitive materials should be placed in a secure area on the Library premises at the end of your workday. Employees shall not browse through documents that are not part of their job to maintain or work on.

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You have no right of privacy to your desks, containers, cabinets, facilities, computers and other areas. The Library reserves the right to search and/or examine all such areas. If you have private or personal papers, documents or items, please leave them at home.

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Staff Room Use

Employees are expected to share in keeping the staff room kitchen clean.

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Parking

Employees must follow all City ordinances and parking garage rules. Library employees who work at least twenty (20) hours per week will be eligible to receive a parking pass paid for by the Library. All employees without a parking pass will be eligible to have their parking validated.

Political Activity

To avoid possible conflict of interest, no Library employee may seek election to any elected office on the Baldwin Public Library Board of Directors, in the municipal government of the City of Birmingham, or the government of any municipality that contracts with Baldwin for library services. No elected official in the municipal government of the City of Birmingham or any of its contract communities may seek employment at the Baldwin Library while holding such a position.

According to the Michigan Compiled Laws 169.204 and 169.257, employees of public bodies, such as the Baldwin Public Library, are legally prohibited from advertising their political views or spending time working on a political cause while at work or using Library equipment.

Discounts and Privileges

Employees of the Baldwin Library are entitled to full Library privileges while employed at the Baldwin Library. Employees do not pay overdue fines. However, employees are responsible for lost or damaged items checked out on their account. The privilege to check out items without incurring late fees should not be abused. ~~Employees are asked to return when due any items they know members of the public have placed on hold.~~ Employees have the opportunity to purchase withdrawn Library materials. Individuals previously employed by the Library who are otherwise ineligible to hold a Baldwin Library card will be eligible to retain or obtain such a card at the discretion of the Director.

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On-The-Job Injuries

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The Library should be a safe and healthy place to work. Accidents can be serious, cause pain and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your supervisor so they can be corrected.

You must report all job-related injuries and illnesses to your department supervisor immediately. If the accident or injury happened at work and requires medical treatment after going home, proceed to a local hospital emergency room.

Accident Procedure

Follow this procedure if you are involved in or observe an accident on the Library property:

1. Notify dispatch at 911.
2. Report the accident to your supervisor immediately. If your supervisor is not available, report it to the designated senior staff member in your department.
3. Assist injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.

Request ~~F~~or Accommodation

Employees with disabilities needing an accommodation for employment must notify the Library Director in writing within 182 days after the need for the accommodation becomes known.

Incident Reports

Should an incident occur at the Library involving a breach of the Library's Code of Conduct, or if the police or fire department is called, the employee closest to the incident should fill out the Incident Report form available on the intranet. The employee should then email the completed report to the ~~Management email distribution list and Administrative Assistant,~~Baldwin all-staff listserv.

End Of Employment

Upon ceasing employment at the Library, all employees must return any and all Library property to their supervisor, including but not limited to: parking and security passes, name tags, and keys. An exit interview ~~will~~may be requested at the end of the period of employment.

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STAFF RULES OF CONDUCT

The Library has certain rules of conduct that have to be followed in order to get work done in an efficient and orderly manner. Your cooperation is essential, and you must familiarize yourself with those rules of prohibited conduct listed below so you know what is and is not acceptable behavior. Based on common sense and good judgment, these rules are designated to protect your rights and the rights of other individuals.

Violations of the following will, at the discretion of the Library, result in disciplinary action up to and including discharge:

1. Poor work performance
2. Insubordination (i.e., disobedience to authority or failure to follow instructions)
3. Theft, unauthorized removal of property, or misappropriation of Library funds or property, including funds or property of other employees, citizens and patrons
4. Fighting
- ~~5. Violating the No Weapons Policy described earlier in this Handbook. Concealed and open carry weapons [Ben's Note: has the open carry prohibition been reviewed by the Library's legal counsel to assure compliance with State law?]~~
- ~~5.~~
6. Being on Library premises or being on duty while under the influence of alcohol or drugs, or in an unfit condition
7. Consuming unauthorized alcoholic beverages or drugs while on duty
8. Walking off the job without the approval from a supervisor
9. Causing hazardous or unsafe working conditions
10. Falsification of personnel or other records
11. Absence without notification or permission
12. Damage to, destruction of, or misuse of property and equipment belonging to the Library, its employees, or patrons
13. Failure to cooperate in efforts to make the workplace safe or in the investigation of incidents or conduct at the Library

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14. Failure to operate a Library/City vehicle safely or properly or failure to operate a personally owned vehicle safely and properly while on Library business or Library time.
15. Possessing books, magazines, or posters containing sexually explicit materials.
16. Excessive tardiness or absenteeism, and continued failure to notify the Library, at least a half-hour prior to the start of a work shift, of an upcoming absence. In no event will an employee be paid for unexcused time the employee is absent from work.
17. Any on-site political activity that is prohibited by Michigan Compiled Laws 169.204 and 169.257, as noted above under “Political Activity.”

THE ABOVE RULES ARE NOT INTENDED TO BE ALL-INCLUSIVE OF THE PROPER STANDARDS OF CONDUCT OR OTHER OBLIGATIONS OF EMPLOYEES. THE LIBRARY DIRECTOR IS AUTHORIZED TO TAKE DISCIPLINARY ACTION, INCLUDING TERMINATION, FOR OTHER CONDUCT NOT SPECIFICALLY LISTED HERE.

LIBRARY POLICIES

All Library employees are expected and required to adhere to all Library policies approved by the Library Board. A list of all approved Library policies can be found on the Library’s staff intranet.

THE DOOR IS ALWAYS OPEN

The Library hopes this Handbook will be helpful to you as an employee of the Library, and will serve as a useful reference in explaining the Library’s benefits and policies, and your job responsibilities. You should feel free to discuss with your supervisor any problems that occur on the job, or any suggestions you might have for improvement in Library operations. The door is always open to you. The Library wishes you the best, and trusts your job with the Library will be satisfying and rewarding.

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Appendix A

Time Benefits for Eligible Employees

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Certain Library employees are eligible to earn paid leave. The table below serves as a reference for those employees. The terms in your offer-of-employment letter govern how much paid leave you earn on an annual basis. Your annual accrual will automatically increase after every five years of consecutive employment at Baldwin, up through 20 years of service.

Hours Worked Per Week	Yearly Vacation 0-4 Years of Service	Yearly Vacation 5-9 Years of Service	Yearly Vacation 10-19 Years of Service	Yearly Vacation 20+ Years of Service	Yearly Sick Leave	Yearly Personal Leave
40	80	120	160	200	96.0	52.0
39	78	117	156	195	93.5	35.5
38	76	114	152	190	91.0	34.0
37	74	111	148	185	89.0	33.5
36	72	108	144	180	86.5	32.0
35	70	105	140	175	84.0	31.5
34	68	102	136	170	81.5	31.0
33	66	99	132	165	79.0	29.5
32	64	96	128	160	77.0	29.0
31	62	93	124	155	74.5	27.5
30	60	90	120	150	72.0	27.0
29	58	87	116	145	69.5	26.5
28	56	84	112	140	67.0	25.0
27	54	81	108	135	65.0	24.5
26	52	78	104	130	62.5	23.0
25	50	75	100	125	60.0	22.5
24	48	72	96	120	57.5	22.0
23	46	69	92	115	55.0	20.5
22	44	66	88	110	53.0	20.0
21	42	63	84	105	50.5	19.5
20	40	60	80	100	48.0	18.0
19	38	57	76	95	45.5	17.5
18	36	54	72	90	43.0	16.0
17	34	51	68	85	41.0	15.5
16	32	48	64	80	38.5	14.0
15	30	45	60	75	36.0	13.5
14	28	42	56	70	33.5	13.0
13	26	39	52	65	31.0	11.5

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12	24	36	48	60	29.0	11.0
11	22	33	44	55	26.5	9.5
10	20	30	40	50	24.0	9.0
9	18	27	36	45	21.5	8.5
8	16	24	32	40	19.0	7.0
7	14	21	28	35	17.0	6.5
6	12	18	24	30	14.5	6.0
5	10	15	20	25	12.0	4.5
4	8	12	16	20	9.5	4.0
3	6	9	12	15	7.0	2.5
2	4	6	8	10	5.0	2.0
1	2	3	4	5	2.5	0.5

Though shown above as a yearly amount, vacation and sick leave hours are credited to employees once per month. Depending on whether your yearly accrual is easily divisible by 12, you may see a slight variation in the monthly amount earned towards the end of the calendar year.

Personal leave hours are earned for each month of work, but are not credited to employees until the beginning of the following fiscal year. For example, in July 2050, an employee would be credited with personal leave for time worked between July 1, 2049 and June 30, 2050.

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Appendix B
Matrix of Benefit Eligibility

Matrix of Benefit Eligibility

Title	<u>Time</u> <u>Benefits</u>	<u>Health</u> <u>Benefits</u>	<u>Retire</u> <u>Benefit</u> <u>(401a)</u>	<u>Retiree Health</u> <u>Savings</u>	<u>Flexible</u> <u>Spending</u> <u>Account</u>	<u>Disability</u>	<u>457</u>	<u>Life</u> <u>Insurance</u>
Administrative Assistant, Part Time	Y	N	N	N	N	N	N	N
Associate Director - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
Bookkeeper - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
Circulation Assistant I	N	N	N	N	N	N	N	N
Circulation Assistant II	Y	N	N	N	N	N	N	N
Department Head - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
Director - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
IT Coordinator - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
Librarian - Full Time	Y	Y	Y	Y	Y	Y	Y	Y
Librarian - Part Time (20-28 hours)	Y	N	Y	N	N	N	N	N
Librarian - Part Time (less than 20 hours)	Y	N	N	N	N	N	N	N
Librarian - Substitute	N	N	N	N	N	N	N	N
Library Assistant I	N	N	N	N	N	N	N	N
Library Assistant II	N	N	N	N	N	N	N	N
Library Assistant III	N	N	N	N	N	N	N	N
Library Paraprofessional (20-28 hours)	Y	N	Y	N	N	N	N	N
Operations Assistant, Part Time	N	N	N	N	N	N	N	N
Page	N	N	N	N	N	N	N	N
Technology Trainer - Full Time	Y	Y	Y	Y	Y	Y	Y	Y

Family and Medical Leave Act (FMLA) is available to any employee who has been employed at least 12 months and has worked at least 1,250 hours in the past 12 months.

Full-time employees hired before January 1, 2007, participate in the City of Birmingham's defined benefit plan, rather than the 401a and RHS plans. Librarians (except for Substitute Librarians) and Circulation staff (except Pages) receive time and a half pay on Sundays. This does not apply to any other staff members.

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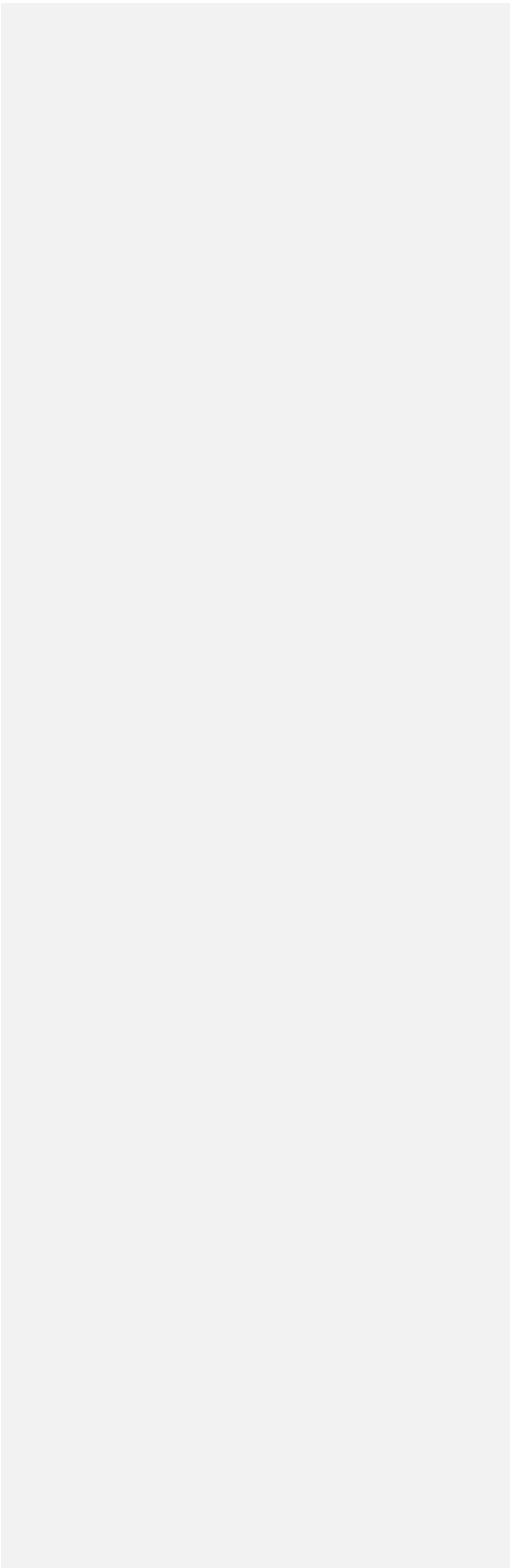
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Index-2

CHANGES MADE TO BALDWIN PUBLIC LIBRARY EMPLOYEE HANDBOOK
Between 2008 Edition and 2019 Edition
August 12, 2019

Generally, the format of the new version is the same as that of the old version, but this document points out whenever sections have been switched around, added, or deleted.

The intent of the revision is not to implement major changes, but to reflect Library policy as it has actually developed over the past decade, based on incremental administrative and Board decisions, and to reflect changes in employment law. The intent is also to make the Handbook clearer.

Minor changes, like the correction of typos and editorial improvements, are not mentioned in this document

The revised Handbook has been reviewed and approved by Baldwin's legal counsel on personnel matters, Mike Gibbons of Beier Howlett, and by the City of Birmingham's Human Resources Manager, Ben Myers.

This document is arranged in the order of the 2019 edition.

Welcome To The Baldwin Public Library

1st paragraph: No changes

2nd paragraph: We dropped the initial sentence "The Library is a department of the City of Birmingham" because of the complicated nature of the relationship between the Library and the City.

3rd paragraph: Changed "Associate Directors" to "Associate Director" since there is only a single Associate Director at Baldwin now.

4th paragraph: Dropped the words "reciprocal or" and kept only "having a contractual agreement."

About Your Handbook And Your Employment At The Library

1st paragraph: No changes

2nd paragraph: Made some minor word changes and dropped the last sentence: "It is your responsibility to maintain the currency of your personal copy of the employee handbook."

3rd paragraph: Added "and with or without notice" at request of legal counsel.

4th paragraph: Dropped the sentence: "Amendments will be issued directly to employees or posted on the Library bulletin board in the staff room."

5th paragraph: No changes

6th paragraph: Eliminated heading of “Questions.” Changed “should contact the Administrative Assistant in the Director’s Office” to “should contact the Administrative Office.” Then eliminated the second and third sentences.

Orientation Period

Only paragraph: Changed “should be discussed with your department head” to “should be discussed with your supervisor.” At the end, added “except at the discretion of the Director.”

Employee Status And Benefit Eligibility

Full-Time Benefit Employee

Only paragraph: Dropped the sentence: “All Department Heads are full time benefit employees.” Simplified the last sentence to “An employee can only become a full-time benefit employee by written offer from the Director.”

Part Time Benefit Employee

Significantly changed these paragraphs to reflect current practice, which had to be modified as a result of the Affordable Care Act. Part-time employees may now work only up to 28 hours a week, rather than the previous 32 hours a week.

Non-Benefit Employee

Only paragraph: Dropped the last sentence, which was an incomplete list of the categories of non-benefit employees.

A Special Note to Supervisory Personnel

1st paragraph: Dropped the word “loyalty.” Dropped all mention of “Department Heads” and instead referred only to “supervisors.”

2nd paragraph: Small wording changes

3rd paragraph: Eliminated this paragraph, dealing with the “total job” concept, entirely.

Open Door Policies and Procedures

1st paragraph: No changes

2nd paragraph: Replaced “Department Head” with “supervisor.”

3rd paragraph: Replaced “believes in your right to speak” with “encourages you to speak.” Replaced “employment problems” with “employment situation.” Replaced “your problems” with “any issues or concerns.” In a couple of places, replaced “problem” with “issue.”

4th paragraph: Eliminated the fourth paragraph entirely since the subject matter is covered by the next section, “Employee Concern Procedure.”

Employee Concern Procedure

Step 1

Only paragraph: Replaced “Department Head” with “supervisor.”

Step 2

Only paragraph: Replaced “Department Head” with “supervisor.”

Step 3

No changes

Added a concluding paragraph: “While it is expected that these steps will ordinarily be utilized, the Library reserves the right in its sole discretion to address complaints without following this procedure or by varying the steps to be followed.”

Policy On Non-Discrimination And Harassment

Discrimination Prohibited

Only paragraph: In first sentence, added “or any other legally protected basis.” In last sentence, changed “citizens” to “public.”

Harassment Prohibited (Renamed from “Ethnic and Other Harassment Prohibited”)

In second-to-last bullet point, changed “No jokes or cartoons concerning race, color, national origin, sex, gender, sexual orientation, religion, age, disability (handicap), marital status, weight, height, or any other basis” to “No jokes or cartoons concerning race, color, national origin, sex, gender, sexual orientation, religion, age, disability (handicap), marital status, weight, height, or any other legally protected basis.”

Eliminated the last bullet point (“No ethnic comments, slurs or conduct”) since it seemed to be covered by the various provisions above.

Sexual Harassment Prohibited

Changed “Examples of sexual harassment can include the following” to “Examples of sexual harassment may include, but not be limited to, the following.”

Changed “Non-verbal harassment, including staring at a person’s body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating sexually suggestive material” to “Non-verbal harassment, including staring at a person’s body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating, sharing, or displaying sexually suggestive and other inappropriate material.”

Changed “physical conduct” to “physical contact.”

Changed “another person’s employment opportunities” to “another person’s employment or employment opportunities.”

Employee Recourse For Discrimination Or Harassment

1st paragraph: Replaced “Department Head” with “supervisor.” Changed “depending on the severity of the misconduct” to “depending on the offender’s disciplinary history and the severity of the misconduct.”

2nd paragraph: No changes

3rd paragraph: Changed first sentence to: “It is important to keep in mind that the effectiveness of the Library’s policy against discrimination and harassment depends upon any and all instances of harassment and discrimination being brought to the attention of the Library.” In second sentence, changed “belief” to “concern.” Added a final sentence at request of legal counsel: “In those cases, however, where an employee has deliberately made a false accusation, he/she will be subject to discipline.”

How You Are Paid

Pay Day Policy

1st paragraph: Added an initial sentence: “The Library’s payroll is administered through the City of Birmingham.” Changed “If Thursday is a holiday, you will be paid on Wednesday that week” to “... you will be paid earlier that week.”

2nd paragraph: In last sentence, changed “Department Head” to “Administrative Office.”

3rd paragraph: Changed “The Library also deducts the employee pension contribution” to “The Library also deducts employee retirement and health care contributions, if applicable.” Also changed “In addition, you may authorize any of the following deductions: Deferred Compensation (457 Plan) and Medical Savings Plan” to “Any eligible employee may elect to contribute to a Flexible Spending Account or Deferred Compensation (457) Plan.” Medical Savings Plans are for only certain employees, and if the employee qualifies, the plan is required, not optional.

Working Schedule

Only paragraph: Replaced “Department Head” with “supervisor.”

Overtime

1st paragraph: Added the following: “Employees exempt from Fair Labor Standards Act (FLSA) overtime requirements are not eligible for overtime.”

Both paragraphs: Changed “Department Head” to “supervisor.”

Mileage Reimbursement

We added this new section.

Variables in Scheduling

Only paragraph:

New sentence inserted: “Due to occasional budget constraints, furlough days may occasionally be implemented and affect all employees.” Eliminated the sentence: “The library will attempt as much as possible to develop a consistent rotating schedule.” Added: The Library reserves the right to develop a work schedule that reflects Library needs.”

Employee Benefits

Holidays

Recognized Holidays

1st paragraph: Column now lists only holidays, not the length of the holiday. In other words, it leaves out “1 day off” for each.

2nd and 3rd paragraphs: Eliminated. Content moved to new section called “Floating Holidays and Personal Time.”

Holiday Policies

1st paragraph: Eliminated “National holidays are schedule on the day designated by Board approval.” Added “All Board approved holidays will be posted on the intranet, as well as the Library’s website.”

2nd and 3rd paragraphs: No changes

Floating Holidays and Personal Time

1st paragraph, starting off “Full-time and eligible part-time employees ...”: This paragraph was moved to this section from “Holidays” section. In second sentence, eliminated “... and it must be reported on the employee’s time sheet.” In last sentence, changed, “Benefit Matrix” to “Benefit Table.”

2nd paragraph: New: “In addition, full-time employees receive 16 hours of personal time per year.”

3rd paragraph: New: “Floating holidays and personal time are combined in Appendix A and in employees’ online leave balance chart under the heading of “personal time.”

4th paragraph, starting off “Floating holiday and personal time will be credited ...”: This paragraph was moved to this section from “Holidays” section. No changes

5th paragraph: New: “You are required to request floating holidays and personal leave from your supervisor in advance and obtain his/her approval. Employees cannot use floating holidays or personal time during their orientation periods, except at the discretion of the Director.”

6th paragraph: With some editorial modifications, the following paragraph was moved here from the “Personal Days” section of the previous handbook version: “Floating holidays and personal time may not be carried over and accumulated from year to year. Personal leave not used during the fiscal year will be forfeited. It is the employee’s responsibility to schedule this time with his/her supervisor well in advance of the time off. Under no circumstances will leave be granted if insufficient people are available to run the department.”

Vacation

Definition of Vacation

1st paragraph: Changed “he” to “he or she.” Changed “Department Head” to “supervisor.” Added “... and is ideally requested at least two weeks prior to the leave date.”

Amount of Vacation

1st and 2nd paragraphs: No changes

Use of Vacation

1st paragraph: In several sentences, changed “Department Head” to “supervisor.” Changed “Vacation may be used any time after it is credited to an employee (except that an employee cannot use vacation time during his/her orientation period)” to “No vacation days may be taken by new employees until after the six-month orientation period is completed, except at the discretion of the Director. Vacation may be used any time after it is credited to any employee, subject to the approval of the employee’s supervisor.”

2nd paragraph: Changed “Vacation leave must be used in the fiscal year following the year in which it was earned or be forfeited” to “Vacation leave will stop accruing once an employee’s balance has reached 1.5 time his/her yearly accrual.” Changed “All requests for vacation leave must be approved by the Department Head or the Director” to “All requests for vacation leave must be approved by the employee’s supervisor.”

3rd paragraph: Changed “Vacation” to “Vacation or personal time.”

Accrued Time at End of Employment

New section: “Employees will be paid their hourly rate for each hour of unused vacation, personal, and floating holiday time in their leave bank accrued through their last day of employment. Employees will not be paid for unused sick leave.”

Personal Days

This section, which was in the previous version of the handbook, has been eliminated. The content was transferred to the section called “Floating Holidays and Personal Time.”

Health, Life, and Disability Insurance for Employees

1st paragraph: Eliminated “... and to eligible part-time benefit employees...” Changed “...as disclosed in the section of this Handbook entitled “Employee Status and Benefit Eligibility”” to “...as disclosed in Appendix B of this Handbook, entitled “Matrix of Benefit Eligibility.”” Changed “...from administration...” to “...from the Administrative Office...”

2nd paragraph: Eliminated “(including but not limited to preexisting condition limitations and requirements)”

3rd paragraph: No changes

Retirement Plan

This section was completely re-written to reflect the introduction of the 401(a) defined contribution plan in 2007. The last paragraph, about acknowledging retiring staff with financial gifts, was eliminated since the practice has not been carried out for many years.

Death of a Family Member of the Staff

This section from the previous version was eliminated since the practice has not been carried out for many years.

Leaves of Absence

1st paragraph: No changes

2nd paragraph: At very end, added "... except where the employee is otherwise required to continue by law."

Family and Medical Leave Act

FMLA was contained in Appendix B of the 2008 Handbook. We've now incorporated it into the text of the Handbook. We've rewritten the *whole* section, using wording from legal counsel and the Head of the City's HR Department, bringing the section up to date. It also incorporates and greatly expands on the now-eliminated section called "Military Leave." Because there have been so many changes and displacements, I won't even attempt to do a paragraph-by-paragraph analysis for these several pages. The new wording is that of legal counsel and the Head of the City's HR Department.

Jury Duty

Only paragraph: In first sentence, changed "...except that on such days the employee shall be required to work all scheduled hours during which attendance in court is not required with reasonable travel time provided" to "...except that if jury duty takes up only part of a day, the employee is required to work at the Library during the rest of the day, minus reasonable travel time." In second sentence, changed "...required to submit any jury fees received to the Library for such time" to "...required to submit to the Library any jury fees received."

Personal Leave Of Absence Without Pay

General

Only paragraph: In first sentence, changed "Department Head" to "employee's supervisor." In second sentence, added "personal time leave" and eliminated "...without satisfying the conditions for..."

Procedure for Requesting

Only paragraph: Changes “Department Head” to “supervisor.”

Conditions

1st paragraph: Added new paragraph: “An employee must first exhaust all paid leave before beginning an unpaid leave of absence.”

2nd paragraph: Used to read: “All personal leaves of absence shall be without pay and benefits and no service credit for retirement purposes or other purposes will accrue during the leave of absence. At the commencement of the unpaid leave of absence the employee will be paid for all remaining vacation leave and personal leave. The employee must comply with all conditions of the leave of absence.” Now reads: “All personal leaves of absence shall be without pay. Health care benefits will not apply during the unpaid leave of absence, and service credit for retirement and other purposes will not accrue. No sick time, vacation time, personal leave time, or holidays will accrue during the unpaid leave of absence. The employee must comply with all conditions of the leave of absence.”

3rd paragraph: No changes

Eliminated the final paragraph from the previous version, which started: “The Library cannot and will not promise or guarantee that your position will be open when you return from your personal leave.”

Outside Employment During A Leave of Absence

Only paragraph: No changes

General Policies

Job Duties and Responsibilities

Only sentence: Changed “Department Head” to “supervisor.” Added two final sentences: “You are expected to keep yourself informed of current Library policies, procedures, programming, and events. You are expected to refrain from making excessive noise or otherwise disturbing coworkers or members of the public with loud conversations or behavior.”

Job Review

Only paragraph: Changed “Department Head or your direct supervisor” to “supervisor.” In other places, changed “Department Head” to “supervisor.”

Opportunities for Advancement

No changes

Transfers

No changes

Employee Absences

1st paragraph: No changes

2nd paragraph: In first sentences, changed: "...must call the sick line..." to "...must call the sick line or send an email to the sick line email address..." In second sentence, changed "We" to "The Library." In last sentence, changed "Department Head" to "supervisor."

Weather-Related Closings

Entirely new section, with four paragraphs

Layoff and Recall

In both sentences, changed "The Library" to "The Director."

Lunch Periods and Breaks

1st paragraph: Used to read: "Employees who work a full day receive a one-hour non-paid lunch or dinner period. An employee who works at least a four-hour consecutive shift may take no longer than a 15-minute break during their shift. If you need an extended break, notify your supervisor and clock out appropriately. The Department Head has the responsibility to ensure coverage of the department. When necessary, Department Heads are authorized to limit the number of personnel on break and the length of breaks. Employees are required to coordinate breaks with their Department Head or shift supervisor. In general the Library has the lowest staffing levels during evening hours and on the weekends; breaks should be avoided during these times when possible. The library's busiest hours are generally predictable and follow a pattern. Staff is advised to be aware of these peak periods plus the limited availability of staff on the evenings and weekends. Every effort should be made to either be available to work on the desk or to serve as backup during these times of highest demand."

Now reads: "Employees who work a full day receive a one-hour non-paid meal period. An employee who works at least a four-hour consecutive shift is entitled to receive a 15-minute break during that shift. If you need an extended break, notify your supervisor. The supervisor or senior staff member has the responsibility to ensure coverage of the department. When necessary, supervisors are authorized to

limit the number of personnel on break and the length of breaks. Employees are required to coordinate breaks with their supervisor. In general the Library has the lowest staffing levels during evening hours and on the weekends. Staff is advised to be aware of these peak periods plus the limited availability of staff on the evenings and weekends. Every effort should be made to either be available to work on the desk or to serve as backup during these times of highest demand.”

2nd paragraph: Eliminated “The rest break is a privilege, not a legal requirement.”

Dress Code

1st paragraph: Eliminated third and fourth sentences: “Blue jeans and denim may not be worn at the circulation desk or in those positions where the employee works in the public service areas of the Library. There may be exceptions for student workers at the discretion of the Department Head.” Added a final sentence: “Employees are expected to wear their name badges.”

2nd paragraph: No changes

Telephone Calls

This section from the previous version was eliminated. The content was transferred to the new section called “Personal Business.”

Personal Business

This section was added.

Medical Examinations (Heading changed from “Doctor Examinations”)

Entirely new wording, as recommended by legal counsel.

Smoking

Wording changed from “Smoking is not permitted in Library facilities. Smoking is allowed only in designated areas” to: “The Library is a smoke-free zone. Smoking is not permitted in the Library, under the awning in front of the Library’s front entrance, or within 35 feet of the rear staff entrance. This applies to electronic cigarettes as well as conventional cigarettes.

No Weapons Policy

Added this new section at the request of legal counsel. Note that this applies only to Library employees, not to the general public.

Authorization of Employment

No changes

Notices of Changes

1st sentence: Changed “office to “Administrative Office.” Changed “address of phone number” to “contact information.”

Facilities, Equipment, Desks, And Work Areas

1st and 2nd paragraphs replaced with the simpler: “It is everyone's responsibility to keep our facilities, equipment, and work areas orderly, clean, and efficient. This is particularly important for employees who share a desk with co-workers.”

3rd through 5th paragraphs: No changes

Staff Room Use Policy

Moved up from later position in previous handbook version. Eliminated first sentence: “The Director will issue guidelines for the use of the staff room.”

Staff Organization Committee

Eliminated this section from the previous handbook. Baldwin’s Staff Organization Committee was disbanded over ten years ago.

Parking

Moved up from later position in previous handbook version. Rewritten to: “Employees must follow all City ordinances and parking garage rules. Library employees who work at least twenty (20) hours per week will be eligible to receive a parking pass paid for by the Library. All employees without a parking pass will be eligible to have their parking validated.”

Political Activity

1st paragraph: Slightly expanded to: “To avoid possible conflict of interest, no Library employee may seek election to any elected office on the Baldwin Public Library Board of Directors, in the municipal government of the City of Birmingham, or the government of any municipality that contracts with Baldwin for library services. No elected official in the municipal government of the City of Birmingham

or any of its contract communities may seek employment at the Baldwin Library while holding such a position.”

Added 2nd paragraph: “According to the Michigan Compiled Laws 169.204 and 169.257, employees of public bodies, such as the Baldwin Public Library, are legally prohibited from advertising their political views or spending time working on a political cause while at work or using Library equipment.”

Discounts and Privileges

Paragraph rewritten to reflect current practice. Section about discounts on books purchases eliminated since Library no longer provides that service. New wording: “Employees of the Baldwin Library are entitled to full Library privileges while employed at the Baldwin Library. Employees do not pay overdue fines. However, employees are responsible for lost or damaged items checked out on their account. The privilege to check out items without incurring late fees should not be abused. Employees are asked to return when due any items they know members of the public have placed on hold. Employees have the opportunity to purchase withdrawn Library materials. Individuals previously employed by the Library who are otherwise ineligible to hold a Baldwin Library card will be eligible to retain or obtain such a card at the discretion of the Director.”

On-The-Job Injuries

1st paragraph: No changes

2nd paragraph: Changed second sentence to reflect current practice: “If the accident or injury happened at work and requires medical treatment after going home, proceed to a local hospital emergency room.”

Accident Procedure

Created new section here. Incorporated, without change, material from last section of “On-The-Job Injuries.”

Request for Accommodation

No changes

Incident Reports

We added this new section: “Should an incident occur at the Library involving a breach of the Library’s Code of Conduct, or if the police or fire department is called, the employee closest to the incident should fill out the Incident Report form available on the intranet. The employee should then email the completed report to the Management email distribution list and Administrative Assistant.”

End of Employment

We added this new section: “Upon ceasing employment at the Library, all employees must return any and all Library property to their supervisor, including but not limited to: parking and security passes, name tags, and keys. An exit interview may be requested at the end of the period of employment.”

Staff Rules of Conduct

Taken over largely without change from previous version. Changed the following, however:

Added “5. Violating the No Weapons Policy described earlier in this Handbook.”

Changed the following: “5. Being on Library premises or being on duty while under the influence of alcohol or drugs, or in an unfit condition 6. Bringing, having, possessing, or consuming unauthorized alcoholic beverages or drugs while on duty 7. Violation of the Library’s substance abuse policy” to this: “7. Consuming unauthorized alcoholic beverages or drugs while on duty.”

In #12, changed “citizens” to “patrons.”

Moved #16 to #15 and simplified it to: “Possessing books, magazines, or posters containing sexually explicit materials.”

Added a new #17: “Any on-site political activity that is prohibited by Michigan Compiled Laws 169.204 and 169.257, as noted above under “Political Activity.”

Eliminated the previous #15, which dealt with tardyism and absenteeism.

Library Policies

Added this new section: “All Library employees are expected and required to adhere to all Library policies approved by the Library Board. A list of all approved Library policies can be found on the Library’s staff intranet.”

The Door Is Always Open

No changes

Note: We eliminated the following sections that existed in the 2008 edition:

- Confidential Information, Code of Ethics and Conflict of Interest, including the related Appendix C
- Policy Statement on Substance Abuse
- Workplace Violence Policy, including the related Appendix D
- Electronic Communications Policy, including the related Appendix E

These are specific Library policies, and the new version of the Employee Handbook explicitly states, under “Library Policies,” that Library employees are expected and required to adhere to all Library policies approved by the Library Board. You can find a complete list of Library policies at:

<https://www.baldwinlib.org/mission/>

The new Appendix A is a complete re-working of the previous Appendix A, which was outdated and cumbersome. The new Appendix B is a document lacking in the previous handbook. Both appendices reflect current practice.

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: July 2019

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 19-20 End of Q1 Target
Financials					
Revenues	\$ 3,392,208	\$ 3,257,491	\$ 3,392,208	\$ 3,257,491	
Expenses	\$ 174,702	\$ 166,987	\$ 174,702	\$ 166,987	
Circulation					
Circ (Charges & Renewals)	60,150	49,479	60,150	49,479	137,624
Self-Check Usage	17.5%	24.8%	17.5%	24.8%	20.0%
% of Circ by Residents*	87.4%	92.9%	87.4%	92.9%	92.0%
% of Circ by Non-Residents	12.6%	7.1%	12.6%	7.1%	8.0%
Interlibrary Loans					
Items borrowed	696	891	696	891	
Items loaned	1,319	645	1,319	645	
Technology Usage					
Database Sessions	1,587	1,184	1,587	1,184	4,067
Downloadable Content	10,435	8,481	10,435	8,481	26,400
Public Computer Usage	1,381	1,195	1,381	1,195	3,988
Wireless Sessions	21,763	23,433	21,763	23,433	67,500
Website Hits/Pageviews	24,341	26,953	24,341	26,953	80,052
Program Attendance					
Adults	383	360	383	360	
# of Programs for Adults	22	21	22	21	
Teens	74	420	74	420	
# of Programs for Teens	8	17	8	17	
Youth	3,933	3,492	3,933	3,492	
# of Programs for Youth	65	60	65	60	
Computer Classes	35	33	35	33	
# of Computer Programs	8	8	8	8	
Online Video Views	15	75	15	75	
Idea Lab Certifications	6	2	6	2	
Idea Lab Visits	302	149	302	149	
Total Program Attendance	4,748	4,531	4,748	4,531	7,517
Total # of Programs	103	106	103	106	175
Outreach Attendance	166				
# of Outreach Programs	8				
Gate Count					
	26,567	26,165	26,567	26,165	73,483
Volunteer Hours					
	486	321	486	321	636
Social Media					
	New Users	New Users LY			
e-Newsletter Subscribers	6	1	2019	1854	2035
Facebook Page Likes	26	25	2194	1932	2201
Twitter Followers	3	9	1239	1173	1252
Instagram Followers	36	31	1167	435	1173

Strategic Plan Status Report

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

Services and Programs

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

Summer Reading

The 2019 Summer Reading program concluded on August 10. It was very successful in terms of the number of people registered. A full report on the summer reading program will appear in the September Board packet.

Martha Baldwin to be inducted into the Michigan Women's Hall of Fame

Birmingham resident Linda Buchanan, who has persistently nominated Martha Baldwin for the Michigan Women's Hall of Fame for several years, was finally successful this year. The induction ceremony will take place on November 7 in Cobo Hall. We heartily congratulate Linda!

Store Our Stories

Baldwin's third rendition of the Store Our Stories program was incredibly successful. Patrons checked out 6,004 Youth items in our long-term checkout program. These items will be due back on June 1, 2020, after the Youth Room project is complete.

Financial Stability

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

State Aid

Baldwin received its second and last state aid payment in July. The amount was \$14,304. The total state aid Baldwin received for FY 2018-19 was \$28,334.

Penal Fines

Baldwin received its annual penal fines payment from Oakland County in July. The amount was \$75,505. This was for FY 2018-19.

Marketing and Public Relations

Strategic goal: Improve marketing tools to ensure that the community is more aware of what the Baldwin Library has to offer and comes to view the Library as its first choice for accessing the world's knowledge.

New Releases and Upcoming Events

Craft submitted press releases about programs and events to local media outlets. Press releases from the last month included:

- Family Story Times at the Baldwin Library
- Celebrate Summer Reading at the Baldwin Library

eNewsletters

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

Marketing

Michelle Hollo continues to work with Rebekah Craft designing projects and marketing materials for the Library. She has completed or is working on the following:

- Friends of the Baldwin Public Library Summer Newsletter
- Fall Learn Connect Discover issue

Personnel and Organization

Strategic goal: Provide the most effective governing framework, and maintain a flexible, efficiently organized management structure staffed by multi-talented professionals with active support from well-trained volunteers.

Volunteer Hours

486 volunteer hours were utilized in the month of July.

Communications with Staff

Staff talks were held on July 17 and 18 as a follow-up to the June Library Board meeting.

Staff Updates

Linda Beyer, Circulation Assistant II, reached 10 years of service on August 10.

Anne Davey, Circulation Assistant II, reached 12 years of service on August 2.

Paul Gillin, Bookkeeper, reached 6 years of service on August 16.

Mick Howey, Adult Services Librarian reached 2 years of service on August 5.
Karen Koyle, Circulation Assistant II reached 10 years of service on August 3.
Tony Lowe, Circulation Assistant I, reached 14 years of service on August 2.
Kathleen McBroom, Substitute Adult Services Librarian, reached 2 years of service on August 4.
Terry Meyer, Youth Services Library Assistant, will reach 7 years of service on August 27.
Daniel Patton, Substitute Adult Services Librarian, reached 2 year of service on August 18.
Kristen Tait, Head of Circulation Services, reached 18 years of service on August 15.
Nicholas Tupper, Idea Lab Assistant, reached 1 year of service on August 6.
Sarah von Oeyen, Substitute Librarian, reached 7 years of service on August 6.

During May and June, Baldwin's management team performed annual employee evaluations for Library staff members. Staff members are receiving increases effective July 1.

Staff Changes: Operations Assistant

Kyle Gusho, a senior at Seaholm High School, began working as an Operations Assistant on August 2. He will be helping with program setups and light building cleaning on weekday evenings.

The Library is in the process of interviewing and hiring new Mobile Circulation Assistants to assist with the curbside pickup system that will be implemented in September.

MAME Conference

Josh Rouan, Head of Technical Services, presented at the Michigan Association for Media in Education conference held at Wayne State University on July 17. His session covered collection development and cataloging and was well-received. Photos of his presentation are on the next page.



Library Tour with Mary Ellen Messner

On July 19, Koschik, Craft, Klimmek, and other staff members met with Mary Ellen Messner, who is the First Deputy Commissioner of the Chicago Public Library (CPL). Messner leads CPL's strategic planning and organizational development, and manages the design and evaluation of CPL's programs. She is the daughter of Dolores Messner, a former Baldwin employee, and the sister of Cathy Badalamenti, a Birmingham resident. Koschik and the other Baldwin employees took Messner on a tour of the Library and discussed Baldwin's programming and how it compared to CPL's. Jeff Jimison and Nick Tucker showed her Baldwin's Idea Lab. Messner left a number of interesting pieces of promotional pieces from CPL. This was a very worthwhile exchange of information and ideas.

Library Tour with Staff from Ypsilanti District Library

Doug Koschik and Rebekah Craft hosted a tour of the Library for staff from YDL and their architectural firm, krM Architecture. YDL is embarking on a space plan evaluation and possible small renovation of and addition to their downtown branch. They were interested in learning about the renovations we've done at Baldwin and what we'll do in the future, and especially in how to meld the new with the traditional.

Community Relationships and Partnerships

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

City of Birmingham

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

Youth librarians hosted the Kids Zone at the Farmers Market on August 11. The Baldwin Boosters were on hand to help visitors make a fun project. About 280 people visited the Kids Zone.

Koschik addressed the Birmingham Planning Board on August 14 about which type of glass we will use for the Youth Room project. He will also address the Historic District Commission on August 21 and the Birmingham City Commission on September 16.

Beverly Hills

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

City of Bloomfield Hills

Koschik met with City Manager Dave Hendrickson on July 17 to discuss the renewal of the contract between Baldwin and the City of Bloomfield Hills. He also gave a presentation to the Bloomfield Hills City Commission on August 13. A motion about the contract renewal is included in the New Business section of this month's agenda. More information about Bloomfield Hills can be found on pages 186-198 and 200-210 of this Board packet.

Baldwin will host a table at the Bloomfield Hills Public Safety Open House on Sunday, September 15 from noon to 4:00 p.m. Library staff will pass out information about Library programs and services, accept Library card registrations, and pass out books to attendees, courtesy of the Friends of the Baldwin Public Library.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club at Next on the second Monday of each month at 1:00 p.m. 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.

2020 Calendar

In this Board packet, under New Business, we have included the proposed 2020 Baldwin Library calendar. This meeting's agenda calls for the Library Board to vote on the calendar. After the success of our previous staff day in 2017 and enthusiasm about the upcoming staff day on September 6, we have decided to host a staff day on Friday, September 18, 2020.

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.

Youth Room Expansion & Renovation

The Youth construction project is officially underway! Library Design Associates spent five days relocating furniture around the building, placing books into storage, and completely clearing out the Youth Room. A temporary Kids Corner opened to the public on Monday, August 12. The Dailey Company officially began on-site construction on Thursday, August 15 with the installation of a temporary fence around the project perimeter. Demolition of the Youth Room will begin on Tuesday, August 20.

Kids Corner

The Youth librarians, led by Stephanie Klimmek, did an excellent job setting up a temporary Kids Corner space for patrons to use during the construction project. The Corner includes a play area along with selection of books for babies through grade 6, audiobooks, DVDs, Launchpads, and toys. Photos of the new Kids Corner are on the next page.



Virtual Servers

This month we began upgrading the storage on our virtual servers. The process will be complete in late August/early September.

Idea Lab

Here is an update from Idea Lab Supervisor Jeff Jimison:

It's been another wonderful month in the Idea Lab, with numerous developments that I will highlight here for you. Our latest batch of programming has been tremendous fun, with my personal favorite being the "laser cut star maps" program. In this program, patrons used open source star chart software to conjure up a detailed map of the heavens, for any given time and place. We then etched that map into a circle of transparent polycarbonate, as a keepsake to commemorate that particular place and time. Handsome bases made in house on our 3D printers support the map once it has been cut. I found it particularly fun witnessing the different times and places chosen by patrons for their Starmap. The earliest date we received during that event was 1929. The latest date, 3031. Locations ranged all over the globe... Saint Ignace, Paris, Auckland... This program spanned the globe!

Our 3-D printers have been turning out patron print requests at full tilt. The volume of requests we have received and completed is entirely unprecedented. And our machines have just recently been lovingly upgraded to the latest extruder anatomy from Prusa: I3MK3s. And there's now one additional multi-material unit ready to be installed, so we're all quite excited about that!

And speaking of upgrades, this month the Idea Lab received a very important upgrade indeed, in the form of our new laser exhaust purification system! Our exhaust "scrubber" has been operational for several days now, allowing us to safely cut material such as wood and acrylic, in quantities and for durations which were previously impossible for us. Our laser cutter is now working to its fullest potential thanks to this extraordinary four-stage filtration system.

And, demand for use of the laser continues to grow. As does demand for the use of all of our equipment! Certification numbers have been increasing, and interest from patrons grows unceasingly.

With every passing day, our Idea Lab matures and develops. Already it has blossomed into a sophisticated, deeply functional, "world class" public maker space. I couldn't be

happier or prouder of our workshop and our staff. I strongly encourage anyone who has not already done so to pay us a visit, and see how you might make use of our tools and equipment.

Adult Event Photos

We celebrated summer all month long in July!

Below the Library's Cookbook Club poses for a group photo at the 'Picnic Edition' which was held in Beverly Park. **Special thanks goes to the Village of Beverly Hills Parks & Recreation Department for granting us use of the pavilion for our meeting.**



There were great events throughout July. At the World Cup Watch Party BPL patrons of all ages gathered to watch live as the US Women's National Team won the World Cup in Paris, France.

BPL's own Idea Lab Technology Assistant Nick Tupper, along with his dad, gave a presentation about learning to fly – they are both experienced pilots!

Dr. David Cinabro of Wayne State University gave a fascinating talk on modern cosmology in keeping with this year's theme for Summer Reading, "A Universe of Stories."

And finally a group gathered once more to learn a new craft from Adult Services Librarian Sarah Bowman – this time she taught patrons how to make their own reusable beeswax food wraps.



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

Teen Event Photos

Maker Monday: Galaxy Slime

We made sparkly colorful slime inspired by space.



Liquid Nitrogen Ice Cream Social with Dr. Nitro's Dessert Lab

During a mad science show, Dr. Nitro froze a liquid popsicle by pouring liquid nitrogen on it, then he blew up a bottle of bubbles by adding liquid nitrogen to it. After the science experiments, we made delicious ice cream sundaes.



Youth Event Photos

Art-stronauts

What do you get when you give kids tons of craft materials and lots of space to create? Loads of fun and creations in many different mediums! Options included glitter, paper, glue, stickers, pipe cleaners, crayons, beads, and more!



Goodnight Moon Party

Ms. Donna and Ms. Hannah brought Margaret Wise Brown's beloved book, *Goodnight Moon*, to life this summer complete with the fireplace and mittens from the great green room.



Repco Wildlife Encounter

Over 100 children gathered to learn about and meet animal species that have been in space. Animals included dogs, snakes, turtles, and more.

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

Baldwin Public Library: Friends Funds	
July 2019 Expenditures	
Adult Services	
Program Supplies	\$ 225.79
Program Refreshments	\$ 129.82
Beeswax Wraps Program	\$ 106.98
Happy Little Paint Along	\$ 55.06
English Gardens Bouquet Workshop	\$ 800.00
Konmari Method Program	\$ 150.00
Summer Reading Prizes	\$ 187.94
Total	\$ 1,655.59
Teen Services	
Maker Monday Supplies	\$ 183.06
Summer Reading Supplies	\$ 387.94
Summer Reading Scratch Tickets	\$ 114.79
Paws for Life Program Supplies	\$ 129.06
Program Refreshments	\$ 220.23
VR Video Game	\$ 37.08
Total	\$ 1,072.16
Youth Services	
Art-stronauts Program Supplies	\$ 68.43
Program Refreshments	\$ 101.87
Reading Bug Book Club Supplies	\$ 10.99
Universe of Flavors Program	\$ 78.88
Glow in the Dark Story time supplies	\$ 152.01
Rags the Miniature Horse program	\$ 275.00
Craft supplies	\$ 271.71
Baffling Bill	\$ 395.00
Youth Books	\$ 209.58
Storytellers Program	\$ 350.00
Total	\$ 1,913.47
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 4,641.22
July 2019 Balances	
Adult Services	\$ 4,487.16
Teen Services	\$ 3,824.30
Youth Services	\$ 9,918.82
Outreach & Equipment	\$ 226.71
Total Balance	\$ 18,456.99
July Book Sale Proceeds	\$1,068.00
Submitted by Rebekah Craft on August 12, 2019	



NEW BUSINESS

RECOMMENDATION ABOUT 2020 LIBRARY CALENDAR

by Doug Koschik, Library Director

Following this page is the proposed 2020 Library calendar. I suggest that the Library Board discuss the date of the December Board meeting, which is currently listed as being on December 21. Once a decision has been reached on the December date, I recommend that the Library Board approve the 2020 calendar.

**Baldwin Public Library
2020 Calendar (Proposed)**

Wednesday, January 01, 2020	Closed	New Years Day
Tuesday, January 14, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, January 20, 2020	No Board activity	Martin Luther King, Jr. Day
Wednesday, January 22, 2020	7:30 PM	Library Board Meeting
Tuesday, February 11, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, February 17, 2020	7:30 PM	Library Board Meeting
Tuesday, March 10, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, March 16, 2020	7:30 PM	Library Board Meeting
Thursday, April 09, 2020	No Board activity	Passover begins
Friday, April 10, 2020	No Board activity	Good Friday
Sunday, April 12, 2020	Closed	Easter
Tuesday, April 14, 2020	7:00 PM	Friends of the Library Board Meeting
Thursday, April 16, 2020	No Board activity	Passover ends
Monday, April 20, 2020	7:30 PM	Library Board Meeting
Friday, May 01, 2020	7:00 PM - 9:00 PM	Friends of the Library Book Sale
Saturday, May 02, 2020	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Sunday, May 03, 2020	12 NOON - 4:00 PM	Friends of the Library Book Sale
Monday, May 04, 2020	10:00 AM - 2:00 PM	Friends of the Library Book Sale
Tuesday, May 12, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, May 18, 2020	7:30 PM	Library Board Meeting
Saturday, May 23, 2020	Closed	Memorial Day Weekend
Sunday, May 24, 2020	No Board activity	Eid al-Fitr
Sunday, May 24, 2020	Closed	Memorial Day Weekend
Monday, May 25, 2020	Closed	Memorial Day
Tuesday, June 09, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, June 15, 2020	7:30 PM	Library Board Meeting
Saturday, July 04, 2020	Closed	Independence Day
Monday, July 20, 2020	7:30 PM	Library Board Meeting
Friday, July 31, 2020	No Board activity	Eid al-Adha
Monday, August 17, 2020	7:30 PM	Library Board Meeting
Saturday, September 05, 2020	Closed	Labor Day Weekend
Sunday, September 06, 2020	Closed	Labor Day Weekend
Monday, September 07, 2020	Closed	Labor Day Weekend
Tuesday, September 08, 2020	7:00 PM	Friends of the Library Board Meeting
Friday, September 18, 2020	Closed	Staff Development Day
Saturday, September 19, 2020	No Board activity	Rosh Hashanah
Monday, September 21, 2020	7:30 PM	Library Board Meeting
Monday, September 28, 2020	No Board activity	Yom Kippur
Tuesday, October 13, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, October 19, 2020	7:30 PM	Library Board Meeting
Friday, November 06, 2020	7:00 PM - 9:00 PM	Friends of the Library Book Sale
Saturday, November 07, 2020	9:30 AM - 4:30 PM	Friends of the Library Book Sale
Sunday, November 08, 2020	12 NOON - 4:00 PM	Friends of the Library Book Sale
Monday, November 09, 2020	10:00 AM - 2:00 PM	Friends of the Library Book Sale
Tuesday, November 10, 2020	7:00 PM	Friends of the Library Board Meeting
Monday, November 16, 2020	7:30 PM	Library Board Meeting
Wednesday, November 25, 2020	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 26, 2020	Closed	Thanksgiving Day
Monday, December 21, 2020	7:30 PM	Library Board Meeting
Thursday, December 24, 2020	Closed	Christmas Eve
Friday, December 25, 2020	Closed	Christmas Day
Thursday, December 31, 2020	Close at 5:30 PM	New Year's Eve
Friday, January 01, 2021	Closed	New Years Day

RECOMMENDATION ABOUT BLOOMFIELD HILLS CONTRACT

by Doug Koschik, Library Director

The Library's contract with the City of Bloomfield Hills will expire in 2020 unless the citizens of Bloomfield Hills approve the renewal of a millage to fund the contract in August of next year. This year, Bloomfield Hills is paying Baldwin \$302,605.71 for library services. The amount will increase in 2020, based on the consumer price index inflation rate for 2019.

In July, I met with Dave Hendrickson, Bloomfield Hills City Manager, and Keith Francis, Bloomfield Hills Finance Director/Treasurer. They indicated that Bloomfield Hills was broadly supportive of continuing its relationship with Baldwin, but would like to modify slightly section 3a, which currently states that the amount Bloomfield Hills pays Baldwin is to be "increased each subsequent year by the inflation rate or **5%.**" They suggested amending the contract to state that the amount will be "increased each subsequent year by the inflation rate or **3%.**" In fact, Bloomfield Hills' annual increases since 2011, when Bloomfield Hills first signed a contract with Baldwin, have averaged 1.7%, and news reports indicate that inflation appears not to be a significant danger in the near future. Therefore, I said I would support such a change.

Following this page are the 2014 contract with Bloomfield Hills (amended from the 2011 agreement), as well as the proposed 2020 contract, with changes highlighted in yellow. The only substantive change is that the maximum annual increase is brought down from 5% to 3%. The amount of the first-year payment is left blank for the time being. It will be inserted next year, after the consumer price index inflation rate for 2019. Also left blank is the specific number of mills that the City of Bloomfield Hills will ask its residents to approve in August 2020.

I appeared at the Bloomfield Hills' City Commission meeting on August 13 to give a presentation about the Baldwin Library and answer questions from Commission members. Afterwards, The City Commission unanimously approved the following motion:

Motion by Commissioner McClure, supported by Commissioner Coakley, the City Commission approve the second amendment to the Agreement for Library Services with Baldwin Library in the form as presented tonight [August 13, 2019] subject to the City Commission at a later date approving the exact amount of the first year payment and the specific mills to go on the August 2020 ballot to raise that amount of money.

I recommend that the Library Board approve a similar resolution at its August 19 meeting. Both parties will then be in a position next year to approve a final version of the contract, with all of the blanks filled in. The six-year contract extension would be put into effect if Bloomfield Hills voters approve the millage extension in August 2020.



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William P. Hampton
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whampton@secretwardle.com

August 5, 2014

Mr. David J. Underdown
Ms. Sheila Brice
Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009

Re: Baldwin Public Library
Amendment to Agreement for Library Services with
City of Bloomfield Hills

Dear Mr. Underdown and Ms. Brice:

Enclosed for your records please find a copy of the fully executed Amendment to Agreement for Library Services that has been signed by Mayor Patricia Hardy and City Manager Jay Cravens on behalf of the City of Bloomfield Hills. Thank you.

Very truly yours,

William P. Hampton

WPH/jh
Enclosure

2775071_1

AMENDMENT TO AGREEMENT
FOR LIBRARY SERVICES

THIS AMENDATORY AGREEMENT dated June 10, 2014, by and between the BOARD OF DIRECTORS OF BALDWIN PUBLIC LIBRARY of Birmingham, Michigan (hereinafter called "Baldwin") and the CITY OF BLOOMFIELD HILLS, a Michigan municipal corporation (hereinafter called the "Contracting Community").

WHEREAS, the Contracting Community has no public library facilities and desires to provide library service for its residents, and is authorized by law to do so.

WHEREAS, Baldwin operates an established public library and is willing to make library services available to residents of the Contracting Community during the period of time set forth below, upon payment of the sum hereinafter set forth; and

WHEREAS, Michigan Public Act 92 of 1952, as amended, and Public Act 164 of 1877 authorizes contracts for the furnishing of library services by Baldwin to other municipal corporations; and

WHEREAS the parties hereto entered into an Agreement dated July 18, 2011 to provide for library services by Baldwin to the Contracting Community, which Agreement expires on November 14, 2014.

NOW THEREFORE, the parties agree as follows:

1. During the six (6) year period of November 15, 2014 to November 14, 2020, Baldwin agrees to make available to residents of the Contracting Community the facilities, physical and electronic collections and all other services of Baldwin on the same basis as the same are available to the residents of the City of Birmingham. Upon application and proper

identification, residents of the Contracting Community will be issued library cards, and will be entitled to the same library services at Baldwin as residents of the City of Birmingham.

2. As used in the Agreement, the term "Residents of the Contracting Community" shall include all persons residing within the corporate limits of the Contracting Community, all owners of real property located within the corporate limits of the Contracting Community and all employers and employees of business establishments located within the corporate limits of the Contracting Community.

3. In exchange for the library services to be furnished to the residents of the Contracting Community, the Contracting Community agrees to assign to Baldwin all of the penal fines and state aid grants to which the Contracting Community is entitled pursuant to Michigan Public Act 59 of 1964 and Michigan Public Act 89 of 1977 and all book fines or other charges or fees (per Baldwin's "Fines & Fees Schedule" as approved by the Baldwin Public Library Board from time to time) collected by Baldwin with respect to the residents of the Contracting Community and to pay the following amount:

- a. The Contracting Community agrees to pay \$278,437.84 for the first year of services, to be increased each subsequent year by the inflation rate or 5%, whichever is less. The rate of inflation shall be determined based on the U.S. Consumer Price Index for all urban consumers. The original figure in the contract dated July 18, 2011 of \$268,681.00 was determined by calculating the average household cost in fiscal year 2011-12 for Baldwin Public Library operation expenses (\$180.44) and then multiplying that dollar amount by the number of households in the City of Bloomfield Hills, as listed in the 2010 census (1,489 households). The

average household cost is the weighted average for the communities of Birmingham, Beverly Hills and Bingham Farms. The new figure of \$278,437.84 for the first year of services was determined by taking the original figure of \$268,681.00 and increasing it by the rate of inflation as stated herein above.

- b. The Contract Amount due from the Contracting Community to Baldwin will be payable as follows during such calendar year:

25% thereof February 15 (November 15 through February 14)

25% thereof May 15 (February 15 through May 14)

25% thereof August 15 (May 15 through August 14)

25% thereof November 15 (August 15 through November 14)

4. After November 14, 2020, this Agreement will be automatically renewed for successive two year periods unless terminated by either Baldwin or Contracting Community providing six (6) months advance written notice.

5. This Agreement does not guarantee residents of the Contracting Community access to or use of the same or similar library services at any library other than Baldwin.

6. The Contracting Community shall indemnify, defend and hold Baldwin, its officers, agents, employees and officials harmless from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses, including attorney fees, of any nature ("claims") arising out of or resulting from the Contracting Community's participation in this Agreement.

7. This Agreement is contingent upon the voters of the City of Bloomfield Hills approving a millage of .39 for a period of six years at the election to be held on August 5, 2014.

Should the millage fail to receive a majority vote, then this Agreement shall be considered null and void. In the event the August 5, 2014 millage prevails, and inasmuch as it is a six year millage, the provisions of paragraph 4 of this Agreement pertaining to renewal for successive two year periods shall only be effective if the millage is renewed or a new library millage adopted at a subsequent City election.

8. In the unlikely event any controversy or claim arising out of or relating to this Agreement, or the breach thereof, said controversy or claim shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration as provided herein. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators, in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

9. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The parties agree to perform all their

obligations provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.


10. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

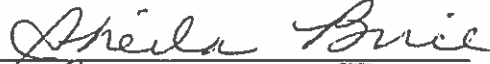
11. Baldwin agrees to provide to Contracting Community on a quarterly basis a statistical report which shall include circulation information pertaining to the checking out of physical and electronic collections and other materials. In addition, said statistical report shall include the number of Contracting Community's cardholders. Provided, however, no private information of individual cardholders shall be disclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective officials thereunto duly authorized, the date and year hereinafter written.

BOARD OF DIRECTORS
BALDWIN PUBLIC LIBRARY

Dated: July 15, 2014


By: DAVID J. Underdown
Its: President


By: Sheila Brice
Its: Vice President

CONTRACTING COMMUNITY
CITY OF BLOOMFIELD HILLS

Dated: 5/1/2014

By: Patricia Hardy
Its: Mayor PATRICIA HARDY

By: Jay W. Cravens
Its: City Manager

2580191_3

**SECOND AMENDMENT TO AGREEMENT
FOR LIBRARY SERVICES**

THIS SECOND AMENDMENT TO AGREEMENT FOR LIBRARY SERVICES dated _____, 2020, by and between the BOARD OF DIRECTORS OF BALDWIN PUBLIC LIBRARY of Birmingham, Michigan (hereinafter called “Baldwin”) and the CITY OF BLOOMFIELD HILLS, a Michigan municipal corporation (hereinafter called the “Contracting Community”).

WHEREAS, the Contracting Community has no public library facilities and desires to provide library service for its residents, and is authorized by law to do so.

WHEREAS, Baldwin operates an established public library and is willing to make library services available to residents of the Contracting Community during the period of time set forth below, upon payment of the sum hereinafter set forth; and

WHEREAS, Michigan Public Act 92 of 1952, as amended, and Public Act 164 of 1877 authorizes contracts for the furnishing of library services by Baldwin to other municipal corporations; and

WHEREAS the parties hereto entered into an Agreement for Library Services dated July 18, 2011 to provide for library services by Baldwin to the Contracting Community and the parties entered into an Amendment to Agreement for Library Services dated June 10, 2014 to continue the furnishing of library services by Baldwin to the Contracting Community, which Amendment to Agreement for Library Services expires on November 14, 2020.

NOW THEREFORE, the parties agree as follows:

1. During the six (6) year period of November 15, 2020 to November 14, 2026, Baldwin agrees to make available to residents of the Contracting Community the facilities, physical and electronic collections and all other services of Baldwin on the same basis as the same

are available to the residents of the City of Birmingham. Upon application and proper identification, residents of the Contracting Community will be issued library cards, and will be entitled to the same library services at Baldwin as residents of the City of Birmingham.

2. As used in the Agreement, the term “Residents of the Contracting Community” shall include all persons residing within the corporate limits of the Contracting Community, all owners of real property located within the corporate limits of the Contracting Community and all employers and employees of business establishments located within the corporate limits of the Contracting Community.

3. In exchange for the library services to be furnished to the residents of the Contracting Community, the Contracting Community agrees to assign to Baldwin all of the penal fines and state aid grants to which the Contracting Community is entitled pursuant to Michigan Public Act 59 of 1964 and Michigan Public Act 89 of 1977 and all book fines or other charges or fees (per Baldwin’s “Fines & Fees Schedule” as approved by the Baldwin Public Library Board from time to time) collected by Baldwin with respect to the residents of the Contracting Community and to pay the following amount:

- a. The Contracting Community agrees to pay \$ [REDACTED] for the first year of services, to be increased each subsequent year by the inflation rate or 3%, whichever is less. The rate of inflation shall be determined based on the U.S. Consumer Price Index for all urban consumers. The original figure in the Agreement for Library Services dated July 18, 2011 of \$268,681.00 was determined by calculating the average household cost in fiscal year 2011-12 for Baldwin Public Library operation expenses (\$180.44) and then multiplying that dollar amount by the number of households in the City of Bloomfield Hills, as listed in the 2010 census (1,489 households). The

average household cost is the weighted average for the communities of Birmingham, Beverly Hills and Bingham Farms. The new figure of \$ [REDACTED] for the first year of services was determined by taking the original figure of \$268,681.00 and increasing it by the rate of inflation as stated in the Agreement for Library Services, Amendment to Agreement for Library Services and as stated herein above.

- b. The Contract Amount due from the Contracting Community to Baldwin will be payable as follows during such calendar year:

25% thereof February 15 (November 15 through February 14)

25% thereof May 15 (February 15 through May 14)

25% thereof August 15 (May 15 through August 14)

25% thereof November 15 (August 15 through November 14)

4. After November 14, 2026, this Agreement will be automatically renewed for successive two year periods unless terminated by either Baldwin or Contracting Community providing six (6) months advance written notice.

5. This Agreement does not guarantee residents of the Contracting Community access to or use of the same or similar library services at any library other than Baldwin.

6. The Contracting Community shall indemnify, defend and hold Baldwin, its officers, agents, employees and officials harmless from any and all claims, losses, liabilities, causes of action, demands, judgments, decrees, proceedings, and expenses, including attorney fees, of any nature ("claims") arising out of or resulting from the Contracting Community's participation in this Agreement.

7. This Agreement is contingent upon the voters of the City of Bloomfield Hills approving a millage of . [REDACTED] for a period of six years at the election to be held on August 4, 2020.

Should the millage fail to receive a majority vote, then this Agreement shall be considered null and void. In the event the August 4, 2020 millage prevails, and inasmuch as it is a six year millage, the provisions of paragraph 4 of this Agreement pertaining to renewal for successive two year periods shall only be effective if the millage is renewed or a new library millage is adopted at a subsequent City election.

8. In the unlikely event of any controversy or claim arising out of or relating to this Agreement, or the breach thereof, said controversy or claim shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration as provided herein. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators, in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

9. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The parties agree to perform all their obligations provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

10. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

11. Baldwin agrees to provide to Contracting Community on a quarterly basis a statistical report which shall include circulation information pertaining to the checking out of physical and electronic collections and other materials. In addition, said statistical report shall include the number of Contracting Community's cardholders. Provided, however, no private information of individual cardholders shall be disclosed.

IN WITNESS WHEREOF, the parties have executed this Agreement by their respective officials thereunto duly authorized, the date and year hereinafter written.

BOARD OF DIRECTORS
BALDWIN PUBLIC LIBRARY

Date: _____

By:
Its:

CONTRACTING COMMUNITY
CITY OF BLOOMFIELD HILLS

Date: _____

By:
Its:

Date: _____

By:
Its:



INFORMATION ONLY

To: Dave Hendrickson, Bloomfield Hills City Manager
From: Doug Koschik, Baldwin Public Library Director
Date: August 7, 2018
Subject: Services provided by Baldwin Public Library to Bloomfield Hills residents

The Baldwin Public Library, which is the municipal library of Birmingham, has provided services to residents and employees of Bloomfield Hills since 2011. The arrangement is contractual. Bloomfield Hills pays for library services, but has no ownership rights or responsibilities. Baldwin also maintains contracts with Beverly Hills and Bingham Farms. Baldwin treats the residents of all four communities equally.

Among the services that Baldwin provides to residents and employees of Bloomfield Hills are:

- Circulation of books, videos, and other physical materials
- Interlibrary loan
- Home delivery
- Electronic resources (databases, e-books, e-audiobooks, e-music, e-videos)
- Programs for all ages
- Summer reading program
- Book clubs
- Homework help
- Study and collaboration spaces

In addition, Baldwin offers live online tutoring, at no charge, with BrainFuse. Students of all ages can interact with tutors in a wide range of subjects through online chat from 2:00 p.m. to 11:00 p.m. daily. BrainFuse is available to all Baldwin Library card holders. Visit <https://www.baldwinlib.org/research-databases/> for more information.

One of Baldwin's new services is the popular Idea Lab. It is a place where the public may use tools, materials, and software for accomplishing all kinds of projects, both physical and digital. It exists to promote curiosity and creativity. Among the activities it supports are:

- 3D printing, scanning, and modeling
- 2D (image/vector) printing, scanning, and design
- Laser cutting and etching
- Die-cutting and embossing
- Resin and silicone casting, as well as mold-making
- Sewing and embroidery, both manual and computerized
- Dye sublimation printing
- Investment and sand casting
- Soldering
- Heat press

You can learn more about the Idea Lab at <https://www.baldwinlib.org/idealab/>

Bloomfield Hills residents are definitely using Baldwin:

- 1,283 of them are card holders.
- They checked out 21,515 items in FY 2018-19.
- 160 Bloomfield Hills residents took part in the 2019 summer reading program.

The Library cooperates closely with public and private schools, as well as homeschoolers:

- Program announcements are sent to schools.
- Summer reading presentations are made at schools.
- The First Grade/First Card Program encourages all first-graders to get their own library cards.

Baldwin strives to maintain visibility in Bloomfield Hills by doing the following:

- The Library's *Learn Connect Discover* newsletter is sent quarterly to every address in Bloomfield Hills.
- Baldwin has a book return box at City Hall.
- Baldwin has a "lending library." Those books may be checked out on an honor basis.
- Library events are occasionally advertised in the City newsletter.
- The Library participates at the Bloomfield Hills Public Safety Department Open House.

Within the last couple of years, Baldwin has updated its technology by:

- Installing a new online catalog
- Installing a new website
- Upgrading its internet speed

Among the services provided by Baldwin on-site are:

- Free parking on Sunday and two hours of free parking in the garage during the week
- A drive-by book drop
- A new curbside pickup service starting in September 2019: People call in advance to make sure a book is available. When they pull up to the Library, they'll text or call the Circulation Desk. Staff will check out the items and run them out to the car.

The Library has made major efforts to update its physical plant. It renovated the Adult Services area in 2017. Among the accomplishments of the renovation were:

- Improved light, both natural and artificial
- More study/collaboration/programming space
- Better technology
- Improved layout and functionality
- Enhanced lighting and aesthetics
- Heightened respect for the 1927 building

In winter 2019, the Library installed new carpet and furniture in its Grand Hall.

Beginning this month and stretching into spring 2020, Baldwin is undertaking an expansion and renovation of its Youth Room. Children's Services has moved to another part of the Library for the

duration. Part of the Youth collection remains onsite, but the majority has had to go into storage, unfortunately. The upside of the project is that it will achieve the following for the Youth Room:

- Expand the total size by 40% and doubling the size of the play and story areas
- Increase seating by 50%
- Install new furniture & carpet, matching design elements from the Adult Services part of the building
- Make the entire room ADA-compliant
- Renovate restrooms
- Add:
 - Patio and garden
 - Aquarium
 - Reading cubbies
 - Lego wall
 - Train table

The cost of this project is \$2.45 million. It will be paid out of a temporary increase in the City of Birmingham's Library millage, the Library's fund balance, undesignated funds from the Baldwin Public Library Trust, and fundraising. There will be no cost to the City of Bloomfield Hills.

Baldwin is eager to retain its relationship with the City of Bloomfield Hills and believes that this relationship has been mutually beneficial.



Baldwin Public Library Update

Presentation to Bloomfield Hills City Commission
August 13, 2019

Background

- ▶ Bloomfield Hills contracts with BPL
- ▶ Obtains full library services, but no ownership
- ▶ Services for City residents & employees:
 - Circulation of books, DVDs, Blu-rays, 4K, etc.
 - Interlibrary loan
 - Home delivery
 - Programs for all ages (e.g., summer reading program)
 - Book clubs
 - Electronic resources (databases, e-books, e-audiobooks, e-music, e-videos, etc.)

Usage

- ▶ 1,283 Bloomfield Hills residents are card holders
- ▶ Checked out over 21,515 items in FY 2018–19
- ▶ 160 residents took part in 2019 summer reading program



Helping Students

- ▶ Contacts with public & private schools
- ▶ Materials for homeschooled children
- ▶ Program announcements sent to schools
- ▶ Homework help
- ▶ First grade/first card
- ▶ BrainFuse tutoring
- ▶ Expanded & renovated Youth Room

Visibility in Community

- ▶ *Learn Connect Discover* newsletter
- ▶ Book return box at City Hall
- ▶ “Lending library” at City Hall
- ▶ Library events occasionally advertised in City newsletter
- ▶ Participation in Public Safety Open House

What's New?

- ▶ 20% of circulation: electronic resources
- ▶ Study/collaboration/programming
- ▶ Curbside pickup service
- ▶ **Idea Lab:**
 - 3D printing & scanning
 - 2D printing & design
 - Laser cutting & etching
 - Die-cutting & embossing
 - Soldering
 - Investment & sand casting
 - Resin & silicone casting
 - Vinyl cutting
 - Heat press
 - Sewing & embroidery



Idea Lab Outreach to Schools



Adult Services Renovation

- ▶ Adult Services renovation completed in June 2017



Grand Hall Renovation



Youth Expansion & Renovation

► *Timeline & Process:*

- Construction: August 2019 – June 2020
- Youth Room moved to “Kids Corner”
- Part of collection remains onsite
- Part of collection in storage
- Programs will continue

► *Funding:*

- Cost: \$2.45 million
- Temporary increase in Birmingham’s Library millage
- Library’s fund balance & Trust
- Fundraising

Youth Room Plans

- ▶ Improved layout & functionality
- ▶ Enhanced lighting & aesthetics
- ▶ Better technology
- ▶ Heightened respect 1927 building
- ▶ Expand by 40%, doubling size of play & story areas
- ▶ Increase seating by 50%
- ▶ New furniture & carpet
- ▶ Make ADA-compliant
- ▶ Renovate restrooms
- ▶ Add features:
 - Patio & garden
 - Aquarium
 - Reading cubbies
 - Lego wall
 - Train table

New Youth Room: View from East



New Youth Room: Play/Story Area



How Can You Help?

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

Successful Relationship

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



LEARN CONNECT DISCOVER

FALL 2019 NEWSLETTER

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ABOUT THE YOUTH SERVICES
RENOVATION



YOUTH SERVICES EXPANSION *and* RENOVATION

FIND OUT MORE ABOUT THE YOUTH SERVICES PROJECT ON PAGE 7

* Luckenbach | Ziegelman | Gardner Architects PLLC & Karen Swanson AIA Architecture | Planning | Design



BALDWIN PUBLIC LIBRARY ► SERVING THE COMMUNITIES OF
BIRMINGHAM, BEVERLY HILLS, BINGHAM FARMS & BLOOMFIELD HILLS

FUN FOR CHILDREN

Babies to Grade 6

BOOK CLUBS

BEYOND THE BOOK

GRADES 1 TO 3 AND A LOVING ADULT
THURSDAYS AT 4:30 P.M.

This non-fiction book club features books and activities related to dinosaurs, outer space, history's mysteries and so much more! **Registration required. Books generously provided by the Hornac Endowment Fund.**

OCTOBER 3: *PIRATES* BY E.T. FOX

NOVEMBER 7: *WHO WOULD WIN? TYRANNOSAURUS REX VS. VELOCIRAPTOR* BY JERRY PALLOTTA

BOOKS PLUS

GRADES 2 TO 3 AND A LOVING ADULT
THURSDAYS AT 4:30 P.M.

Registration required. Books generously provided by the Hornac Endowment Fund.

OCTOBER 17: *THE SUPER-SPOOKY FRIGHT NIGHT!* BY TRACEY CORDEROY

NOVEMBER 21: *FUTURE KNIGHT* BY TONY DAVIS

BOOKS AND BAGELS GRADES 4 TO 6

Registration required. Books generously provided by the Hornac Endowment Fund.

OCTOBER 8 AT 6:30 P.M.: *THE HEALING STAR* BY A. KIDD **SPECIAL AUTHOR VISIT AND BOOK SIGNING!**

NOVEMBER 12 AT 7:00 P.M.: *TWO TRUTHS AND A LIE: IT'S ALIVE!* BY AMMI-JOAN PAQUETTE

MOTHER/DAUGHTER

GRADES 4 TO 6 AND THEIR MOMS
TUESDAYS AT 7:00 P.M.

Registration required. Books generously provided by the Hornac Endowment Fund.

OCTOBER 1: *LEMONS* BY MELISSA SAVAGE

NOVEMBER 19: *ME, FRIDA, AND THE SECRET OF THE PEACOCK RING* BY ANGELA CERVANTES

KIDS IN THE KITCHEN

GRADES 3 TO 6
MONDAY, NOVEMBER 11 AT 6:30 P.M.

Prepare a dish at home, to share potluck style, from the book *Little Kitchen of Horrors: Hideously Delicious Recipes that Disgust and Delight* by Ali Vega. **Register by October 14 and we will put your name in a lottery for a chance to win a free copy of the cookbook thanks to the Hornac Endowment Fund.**

MOMS BOOK CLUB

WEDNESDAY, OCTOBER 9 AT 7:00 P.M.

Registration required. Books generously provided by the Hornac Endowment Fund.

STAY WITH ME BY AYOBAMI ADEBAYO



FALL YOUTH PROGRAMS

BOOK LAUNCH WITH LOCAL AUTHOR A. KIDD

TUESDAY, OCTOBER 8 AT 7:30 P.M.

Join us in welcoming local author and children's librarian, A. Kidd, as we celebrate her debut middle-grade novel, *The Healing Star*. The author will speak, answer questions, and sign books. *Books will be available for purchase.*

FOOD FUN: MONSTER EDITION

WEDNESDAY, OCTOBER 9 AT 4:30 P.M.

GRADES 1 TO 6

Create monstrously delicious treats to eat or take the treats home and save for later. *Allergens may be present and the Library is not a nut-free facility. Registration required.*

FROZEN INTERACTIVE MOVIE

SATURDAY, OCTOBER 12 AT 2:00 P.M.

In this interactive sing-along, you will be reacquainted with your favorite characters before the sequel is released. *Costumes encouraged. Rated PG; 102 minutes.*

THE SPOOKY MONSTER MAGIC SHOW

SUNDAY, OCTOBER 27 AT 3:00 P.M.

Join us for a one-of-a-kind magic show filled with fast-paced fun, lots of audience participation and Gordon Russ the Magician! **Registration required.**

TURKEY VISIT FROM BOWERS SCHOOL FARM

SATURDAY, NOVEMBER 23 AT 10:30 A.M.

Meet a real live turkey and other small feathered friends. **Registration required.**

THANKSGIVING FOODS SCAVENGER HUNT

FRIDAY NOVEMBER 29
TO SUNDAY DECEMBER 1

Dinner's ready! Can you find the Thanksgiving foods hidden all around the Library?



KIDS LIBRARY SOCIETY

THURSDAYS AT 7:00 P.M.

SEPTEMBER: 26 OCTOBER: 24 NOVEMBER: 21

GRADES 3 TO 5

Do you want to be more involved with the Library? Would you like to have a say in youth programs, books, movies, or give other suggestions? Share your feedback and we will work hard to turn your ideas into reality. Snacks will be served. **Registration required.**

FIRST GRADE FIRST CARD

SUNDAY, OCTOBER 20 AT 2:00 P.M.

First graders will learn about the Library, receive a special gift from the Bob and Jean Kelly Endowment, and get their very own Library card!! *Must live in Birmingham, City of Bloomfield Hills, Beverly Hills, or Bingham Farms. Sponsored by the Bob and Jean Kelly Endowment. Registration required.*

BATTLE OF THE BOOKS

GRADES 4 TO 5

This program for 4th and 5th grade students in the Birmingham Public School district fosters a love of reading and encourages students to read books outside their comfort zone. The program kicks off in November and the Battle Day will be held in February 2020.

Visit www.baldwinlib.org/battle or stop by the Youth Desk for details and official rules.

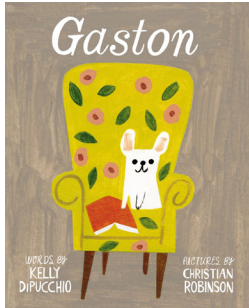
ANNUAL TWEEN LOCK-IN

AN AFTER-HOURS EVENT FOR GRADES 4 TO 6

FRIDAY, OCTOBER 25 FROM 6:30 TO 9:30 P.M.

Enjoy a spooky night at the Library with snacks, face painting, a movie, and our Library Ghost Walk. Come if you dare! **Permission slips are required and available online at www.baldwinlib.org/youth or at the Library and are due Thursday, October 24. Registration required.**

READ IN THE PARK



SATURDAY, SEPTEMBER 28
1:30 P.M. : MICHAEL ZADOORIAN
3:00 P.M. : KELLY DIPUCCHIO

Head to Beverly Park to walk the Storybook Trail, visit with *New York Times* bestselling children's author Kelly DiPucchio, author of *Everyone Loves Bacon*, *Dragon was Terrible*, *Super Manny Stands Up*, *Gaston*, and more!
Book Beat will sell books for signing. **Registration required.**

STORY TIME

BABIES THROUGH PRESCHOOL

BABYTIME BIRTH TO 18 MONTHS

MONDAYS & TUESDAYS AT 10:00 & 11:00 A.M.

SEPTEMBER: **3, 16, 17, 30**

OCTOBER: **1, 14, 15, 28, 29**

NOVEMBER: **11, 12, 25, 26**

For baby and a loving adult.

No registration required.

MOTHER GOOSE 1 ½ TO 2 ½ YEARS OLD

TUESDAYS & WEDNESDAYS AT 10:00 & 11:00 A.M.

SEPTEMBER: **10, 11, 24, 25**

OCTOBER: **8, 9, 22, 23**

NOVEMBER: **5, 6, 19, 20**

For child and a loving adult.

Registration required.

SING & TELL 2 ½ TO 3 ½ YEARS OLD

WEDNESDAYS & FRIDAYS AT 10:00 & 11:00 A.M.

SEPTEMBER: **4, 18, 20**

OCTOBER: **2, 4, 16, 18, 30**

NOVEMBER: **1, 13, 15, 27, 29**

For child and a loving adult.

Registration required.

JUST ME 3 ½ TO 5 YEARS OLD

THURSDAYS AT 11:00 A.M. & 2:00 P.M.

SEPTEMBER: **12, 26**

OCTOBER: **10, 24**

NOVEMBER: **7, 21**

For independent listeners while adults remain outside the room. **Registration required.**

FULL STEAM AHEAD 3 ½ TO 5 YEARS OLD

TUESDAYS & WEDNESDAYS AT 2:00 P.M.

SEPTEMBER: **10, 11, 24, 25**

OCTOBER: **8, 9, 22, 23**

NOVEMBER: **5, 6, 19, 20**

For child and a loving adult. Explore a new SCIENCE, TECHNOLOGY, ENGINEERING, ART or MATH concept each story time.

Registration required.

SENSORY STORY TIME

MONDAYS AT 10:00 AND 11:00 A.M.

SEPTEMBER: **23**

OCTOBER: **21**

NOVEMBER: **18**

Join us for a more laid-back, inclusive story time exploring sights, sounds, touch, and smell. **Registration required.**

STORY TIMES FOR KIDS & FAMILY

FAMILY STORY TIMES @ THE MUSEUM

THURSDAYS FROM 6:30 TO 7:00 P.M.

SEPTEMBER 12: **WORKING DOGS**

WITH SPECIAL GUEST BELLA, THE BIRMINGHAM POLICE THERAPY DOG

OCTOBER 10: **SCAREDY CAT**

NOVEMBER 14: **CHOMP, STOMP, GROWL & ROAR! DINOSAURS!**

Join us for stories, songs, and activities hosted off site at the Birmingham Museum. Admission to the story time is free. Parking is available at the Chester Street Parking Structure.

Registration required.

BEDTIME TALES

WEDNESDAYS FROM 6:30 TO 7:15 P.M.

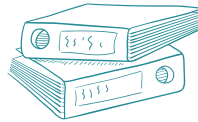
SEPTEMBER 18: **DOWN ON THE FARM**

OCTOBER 16: **MONSTERS!**

NOVEMBER 20: **WHAT'S FOR DINNER?**

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

Registration required.



PROJECT KIDSIGHT

VISION SCREENING FOR KIDS

SUNDAY, OCTOBER 27: **2:30 TO 4:30 P.M.**

SATURDAY, NOVEMBER 23: **10:00 A.M. TO NOON**

This free vision screening for ages six months and older is fast, non-invasive, and has an accuracy rating of 98%.

Sponsored by the Beverly Hills Lions Club.

BOOK SCAVENGERS

TUESDAYS AT 4:30 P.M. | GRADES K TO 2

SEPTEMBER 24: **BUBBLE TROUBLE**

BY TOM PERCIVAL

OCTOBER 22: **I AM THE BOSS OF THIS CHAIR**

BY CAROLYN CRIMI

NOVEMBER 26: **THAT IS NOT A GOOD IDEA**

BY MO WILLEMS

Enjoy a scavenger hunt, crafts, and snacks at this exciting program featuring different stories each month. **Registration required.**

Participants will receive a special treat thanks to the Bob and Jean Kelly Endowment.

JOIN THE RUFF READERS!

SATURDAYS FROM 10:00 TO 11:00 A.M.

SEPTEMBER: **21** OCTOBER: **19** NOVEMBER: **9**

AGES 6 AND UP

Read aloud to the best listener on earth – a specially trained dog from Therapy Dogs International. **Registration required.**



PARENTING STRATEGIES WITH JESSICA CORTEZ, LMSW

WEDNESDAYS AT 7:00 P.M.

SEPTEMBER 25: **MINDFULNESS FOR KIDS IN GRADES 2 TO 5**

OCTOBER 23: **POTTY TRAINING**

Jessica Cortez will give tips and tricks on a variety of parenting topics. **Registration required.**

JUST FOR TEENS

Grades 6 to 12

REMINDER

PROGRAMS ARE FOR TEENS GRADES 6-12, UNLESS OTHERWISE NOTED.

Please note that parents and younger siblings will not be able to attend teen programs.

PIZZA & PAGES

GRADES 7-12

THURSDAYS FROM 7:00 TO 8:00 P.M.

SEPTEMBER 5: *THE PRINCE AND THE DRESSMAKER*
BY JEN WANG

OCTOBER 3: *GATHERING BLUE*
BY LOIS LOWRY

NOVEMBER 7: *THIS DARK ENDEAVOR*
BY KENNETH OPPEL

Join us for pizza and a book discussion. The first 10 teens to register get a free book, thanks to the Friends of the Baldwin Public Library! THIS BOOK CLUB IS CO-SPONSORED BY JET'S PIZZA. Registration required.

TEEN HANGOUT NIGHT

THURSDAYS FROM 6:30 TO 8:30 P.M.

SEPTEMBER 19

OCTOBER 17

NOVEMBER 14

Play Nintendo Switch or PS4, watch a movie, eat some pizza, make a craft, or just hang out with your friends.

Registration required.

BALDWIN PUBLIC LIBRARY

TAB

TEEN ADVISORY BOARD

Have some ideas for the Library? Share your opinions on teen programs, prizes, displays, and other Library matters

at these fun-filled meetings; all while eating pizza and making friends. Attendance at meetings can be used for volunteer hours! Registration not required.

TUESDAY, SEPTEMBER 10

GROVES HIGH SCHOOL MEDIA CENTER

During A and B lunches

THURSDAY, SEPTEMBER 12

BALDWIN PUBLIC LIBRARY FROM 7:00 TO 8:00 P.M.
(GRADES 6-12)

FRIDAY, SEPTEMBER 13

SEAHOLM HIGH SCHOOL MEDIA CENTER

During A and B lunches

FALL TEEN PROGRAMS

WATERCOLOR PAINTING WORKSHOP

SATURDAY, SEPTEMBER 21

FROM 1:30 TO 3:30 P.M.

In this workshop, you will learn to paint a colorful, floral watercolor wreath. Artist Nina Urbonya will lead the class. All supplies will be provided.

Registration required.

ESCAPE THE 1980s

THURSDAY, SEPTEMBER 26

FROM 7:00 TO 7:45 P.M.

Welcome back to 1986! Work together to solve a series of critical thinking puzzles in order to crack the combinations and break the locks. If you don't succeed, you might just be stuck in the past forever.

Registration required.

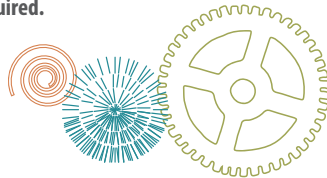
HARRY POTTER AND THE SORCERER'S STONE

THURSDAY, OCTOBER 10

FROM 6:00 TO 8:30 P.M.

Watch Harry Potter like you never have before! Each attendee will get a script and a goody bag to help you experience the magic right alongside Harry. One lucky audience member's gift bag will contain the golden snitch and will get a special prize!

Registration required.



ANNUAL HALLOWEEN LOCK-IN

GRADES 7 TO 12

FRIDAY, OCTOBER 25 FROM 6:30 TO 9:30 P.M.

The Library is turning into a haunted house, and it needs spooky teen actors. After a live animal presentation by Leslie Science and Nature Center, we will hide around the Library and scare the tweens! Please wear dark clothes or a creepy costume. The Library has some costumes available to borrow. Pizza and drinks will be provided. Registration and signed permission slip required.

NAILED IT! CUPCAKE DECORATING CHALLENGE

THURSDAY, NOVEMBER 21 FROM 7:00 TO 8:00 P.M.

Have you watched the Netflix series *Nailed It!*, where ordinary people attempt to recreate Pinterest-worthy desserts? Bring your decorating skills and a sense of humor.

Note: Food products will be used and ingested, including wheat and dairy. Please be aware of potential allergens. Registration required.

EXAM CRAM WITH THERAPY DOGS

GRADES 9-12

SATURDAY, NOVEMBER 23 FROM 5:30 TO 8:30 P.M.

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.

Registration not required.

TEEN'S TOP TEN CONTEST

The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year. Online voting will be open from August 15 through October 12 at www.ala.org/yalsa/teenstopen. The Top Ten titles will be announced the following week, so be sure to check back for the list of winners! **Think you can figure out what the Top Ten will be? Visit Baldwin's Teen Scene to enter our contest. Whoever guesses the most books correctly, will win a \$25 gift card to Books-A-Million in October!**

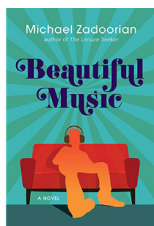
THE FOLLOWING BOOKS ARE THE NOMINEES:

- #MURDERTRENDING BY GRETCHEN MCNEIL
- AN ABSOLUTELY REMARKABLE THING BY HANK GREEN
- ACE OF SHADES BY AMANDA FOODY
- AMERICAN PANDA BY GLORIA CHAO
- THE APOCALYPSE OF ELENA MENDOZA BY SHAUN DAVID HUTCHINSON
- ASH PRINCESS BY LAURA SEBASTIAN
- BATMAN: NIGHTWALKER BY MARIE LU
- THE BELLES BY DHONIELLE CLAYTON
- BLOOD WATER PAINT BY JOY MCCULLOUGH
- CHILDREN OF BLOOD AND BONE BY TOMI ADEYEMI
- THE CRUEL PRINCE BY HOLLY BLACK
- DANCE OF THIEVES BY MARY E. PEARSON

- DARIUS THE GREAT IS NOT OKAY BY ADIB KHORRAM
- FRAT GIRL BY KILEY ROACHE
- GIRL MADE OF STARS BY ASHLEY HERRING BLAKE
- ISLE OF BLOOD AND STONE BY MAKIHA LUCIER
- TO KILL A KINGDOM BY ALEXANDRA CHRISTO
- MUSE OF NIGHTMARES BY LAINI TAYLOR
- PICTURE US IN THE LIGHT BY KELLY LOY GILBERT
- THE POET X BY ELIZABETH ACEVEDO
- THE PRINCE AND THE DRESSMAKER BY JEN WANG
- SPEAK: THE GRAPHIC NOVEL BY LAURIE HALSE ANDERSON, EMILY CARROLL
- THUNDERHEAD BY NEAL SHUSTERMAN
- THE UNWANTED: STORIES OF THE SYRIAN REFUGEES BY DON BROWN
- WILDCARD BY MARIE LU

PROGRAMS FOR ADULTS

READ IN THE PARK



SATURDAY, SEPTEMBER 28 FROM 1:00 P.M. TO 4:00 P.M.

1:30 P.M. : MICHAEL ZADOORIAN

3:00 P.M. : KELLY DIPUCCHIO

We are pleased to host authors Michael Zadoorian and Kelly DiPucchio at the third annual Read in the Park at beautiful Beverly Park (18801 Beverly Road). Both authors will speak and sign books for attendees. *Local bookseller The Book Beat, of Oak Park, will be on hand selling books. Registration required.*

FALL ADULT PROGRAMS

THE DARK SIDE OF PARADISE, WITH AUTHOR RICHARD KERR

TUESDAY, SEPTEMBER 10 AT 7:00 P.M.

Join Richard Kerr, former CIA Acting Director, in conversation about his collection of stories, *The Dark Side of Paradise*, inspired by his years in the clandestine service. **Registration required.**

THE HALLMARKS OF CLASSICAL ORCHESTRATION

MONDAY, SEPTEMBER 23 AT 7:00 P.M.

September is Classical Music Appreciation Month. Dr. Kristen Tait explores how classical composers choose instrumental timbres and textures using canonical musical examples. **Registration required.**

MANHATTAN SHORT FILM FESTIVAL

FRIDAY, SEPTEMBER 27 AT 7:00 P.M.

SATURDAY, SEPTEMBER 28 AT 7:00 P.M.

SUNDAY, SEPTEMBER 29 AT 1:00 P.M.

The popular film festival returns. Sign up early to see the short films selected for this year's festival. *Seats are limited and all films will be shown on each viewing date. Registration required.*

VERMEER & MUSIC, WITH KAREN IMARISIO

SUNDAY, OCTOBER 13 AT 2:00 P.M.

Learn about the legendary painter Johannes Vermeer and how the music of 17th-century Netherlands influenced his works. **Registration required.**



COOKBOOK CLUB

TUESDAY, OCTOBER 22 AT 7:00 P.M.

Prepare a dish from *Milk Street: Tuesday Nights*, by Christopher Kimball, to share potluck style. *BPL cardholders registered by September 20th will have a chance to win a copy of the cookbook. Registration required.*

CREATING A CHEESE BOARD

THURSDAY, OCTOBER 24 AT 7:00 P.M.

Learn to assemble a cheese board by selecting complementary cheeses and pairing them with beverages. *Vegan and non-dairy cheeses will be included. Registration required.*

HAUNTED MICHIGAN

WEDNESDAY, OCTOBER 30 AT 7:00 P.M.

Take a trip to "the other side" of Michigan hauntings – including theaters, ghost towns, and eateries – with authors Gail Offen and Jon Milan. **Registration required.**

NATIONAL NOVEL WRITING MONTH

MONDAY, NOVEMBER 4 AT 7:00 P.M.

Kick off *NaNoWriMo* with author Elizabeth Heiter and her handy guide to writing – and getting published! We'll also provide writing prompts and tips to get you writing. **Registration required.**

THE ESCAPE LINE

WEDNESDAY, NOVEMBER 13 AT 7:00 P.M.

Dr. Megan Koreman recounts how, in 1942, 320 ordinary men and women formed the Dutch-Paris resistance network to smuggle civilians and Allied aviators out of German-occupied Europe. **Registration required.**

GET CRAFTY!

DIY SUGAR SCRUB AND LIP BALM

WEDNESDAY, SEPTEMBER 11 AT 7:00 P.M.

Pamper your skin by learning how to make natural lip balm and a sugar scrub for yourself or as a gift. **Registration required.**

PICTURE FRAME UPCYCLING

SATURDAY, OCTOBER 5 AT 2:00 P.M.

Upcycle an old, worn-out picture frame to make it modern and beautiful. **Registration required.**

FALL FRAGRANCE WORKSHOP

MONDAY, OCTOBER 7 AT 6:30 P.M.

Monique Herzig of Alchemy Henna returns to lead this hands-on workshop. Attendees will leave with a custom, handmade fragrance to enjoy through the fall.

\$10 materials fee. Registration required.

DISCUSSION GROUPS

SOCIAL KNITWORKING

3RD WEDNESDAY OF THE MONTH AT 2:00 P.M.

SEPTEMBER: 18 • OCTOBER: 16 • NOVEMBER: 20

Join Baldwin's social "knitworkers" for some friendly knitting, crocheting, and chatting. All skill levels are welcome.

SOCRATES CAFÉ

3RD SUNDAY OF THE MONTH AT 2:00 P.M.

This group meets for thoughtful conversation on a different topic each month.

GREAT BOOKS DISCUSSION GROUP

WEDNESDAYS FROM 6:45 TO 8:45 P.M.

SEPTEMBER: 4, 18

OCTOBER: 2, 16

NOVEMBER: 6, 20

Explore the Great Books as group members take turns facilitating the discussions.

Check the Library's calendar for each date's reading selection.

BIRMINGHAM MUSEUM LECTURE SERIES

THE ALLENS AND THE NEW CITY

**THURSDAY, SEPTEMBER 19
AT 7:00 P.M.**
Explore the legacy of Marion Clizbe and Harry Allen, who influenced the change from rural village to thriving modern city to become the Birmingham we know today. **Registration required.**

THE LEVINSONS - THE 1ST JEWISH FAMILY IN BIRMINGHAM

**THURSDAY, OCTOBER 17
AT 7:00 P.M.**
Learn about the remarkable Morris Levinson family and the mark they made on Birmingham. **Registration required.**

THE PEABODYS

**THURSDAY, NOVEMBER 14
AT 7:00 P.M.**
Members of the Peabody family and fans of Peabody's Restaurant will gather to share memories and create a permanent record for the Museum's archives. **Registration required.**

LEARNING IN RETIREMENT

Join this group of lifelong learners as they go deep on a topic of their choosing for the fall semester. Each week two members will present their research to the group. *Contact Adult Services Librarian Vicki Sower for more information or to register (248-554-4656). Registration required.*



WWW.BALDWINLIB.ORG
248-647-1700

**5
ADULT**

BOOK CLUBS & TECHNOLOGY CLASSES

BOOK CLUBS

WEDNESDAY AFTERNOON BOOK CLUB

2ND WEDNESDAY OF THE MONTH AT 2:00 P.M.

SEPTEMBER 11: *NORWEGIAN BY NIGHT*
BY DEREK B. MILLER

OCTOBER 9: *THE PAINTED VEIL*
BY W. SOMERSET MAUGHAM

NOVEMBER 13: *LITTLE FIRES EVERYWHERE*
BY CELESTE NG

FRIENDS DON'T LET FRIENDS READ ALONE

3RD TUESDAY OF THE MONTH AT 7:00 P.M.

SEPTEMBER 17: *SING, UNBURIED, SING*
BY JESMYN WARD

OCTOBER 15: *SYMPHONY FOR THE CITY OF THE DEAD*, BY M.T. ANDERSON

NOVEMBER 19: *THE BEST WE COULD DO* BY THI BUI

BOOKS & BREWS

4TH WEDNESDAY OF THE MONTH
AT 7:00 P.M. AT DICK O'DOWS

SEPTEMBER 25: *HOME FIRE*
BY KAMILA SHAMSIE

OCTOBER 23: *YOUNG JANE YOUNG*
BY GABRIELLE ZEVIN

NEXT POPULAR READS BOOK CLUB

THIS BOOK CLUB MEETS AT BIRMINGHAM NEXT
2ND MONDAY OF THE MONTH AT 1:00 P.M.

SEPTEMBER 9: *THE RIVER* BY PETER HELLER

OCTOBER 14: *A WOMAN IS NO MAN* BY ETAF RUM

NOVEMBER 11: *WHISKEY WHEN WE'RE DRY*
BY JOHN LARISON

PAGE TO SCREEN

MEETS ON SUNDAYS AT 1:00 P.M. TO WATCH A MOVIE
AND DISCUSS ITS RELATED BOOK

SEPTEMBER 8: *THE MALTESE FALCON*
BY DASHIELL HAMMETT (FILM IS NOT RATED)

OCTOBER 6: *FIGHT CLUB*
BY CHUCK PALAHNIUK (FILM IS RATED R)

NOVEMBER 3: *RUM PUNCH*
BY ELMORE LEONARD ((FILM, JACKIE BROWN, IS RATED R)

NONFICTION @ NEXT

THIS BOOK CLUB MEETS AT BIRMINGHAM NEXT
2ND THURSDAY OF THE MONTH AT 10:00 A.M.

SEPTEMBER 12: *PARIS 1919: SIX MONTHS THAT
CHANGED THE WORLD* BY MARGARET MACMILLAN

OCTOBER 10: *KILLERS OF THE FLOWER MOON*
BY DAVID GRANN

NOVEMBER 14: *MUSICOPHILIA*
BY OLIVER SACKS

BPL COMPUTER CLASSES

PLEASE VISIT BALDWINLIB.ORG FOR A COMPLETE DESCRIPTION OF THE CLASSES BEING OFFERED.

WORD 2016: AN INTRODUCTION

TUESDAY, SEPTEMBER 10 AT 6:30 P.M.

\$5.00, Registration required.

TYPING

WEDNESDAY, SEPTEMBER 11 AT 6:30 P.M.

\$5.00, Registration required.

OPEN GAMING: FORTNITE

THURSDAY, SEPTEMBER 12 AT 6:30 P.M.

Registration Required.

GOOGLE DOCS: AN ALTERNATIVE TO MICROSOFT WORD

TUESDAY, SEPTEMBER 17 AT 6:30 P.M.

\$5.00, Registration required.

EMAIL BASICS: GMAIL

WEDNESDAY, SEPTEMBER 18 AT 6:30 P.M.

\$5.00, Registration required.

CREATE A BLOG

THURSDAY, SEPTEMBER 19 AT 6:30 P.M.

\$5.00, Registration required.

CREATE A PHOTOBOOK

SATURDAYS, SEPTEMBER 21 & 28 AT 2:30 P.M.

\$10.00, Registration required.

BUILD A WEBSITE

WEDNESDAYS, OCTOBER 2, 9 & 16 AT 6:30 P.M.

\$15.00, Registration required.

ADOBE ILLUSTRATOR: AN INTRODUCTION

THURSDAYS, OCTOBER 3 & 10 AT 6:30 P.M.

\$10.00, Registration required.

EXCEL 2016: AN INTRODUCTION

TUESDAYS, OCTOBER 15 & 22 AT 6:30 P.M.

\$10.00, Registration required.

VIDEO EDITING

THURSDAYS, OCTOBER 17 & 24 AT 6:30 P.M.

\$10.00, Registration required.

VLOOKUP AND PIVOT TABLES IN EXCEL 2016

TUESDAY, OCTOBER 29 AT 6:30 P.M.

\$5.00, Registration required.

GOOGLE SHEETS: AN ALTERNATIVE TO MICROSOFT EXCEL

WEDNESDAY, OCTOBER 30 AT 6:30 P.M.

\$5.00, Registration required.

ADOBE PHOTOSHOP: AN INTRODUCTION

WEDNESDAYS, NOVEMBER 6, 13, & 20 AT 6:30 P.M.

\$15.00, Registration required.

POWERPOINT 2016: AN INTRODUCTION

THURSDAYS, NOVEMBER 7 & 14 AT 6:30 P.M.

\$10.00, Registration required.

ADOBE LIGHTROOM: AN INTRODUCTION

SATURDAY, NOVEMBER 9 & 16 AT 2:30 P.M.

\$10.00, Registration required.

GOOGLE SLIDES: AN ALTERNATIVE TO POWERPOINT

THURSDAY, NOVEMBER 21 AT 6:30 P.M.

\$5.00, Registration required.

LINKEDIN

SATURDAY, NOVEMBER 23 AT 2:30 P.M.

\$5.00, Registration required.



THE IDEA LAB

FIND US AT BALDWINLIB.ORG/IDEALAB TO LEARN MORE AND
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THURSDAYS AT 7:00 P.M.

SEPTEMBER 5 · SEPTEMBER 26 · OCTOBER 31

Discover resources for finding high quality
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10:00 A.M. TO 4:00 P.M.

SEPTEMBER 7: CANDLEMAKING

Use a 3D printed mold to make a custom candle.

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Learn to solder by fusing circuit components
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Learn the process of screenprinting while
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THURSDAYS AT 7:00 P.M.

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Cut paper, vinyl, and other materials on our
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THURSDAYS AT 7:00 P.M.

OCTOBER 3 · OCTOBER 24 · NOVEMBER 21

Get certified to use the Idea Lab's laser engraver
for your own creative projects. Registration required.



LETTER FROM THE DIRECTOR

YOUTH ROOM EXPANSION AND RENOVATION

In August, Baldwin is embarking on an **expansion and renovation** of its **Youth Room**. The Youth Room will be closed entirely until May 2020. During the construction period, Youth activities and services will continue to take place in our new, temporary Kids Corner and the second floor Jeanne Lloyd Room. Teen materials will be housed temporarily in the Claudia Ireland Room, off the Grand Hall.

I apologize for the dust and noise you'll experience during construction, but you'll be pleased with the result next spring: a 40% space increase in the Youth Room, full handicap accessibility, new furniture and carpeting, updated bathrooms, a children's terrace and garden, and a beautiful floor-to-ceiling view over Shain Park.

Naming rights are still available for the project, and \$1,000 contributions will be acknowledged on a donor plaque in the Youth Room. If you are interested in helping support children's education at the Library, please contact me at doug.koschik@baldwinlib.org or 248-554-4681.

Baldwin's third annual Read in the Park Celebration will take place on Saturday, September 28, from 1:00 to 4:00 p.m. in Beverly Park. At 1:30, Michael Zadoorian, author of *Second Hand*, *The Leisure Seeker*, and *Beautiful Music* will talk about his life, writing career, and the experience of seeing *The Leisure Seeker* being adapted into a major motion picture. At 3:00, Kelly DiPucchio, bestselling author of *Everyone Loves Bacon*, *Gaston*, and *Dragon was Terrible*, will share a special story time for children.

As school resumes, be aware that Baldwin offers live online tutoring, at no charge, with **BrainFuse**. Students of all ages can interact with tutors in a wide range of subjects through online chat from 2:00 p.m. to 11:00 p.m. daily. BrainFuse is available to all Baldwin Library card holders. To get started, visit <https://www.baldwinlib.org/research-databases/> and click on BrainFuse at the bottom of the page.

Baldwin's popular **Idea Lab** is a place where the public may use tools, materials, and software for accomplishing all kinds of projects, both physical and digital. It exists to promote curiosity and creativity. Among the activities it supports are:



- 3D printing, scanning, and modeling
- 2D (image/vector) printing, scanning, and design
- Laser cutting and etching
- Die-cutting and embossing
- Resin and silicone casting, as well as mold-making
- Sewing and embroidery, both manual and computerized
- Dye sublimation printing
- Investment and sand casting

Learn more about the Idea Lab at <https://www.baldwinlib.org/idealab/>

Doug Koschik

Doug Koschik, Library Director

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USING LIBBY MONDAY, OCTOBER 14 AT 7:00 P.M.

An Adult Services Librarian will teach you how to use the Libby app from OverDrive to access eBooks and eAudiobooks from the Library's collection on your smart phone, tablet, or computer. Bring your BPL card, device, and all device passwords. **Registration required.**

DIGITAL MAGAZINES, WITH RB DIGITAL MONDAY, NOVEMBER 11 AT 7:00 P.M.

Learn how to check out full color digital magazines on your smart phone, tablet or computer using RB Digital. Bring your BPL card, device, and all device passwords. **Registration required.**

SATURDAY DIGITAL DROP-INS SATURDAY MORNINGS AT 10:00 A.M.

Do you need help downloading the latest eBook or have questions about an app on your phone? If so, drop in for some help. **Registration required.**



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FRIDAY, NOVEMBER 1

FROM 7:00 TO 9:00 P.M.

MEMBER PREVIEW NIGHT

SUNDAY, NOVEMBER 3

FROM 12:00 TO 4:00 P.M.

HALF-PRICE DAY

SATURDAY, NOVEMBER 2

FROM 9:30 A.M. TO 4:30 P.M.

MONDAY, NOVEMBER 4

FROM 10:00 A.M. TO 2:00 P.M.

BAG DAY

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LIBRARY CLOSED:

AUGUST 31 TO SEPTEMBER 2 :

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SEPTEMBER 6: STAFF DEVELOPMENT

NOVEMBER 27: CLOSING AT 5:30 P.M.

NOVEMBER 28: THANKSGIVING

CONTACT US:

www.baldwinlib.org

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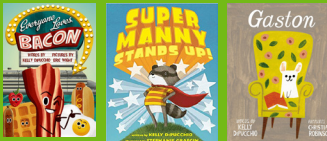
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MICHAEL ZADOORIAN



KELLY DIPUCCHIO



MEET THE **AUTHORS**, WALK THE **STORYBOOK TRAIL**, AND ENJOY BEAUTIFUL **BEVERLY PARK**

1:30 P.M.

HEAR **MICHAEL ZADOORIAN** - LOCAL BESTSELLING AUTHOR OF *BEAUTIFUL MUSIC*, *THE LEISURE SEEKER*, *SECOND HAND*, AND *THE LOST TIKI PALACES OF DETROIT* - SPEAK ABOUT HIS LIFE AND WRITING CAREER.

3:00 P.M.

VISIT WITH BELOVED CHILDREN'S AUTHOR **KELLY DIPUCCHIO** - FOR A SPECIAL STORY TIME. SHE'S THE AUTHOR OF *EVERYONE LOVES BACON*, *DRAGON WAS TERRIBLE*, *SUPER MANNY STANDS UP*, *GASTON*, AND MORE.

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July 19, 2019

Baldwin hosts Storytellers, family story hours

Baldwin Public Library in Birmingham is helping to foster the love of reading and joy in our children with a variety of summertime events.

On Thursday, July 25, at 11 a.m., The Storytellers, Bob and Audrey Allison, are returning to the library for a unique show for all ages featuring interactive storytelling, music and hands-on fun with musical instruments from around the world. Their unique instrumentation includes steel drums, didgeridoo, cuica, berimbau, djembe, keyboard, rhumba box, and balafone. Kids will love the feisty Brazilian melodies, familiar American songs, joyous Caribbean music, Australian didgeridoo tunes, West African rhythms and original compositions, too.

After the performance, attendees can try out the various instruments.

This program is presented as part of the 2019 Summer Reading Program, A Universe of Stories.

Advanced registration is requested

"The Storytellers have performed at libraries, schools, and other venues around the state, and we are excited to welcome them back to the Baldwin Public Library. We look forward to the interactive stories, beautiful music, and humor that Bob and Audrey incorporate into their performance," said Cathy Gimby, Youth Services Librarian.

On Monday, July 29, at 10:30 a.m., the library is offering Down in the Dirt Family Story Time, an opportunity to get messy at a story time that is full of fun – and dirt. Each book featured will include plants, seeds, and maybe even worms. Families will dig in the dirt and work together to plant seeds to take home and watch grow.

On Thursday, August 8, from 6:30 to 7 p.m., Family Story Times at the Birmingham Museum, lets everyone gather for songs, stories and activities led by Youth Services Librarian Ms. Rosemary. Attendees are invited to stay after story time to check out the museum's current exhibit. Admission to the story time is free.

The Baldwin Library also offers story times for different age groups, from Babytime for children up to 18 months, to the school readiness story time Just Me for 3.5 to 5 year olds. To view the full story time schedule and register online visit baldwinlib.org/storytime.



August 2, 2019

Lights, camera, action in Birmingham

August 2, 2019

Birmingham Museum staffer and movie buff Kyle Phillips will present a free lecture on how Birmingham and its surroundings have figured into numerous feature films, short films and commercials in the last of a series of free museum lectures on Thursday, August 8, at 7 p.m. at Baldwin Public Library.

"I've always been interested in movies," said Phillips. "When I first started working at the Birmingham Museum, there was an exhibit display for the 'People of Birmingham' bicentennial exhibit on actors Tim Allen and Bruce Campbell, and director Sam Raimi, who were all from this area. I was surprised by this and became very curious about other aspects of Birmingham's connection to films and film making."

When the opportunity to give a presentation on the topic came up, Phillips jumped at the chance to learn more and present a lighthearted lecture on Birmingham's contribution to writing, acting and producing film.

"I've definitely learned a lot about the topic and am excited to share it," he added.

Museum director Leslie Pielack noted that the local community is very interested in arts and culture, including film.

"Birmingham seems to have its own special film culture. People here are very knowledgeable about and appreciative of film. They may have gone to school with, or may even be related to, a big name in Hollywood or an indie filmmaker," she said.

She adds that Campbell has visited his hometown from time to time, and in years past made an appearance at the museum. "We are thrilled to have a signed copy of his book, *If Chins Could Kill: Confessions of a B Movie Actor* in our collection." The museum also has other industry-related artifacts, and will be taking some of them to display for the audience at the presentation on August 8.

August 7, 2019

THURSDAY, AUG. 8

All-ages family storytime

The Baldwin Public Library will host "Family Story Time at the Museum: Before and After" from 6:30 to 7:15 p.m. at the Birmingham Museum, 556 W. Maple Road in Birmingham. This all-ages event is free and will feature a variety of stories, songs and activities for the whole family. This storytime is a collaboration between the library and the museum. To register or for more information, go to www.baldwinlib.org or call (248) 647-1700.



August 16, 2019

Bloomfield Hills approves library contract

Kevin Elliott

The Bloomfield Hills City Commission on Tuesday, August 13, approved the renewal of a contract between the city of Bloomfield Hills and Birmingham's Baldwin Public Library for library services.

The contract, which next goes before the library board for approval, will then be placed on the August 2020 election ballot for a millage vote from Bloomfield Hills residents.

About 1,300 Bloomfield Hills residents use library services at Baldwin Library, which includes book circulation, inter-library loans, home delivery, electronic books and resources, reading programs, book clubs, homework assistance and study and collaborative spaces. Library services have been provided since June 18, 2011, after an initial vote of residents to accept the millage rate for funding the services.

The original agreement between the city and library was for three years. That agreement was amended in June of 2014 to continue services through November 14, 2020, after which the agreement expires.

The current millage for services is .3766 mills, which is based on taxable property values and current cost per household in the city, which is \$180.44 per household, per the city's 2011 agreement, and an annual cost to the city of \$268,681. As a provision to the original contract and for the subsequent amendment to the agreement, the city pays the lesser of either a five-percent increase or the rate of inflation.

Under the amended agreement approved August 13, the city would cap cost increases to three percent, with the contract to cover the next six years, or until November 14, 2026, if approved by the library board and voters.



August 6, 2019

Parking bond proposal goes down in landslide

August 6, 2019

Lisa Brody

Birmingham residents overwhelmingly rejected a parking structure bond proposal in the amount of \$57.4 million in order to secure financing for demolition and rebuilding of a new parking structure to replace the N. Old Woodward structure and an extension of Bates Street, by a vote of 3,956 to 1,842.

With a total vote of 5,798 votes cast, 68 percent of voters voted against the parking structure bond, while almost 32 percent voted to approve the measure. Voters turned the proposal down in every city precinct.

The vote was to ask voters to approve the issuance of a general obligation bond to demolish the current N. Old Woodward structure and rebuild it, providing approximately 450 more needed parking spots in the downtown. State law requires all municipalities to obtain approval of its residents when going for a general obligation bond because the full faith and credit of the community is being pledged. It was to have been the first phase of the Woodward Bates project, which would have also added a public plaza, a bridge to Booth Park, a five-story building fronting Old Woodward which was slated to become an RH (Restoration Hardware) Gallery store with rooftop restaurant, a residential and commercial building on Willits Street, and a residential building along the rear of the four-acre parcel as part of a public-private partnership.

Birmingham had assured residents that the bonds would have been paid off with proceeds of the city's parking revenue fund, but concerns over the request for proposal, who the city commission awarded the project to, terms for the ground lease, that the city was leasing the property, even that RH would be in the center of downtown Birmingham eating up the parking, all planted seeds of doubt in enough voters' minds that they turned the proposal down.

The group backing the bond proposal, Birmingham YES, heavily outspent two citizen groups to the tune of about \$121,000 in the failed effort to pass the parking proposal.

City officials have said the deal for the four-acre property, including providing more parking at this



time in downtown Birmingham, would be dead if voters declined the bond proposal.

Birmingham City Manager Joe Valentine thanked everyone who took the time to vote.

"The city is going to continue to address the growing parking demands, and we'll have to implement parking mitigation plans until additional capacity can be obtained," Valentine said.

August 6, 2019

No parking: Birmingham voters overwhelmingly reject parking structure proposal

[Susan Bromley](#), [Hometownlife.com](#) Published 10:06 p.m. ET Aug. 6, 2019 | Updated 10:36 p.m. ET Aug. 6, 2019

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A parking meter is covered in the city of Birmingham Aug. 6, 2019 as a courtesy to those voting on a parking structure proposal. (Photo: Susan Bromley | Hometownlife.com)

After months of a contentious campaign that resulted in multiple legal battles, the verdict is in.

Birmingham voters overwhelmingly defeated a \$57.4 million parking structure proposal on Tuesday.

The final unofficial vote was 3,956 no to 1,842 yes.

Elizabeth Durrett was among those who voted no.

"The city was trying too hard with slick flyers that gave me the feeling something was hidden," she said. "They never gave an explanation of why they were renting the land at 1 or 1.5% value for 99 years. They probably need a new parking structure, but they don't need all the other things and shouldn't be targeting RH (Restoration Hardware). I fundamentally just didn't trust what we were told."

Jane and Bob Eberwein, residents of the city for 48 years, also voted no, citing environmental concerns and rapidly changing transportation with ride sharing and autonomous vehicles.

"We're in an auto revolution," Jane said "I'm not convinced that in 30 years people will use individual cars... I don't think we can finance this for 30 years. But I understand why people support it. There's currently a parking problem and it was based on a plan from 30 years ago when people weren't envisioning the auto industry as it is now."

The ballot question pertained solely to if the city [should borrow \\$57.4 million in bonds](#), paid back over 30 years, in order to construct a new parking structure and demolish the existing one at N. Old Woodward, with the cost to also include street and site improvements.

However, if it had passed, one of the most massive developments ever proposed in the city was set to follow.

That \$133 million total development, would have given Woodward Bates Partners a 100-year lease on buildings constructed on the city-owned property, including a 5-story building which [Restoration Hardware had already committed to occupy](#); a retail liner on the parking structure; and two mixed use buildings planned along the Bates Street extension.

"While we're disappointed in the outcome of the election and the lost opportunity for downtown Birmingham, the voters have spoken," said Birmingham Architect Victor Saroki, and a partner on the Woodward Bates project. "As a long-time Birmingham resident and someone who has been very involved in the city, I was looking forward to the progress and boost this would give our downtown businesses and seeing the fulfillment of the 2016 Downtown Plan."

A plaza connection to Booth Park was also part of the plan.

That connection to Booth was part of the appeal for Shelby Crockett, who voted in support of the proposal.

"I voted yes for a number of reasons," she said. "It helps alleviate parking problems and is a good investment for the city. It adds to a walkable community and we can ride our bikes to Booth Park."

Jennifer Bielfield acknowledged there is a "major" parking issue in Birmingham, but she was unconvinced by the information presented, particularly on whether the existing parking structure is

safe. She also expressed concern that the new retail that would come with the development would take up a portion of the 400-plus increased number of spaces in the new parking structure.



Voters, and possibly a future voter, at Pierce Elementary in Birmingham on Tuesday, Aug. 6, 2019. (Photo: Susan Bromley | Hometownlife.com)

"I don't see how that is solving the parking issue," she said.

Jon Epstein said he voted yes because he didn't see a reason not to and the current parking structure, more than 50-years-old, needed to be repaired or taken down. He also noted that the proposal was not resulting in a tax increase, as the bonds would be paid back from parking revenue. He was excited about the RH store, which he said was a cool concept that would be good for the city.

"I work in the city and my office has parking, but Birmingham is growing and can use more parking spots," he said.

Tal and Rachel Klein also voted yes.

"I think we need more parking to allow other retailers to come in and help us keep the ones we have," Rachel said. "There is no alternative and if we say no, nothing will change for awhile."

Tal countered criticism of city officials and developers he'd heard in the weeks leading to the election by saying, "There will always be cronyism and nepotism in local government. A no vote is a vote for the status quo... We're taking down the old structure and putting up a new one and getting retail. We are not losing anything."

Juliuse Harrison said there was nothing wrong with the old structure, which is why he voted no.

BIRMINGHAM Eccentric

"They just want to make one (structure) higher and there is too much politics in the city hall," he said. "There are too many parking structures already, we're starting to look like Royal Oak. We'll have to worry about getting mugged or robbed or people breaking into cars. I don't think they need it."

Heather Cochran said she voted "absolutely no" for the same reason that she said people shouldn't vote for arenas.

"Let's make sure we take care of infrastructure, schools and other things rather than incentivize retailers," she said. "Businesses want to come to Birmingham, there is no reason to give them a golden goose."

She added that city officials should figure out why businesses are transient in Birmingham, perhaps by talking to officials in Royal Oak, which she said doesn't have the same transient issues. She also admitted there is a parking problem in Birmingham, but suggested that could be solved with existing structures, "just raise them up."

Kevin Byrnes, Birmingham communications director, said because the proposal failed, the project will not proceed.

"As the city continues to work to address the growing demand for parking in the downtown, it will look to implement parking mitigation programs in the near term until a permanent solution is advanced," Byrnes wrote in a press release. "As we look forward in evaluating the parking demands of the downtown and our parking infrastructure needs, we welcome your thoughts and ideas in developing these community solutions."



Jane and Bob Eberwein leave the municipal building in downtown Birmingham after voting on Tuesday. The couple has been married for 48 years, and have lived in the city all of that time. (Photo: Susan Bromley | Hometownlife.com) Contact Susan Bromley at sbromley@hometownlife.com. Follow her on Twitter @SusanBromley10.



Opinion | Michigan school libraries are still in limbo. Why?

August 2, 2019

[Patrick Taylor](#)

[Guest Commentary](#)



Patrick Taylor is an advocate for school libraries and lives in Trenton.

I'm going to be a little candid here because I'm frustrated. Maybe it's because I'm new to the librarian world. Maybe it's the overall political climate and the apathy and disillusionment it brings to so many of us. I don't really know, but I think either root of annoyance is valid.

I cannot understand why it is such an uphill battle for Michigan schools to have access to libraries and librarians. When I was a student in Trenton Schools, I remember the three librarians I had as teachers (because, yes, school librarians are in fact teachers): Mrs. O'Leary at Anderson Elementary, Ms. Hardin at Arthurs Middle School, and Mrs. Yee at Trenton High.

We had access to a librarian in all buildings and at all levels. These three women worked tirelessly to ensure that we found books we loved (and guided the reluctant readers in breaking their conceptions and internalizations when it came to reading). Luckily, when Ms. Hardin and Mrs. Yee met retirement, Trenton maintained the library media specialist positions and the women working there now — Melissa Lambert and Lisa Fulcher -- are invaluable teachers in the district. Unfortunately, this has not been the case for the majority of schools in the state.



I cannot understand why in 25 years we've gone from staffing real librarians in schools to having libraries in some districts solely operated by a paraprofessional, aide, or volunteer. They have no requirement for a degree or teaching credentials, but are expected to do the job of a teacher with a master's degree.

I am not trying to be dismissive of paraprofessionals, nor am I trying to devalue them; schools would be nothing without support staff. I am simply making the distinction (and even the Michigan Department of Education has recently made recommendations) that most school libraries are not appropriately staffed. Furthermore, to publicly maintain that a library can be operated by non-certified personnel is insulting to the profession of librarianship.

According to the Michigan Association for Media in Education (MAME), only 34 percent of Michigan students have access to a library with any sort of staff; only 18 percent are certified librarians; and only 8 percent are full time. We've seen these statistics before, but it doesn't make them any less alarming. Michigan ranks third-to-last nationwide in its ratio of students to teacher librarians.

Why are we shoveling money into Chromebooks when 56 percent of third-graders can barely read? Why are we so hell-bent on using technology for the sake of technology when we're not staffing teachers who can ease the integration of educational technology into the classroom? Why aren't we providing kids access to the most knowledgeable people in the profession to help students evaluate information in an era of "fake news"?

Why is it so hard to understand that librarians are the answer? And it's not money. There's money.

The American Library Association, the American Association for School Librarians and MAME have done a great deal of advocacy and outreach regarding this issue. I encourage everyone who sees the value in school libraries to explore what these organizations are doing and see if there is a place for you in their work.

And kudos to school districts like Plymouth-Canton and Livonia, which value their libraries and maintain a full-time, certified teacher librarian in every school building (about 20 schools in both districts).



Inside the Library Story: What Data Reveals About Public Libraries and their Communities

Libraries are one of the most vibrant public institutions, unmatched in their customer-centricity and their commitment to meeting community needs. Examining the library from the community's perspective, this research and data analysis will illustrate the many ways they are transformative for the people who use them, and the cities, towns, and regions they serve.

Community Connections is a research-driven initiative that provides benchmark information around industry trends, thematic trends, library know-how, and community priorities that foster future-ready, 21st century library transformation. Produced by *LIBRARY JOURNAL* and select subject matter experts, this data and information service will cover a range of preferences and behaviors in key areas such as digital access/use, learning, books and media consumption habits, early literacy, and community engagement. These critical topics will shape how libraries give service to the public as a platform for community learning and development, helping libraries target their work where it is most needed and improve its impact, as well as effectively make their case to governing bodies, stakeholders, and the voters.

Telling the library story matters because we share a common purpose in future-proofing libraries and illuminating them as critical social institutions to the communities they serve.

ACKNOWLEDGEMENTS

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Executive Summary |

Public libraries in the United States are committed to delivering sustainable, high-quality information services to the communities they serve, strengthening and supporting their communities by promoting learning, literacy, workforce development, and democracy. Given the importance and complexity of their mission, public libraries need to make good decisions about how to use their precious resources efficiently and effectively. Evidence-based approaches use data and analytics as a foundation for decision-making. Public libraries can benefit from having solid data from multiple sources relevant to meeting library users' needs. Fundamentally, public libraries need to understand as much as they can about the populations living in their service areas, in order to serve them most effectively.

Community Connections strives to help public libraries put data analytics to work to better understand their users and potential users, as well as what the library needs to do to serve them with excellence. This first phase of the project concentrates on three themes: 1) Physical access and Internet access, 2) use of the electronic collection, and 3) deepening understanding the composition and characteristics of the full potential service population, not just existing users.

Providing public library administrators with access to library performance data sets, via appropriate visualization and analytic tools, can empower and enhance important library processes for:

- Management: benchmarking, goal-setting, assessment;
- Advocacy: building cases for funding agencies, legislators, and the electorate;
- Marketing and Promotion: countering pervasive misunderstandings about modern library service;
- Performance improvement: helping vendors and professional associations develop better services and products.

Most Libraries Open Less than Full-Time, But Underreporting Issues Emerge

- The two Institute of Museum and Library Services (IMLS) Public Library Survey (PLS) statistics for operating hours of public libraries, the annual total number of public service hours, and the annual number of weeks the library was open, were combined into an average operating hours per week statistic.
- Reported operating hours per week for the outlets varied widely, but the overall average was 32.8 hours, well short of full-time. However, spot checks of reported data against posted hours on library websites confirmed that the average operating hours were substantially underreported.

At Least a Fifth of Outlets Provide Extended Hours

- Weekend and evening service hours allow libraries to provide physical access to users who aren't available during regular business hours. Outlets open for over 48 hours per week are said to offer "extended hours."
- Only 20 percent of the outlets offered extended hours, for an average of 57.06 operating hours per week. However, the issue of under-reported service hours likely means that a much larger number of libraries actually offer extended service hours.

90 Million Americans Don't Have a Public Library in their Zip Code

- Proximity to a public library is an important dimension of physical access. Zip code matching between users and libraries is one way to calculate proximity. If underserved populations are defined using zip codes, 90 million US residents are not served by a public library. The largest underserved populations are in Texas, California, and Florida.
- Calculating proximity using distance instead of zip code matching lessens the count of underserved people, but large numbers of users still live two or more miles away from a public library.

Public Internet Access Provision Is Almost Universal

- Public libraries that do not provide Internet access are very rare: less than one-half of one percent of all public libraries. A typical "no Internet access" library has a service area population under 1,000 people, very minimal paid or all-volunteer staff, and a non-circulating or low circulation collection. It offers no programs or fewer than one program per month, and a small or nonexistent electronic collection.
- Libraries provide Internet access using library computers or via wireless sessions for Bring Your Own Device (BYOD) use. Although computer sessions outnumber wireless sessions in 26 states (plus Washington, DC), wireless sessions are increasingly popular.



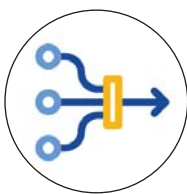
INTRODUCTION

Public libraries in the United States are committed to delivering sustainable, high-quality information services to the communities they serve. These strengthen and support their communities by promoting learning, literacy, workforce development, and democracy. Given the importance and complexity of their mission, public libraries need to make good decisions about how to use their precious resources efficiently and effectively. Evidence-based approaches use data and analytics as a foundation for decision-making. Public libraries can benefit from having solid data from multiple sources relevant to meeting library users' needs. Fundamentally, public libraries need to understand as much as they can about the populations living in their service areas, in order to serve them most effectively.

Evidence-based approaches can also help public libraries gain a clearer picture of how their efforts connect to and benefit their communities. Using tools that allow multiple data sets to be blended into more comprehensive and tailored databases makes it possible to achieve deeper and more dynamic understandings from the data. Once relevant data sets have been blended, data visualization tools provide the pictures and interactive graphics that help the data tell its stories, so that libraries can better assess the impact of their efforts, and the difference they are making in their communities.

Community Connections strives to help public libraries put data analytics to work to better understand their users and potential users, as well as what libraries need to do to serve them with excellence. This first phase of the project concentrates on three themes: 1) physical access and Internet access, 2) use of the electronic collection, and 3) a deeper understanding of the traits and composition of the whole potential service population, not just current users.

METHODOLOGY



Data Sources

Media Source Inc., parent company of Library Journal and School Library Journal, brought in dPrism Advisors to acquire and blend several data sets for the project. The data sets were the U.S. Census Bureau's demographic data and geographic data set, the IMLS Public Library Survey FY 2016 data sets for outlet libraries and administration, and the Experian Mosaic USA data set. The dPrism team also created data visualizations, cross tabs, spreadsheet workbooks, and storyboards.



Data Analytics vs. Hypotheses

A data analytic approach to research follows a different path from traditional deductive reasoning methods. In the latter, a researcher identifies a phenomenon or question of interest, and ventures a hypothesis that predicts what the answer to the question will be. The researcher then collects and evaluates data related to the hypothesis, to find out whether it is supported by the data. A data analytic approach is very different: it is a process of inductive reasoning in which the data is collected first. The researcher then explores the data, looking for patterns and hoping to find insights. It is a process of discovery, rather than a structured proof.

A key point is that data analytics are highly interpretive, and it is expected that different researchers will see different things in, and come up with different insights from, the same data set. There is not just one correct answer or one perfect insight to be gleaned. But this also means that there is an almost endless wealth of potential knowledge and benefit in every data set, waiting to be found and put to use!



Data Analytics Takeaways

Data analytics, working with blended data sets, offers great promise for public libraries looking to maximize their insights and understandings of their service communities. The ability to link together multiple data sets related to the library's multi-faceted mission, and then work with powerful and user-friendly visualization tools, to both learn from and also communicate the findings to others, will greatly empower public librarians in their quest for continual improvement of their services.

Librarians using data analytics must be equally versatile in both extracting the best information from the data, while also recognizing its shortcomings. As we have seen with this fused data set, some content was marred by

inconsistencies in reporting, and those errors were compounded when analytical operations were performed on the new set. When working with data, it is important to continually ask “Does this result make sense? Is the standout finding truly remarkable, or is it an error?”

Accurate, consistent, and highly standardized reporting of the annual IMLS data by libraries and state data coordinators is absolutely critical. Inaccurate data can create a false image of underperformance or even of failing to fulfill the service mission of the library. Incorrect data cast undeserved shadows on the strong substance that good data have to offer. Data analytics methods, especially on the scale of Big Data, work best when the data inputs are highly standardized and generated under consistent circumstances.

Data verification must include human review of results, especially for those that appear to be strong outliers, or that contradict expectations or known realities, to ensure that the data or results correctly address the research question. Even data that are correctly handled and technically accurate may be misleading if they aren't actually suited to answering the research question.



PHYSICAL AND ONLINE ACCESS FOR USERS

The concept of service quality can be addressed in many different ways, reflecting the complexity and variety of the services provided. For this initial phase of the analysis, our focus is limited to three aspects: library operating hours, user proximity to a public library, and public Internet access. Operating hours and location are essential components of being accessible to the community. Similarly, Internet access is an important service, both to facilitate library users' interactions with digital information, and to support community members who do not have such access at home.

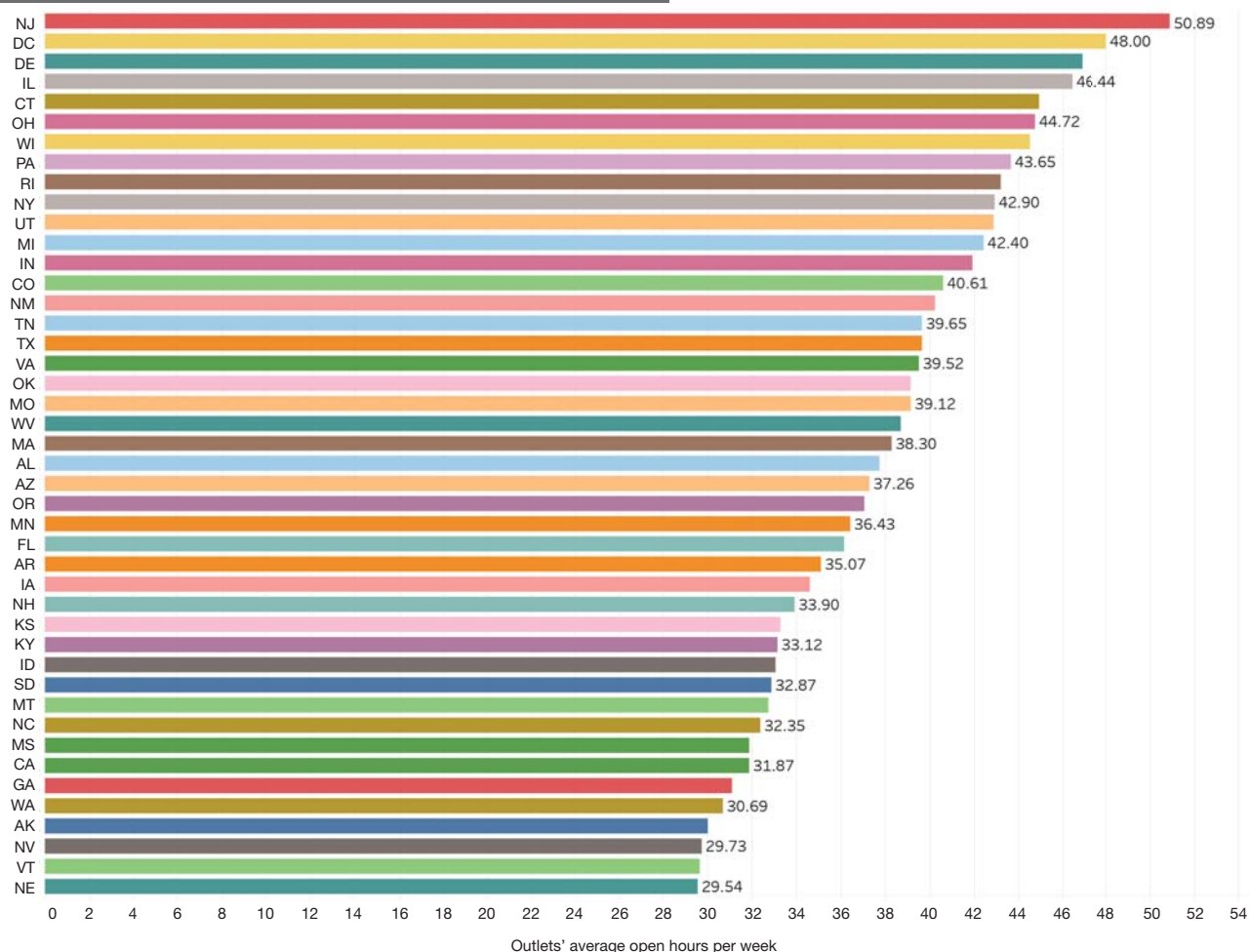
Most Libraries Open Part-Time, Underreporting Issues Emerge

One of the most fundamental aspects of assessing service quality is the physical availability of the library to its users. Although certain services may be available 24/7 through the library's website, many are not, and many users don't have Internet access at home. A community's ability to experience the optimal range of services in person depends on both the duration and scheduling of its library's operating hours.

- The two IMLS statistics for operating hours of public libraries are annual total number of public service (operating) hours, and the number of weeks the library was open for the year. They were combined into the average operating hours per week statistic.
- The operating hours per week for the outlets varied widely, for an overall average of 32.8 hours, which translates into between 4.6 to 6.5 hours per day, depending on whether the outlet is open five, six, or seven days a week.

What are the public library operating hours?

Average weekly hours of operation by state



- The majority of the outlets are open for about 16 to 50 hours per week. The most frequently appearing response (mode) was 20 hours per week, indicating that a substantial number are open part-time.
- The average weekly operating hours by state was also calculated, ranging from a low of 22.26 hours per week for South Carolina, to a high of 50.89 hours per week for New Jersey. The national average by state is 36.43 hours per week, exemplified by Minnesota.
- Thirty-one states' averages fall between Utah's 42.88 hours and Arkansas' 30.00 hours. Eleven states' operating hours average more than a standard 40-hour work week: New Jersey, Delaware, Illinois, Pennsylvania, Rhode Island, Utah, Michigan, and Indiana. Nine states averaged under 30 hours per week: Nevada, Vermont, Nebraska, North Dakota, Maine, Wyoming, Louisiana, Maryland, and South Carolina, as did those of the District of Columbia.
- There are issues with reporting accuracy regarding service hours. Spot checks of the reported data confirm that average operating hours were substantially underreported for all libraries that were checked. For example, a South Carolina system that reported an average of about 15 operating hours per week was actually delivering 64-68 hours per week. Even top-performer New Jersey had underreported hours.



A CLOSER LOOK: SOUTH CAROLINA

South Carolina's average of 22.26 hours seems to suggest that a substantial number of its public libraries are only open on a limited part-time basis, which warranted a deeper dive into the data behind this figure. The South Carolina data is comprised of 147 outlet records. Within the state, the longest operating hours (58) are offered by a county library with 11 branches. Only four other counties (with a collective total of eleven branches) have operating hours that exceed 40 hours a week. In contrast, 75.5 percent of the South Carolina outlets (i.e., 111 outlets across 21 counties) show operating hours of under 15 hours per week in the data set. The obvious conclusion seems to be that more than three-fourths of the South Carolina public libraries are not meeting a basic standard of service quality, because they are open for too few hours to even attempt to meet their communities' needs. This finding was especially troubling, since it appeared that this effect was not limited to small county systems; even some of the larger library systems in metropolitan areas like Greenville (14.6 hours) and Spartanburg (only 5.3) were only open on a very limited basis. On its face, this result raised a red flag on service quality, and also on data quality.

Operating Hours by Outlets: Wide Ranging, But Largely Part-Time

The IMLS data does not provide precise answers about the days and times that each library is open. Instead, it reports the annual total number of public service hours provided by a library and the number of weeks in the year that the library was open. These two elements were used to calculate a new statistic: the number of operating hours per week for each outlet. (Keep in mind that the national list of outlets includes bookmobiles, administrative entities, and book-by-mail-only services, as well as branch libraries, for a total of 15,096 reporting outlets.)

There was a very wide range in this result for individual outlets, starting at 1.5 hours per week, (for one library in Nebraska and for a library and its bookmobile in Missouri) and topping out at 141.2 hours per week (for a small, minimally staffed but "always-open" library in Maine). The average number of operating hours per week is 32.8 hours, which translates into between 4.6 to 6.5 hours per day, depending on whether the outlet is open five, six, or seven days a week. The median number of operating hours per week (32.3) is very close to the average, which indicates that the average has not been strongly affected by outliers, and gives a reasonably accurate sense of a typical level of operating hours. The standard deviation for this measure was 17.1 hours, which indicates that the majority of the outlets are open for about 16 to 50 hours per week. The mode was 20 hours per week, indicating that a substantial number of the outlets operate on a part-time basis.

Operating Hours: Data Issues Obscure Service Quality

Before this story from the data could be accepted as true, data verification spot checks were done, and it appears that there are serious issues with the accuracy of some of the South Carolina data on operating hours. For example, in the 2016 data set, the Greenville County Library System shows that all 12 of its outlets (including the main library and bookmobile) are open for only 14.6 hours per week. A 2018 spot check of this county system shows that the main library is actually open 68 hours (across seven days) a week, nine branch outlets are open for 64 hours a week (across six days), one branch is closed for renovation, and an additional branch built since 2016 is open for 68 hours (on seven days). (The bookmobile has an independent schedule.) Currently this library system provides operating-hour access that would place it in a high-level service category, and tell a completely different story about service quality.

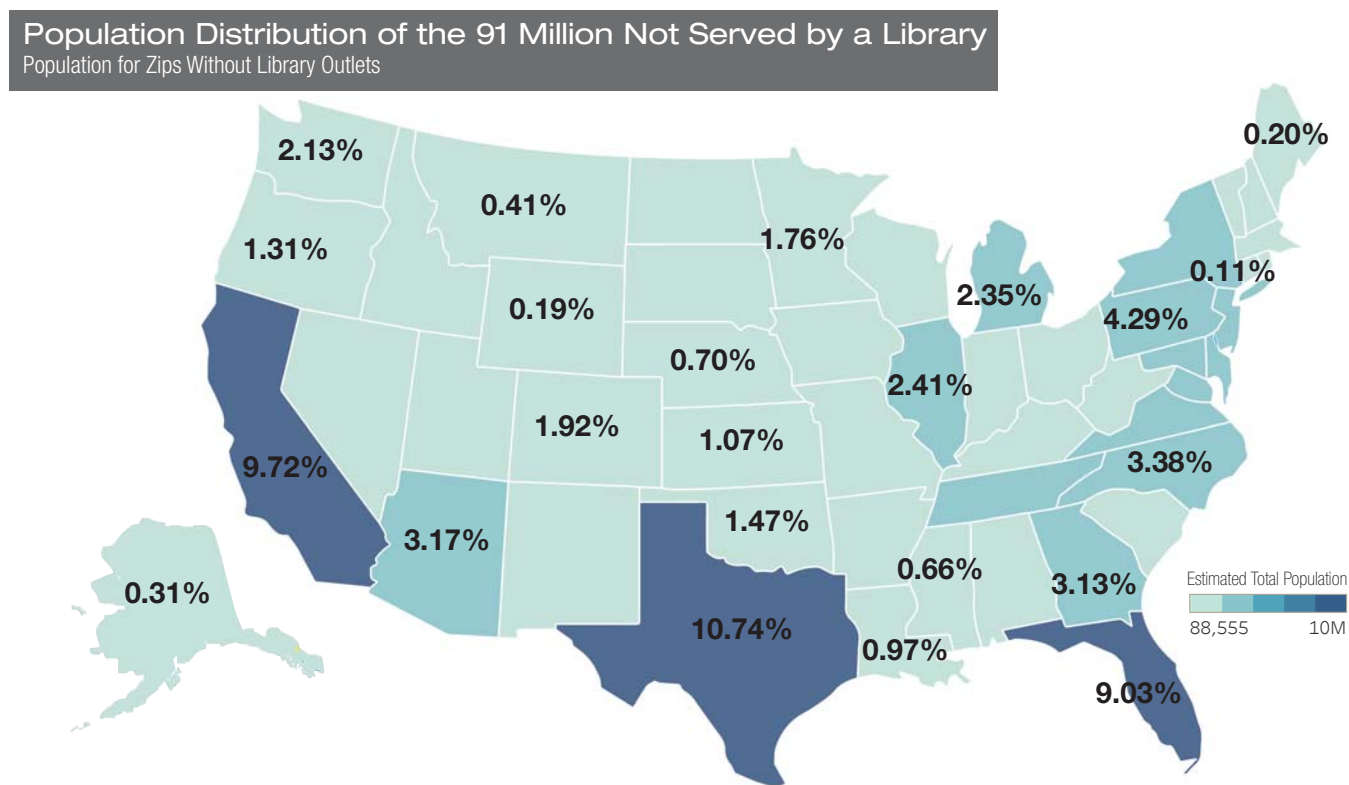
A second spot check was conducted for the Spartanburg County, SC library system (11 outlets), which are shown to be open for only 5.3 hours per week in the data set. Again, the 2018 service hours per week for the individual outlets range from 52 to 73.5, per the system's website. A third spot check of the small Kershaw County system (three branches and a bookmobile) refuted the 7.5 operating hours per week that was shown for all four outlets. The county website lists 62, 48 and 18 operating hours for each of its branches. In all of these cases, significant underreporting creates a false impression of inadequate access.

This issue is not limited to South Carolina. A 2018 spot check of the Knox County Public Library in Tennessee found similar issues. In the data set, this system lists 19 outlets, with each of them open for 20 hours a week. That number is correct for the two smallest branches, but the operating hours and schedule vary quite a bit for the other outlets. The main library is open for 63.5 hours a week, while other branches are open for between 22 to 40 hours. Even the top-ranked state of New Jersey was plagued with under-reported operating hours, for small and large systems alike. The Ocean County system lists 20 hours a week for all 21 of its outlets, in the dataset. However, this figure was incorrect for the three outlets that were spot checked, which were open for 74, 68 and 50 hours a week, according to system webpages. The tiny Kearny County system's two outlets were listed in the dataset as being open for 15.7 hours each. This was equivalent to the 16 operating hours currently offered by the one branch outlet, but the main outlet's 50.5 operating hours was substantially underreported.

Possible explanations for the discrepancies are that the operating hours have changed drastically since the 2016 data was collected, or that there was an error in the annual service hours or open weeks data as originally reported by the libraries. It is notable that all of the spot checks found incorrect operating hours in the data set, so it is possible that other records are similarly affected, which underlies the critical importance of libraries and state libraries redoubling their efforts to collect and report accurate and complete data, so that benchmarking, progress, and correlations in service can be robustly assessed.

At Least a Fifth of Outlets Provide Extended Operating Hours

Physical access to the library is not defined only by the sheer number of service hours. To meet the needs of users, libraries must also be conscious of aligning their service hours with the availability of their users. For users whose schedules are centered around 8 a.m. to 5 p.m. jobs, meeting their needs requires some evening or weekend service hours. The IMLS data does not provide specific answers as to whether each outlet is open in the evening or on weekends, so for this analysis a list of public libraries that offer "extended hours" was compiled, based on the



Population Distribution Not Served by a Library

Population for Zipcodes Without Library Outlets

STATE	PERCENTAGE	TOTAL POPULATION	STATE	PERCENTAGE	TOTAL POPULATION	STATE	PERCENTAGE	TOTAL POPULATION
TX	10.74%	9,753,955	IN	2.02%	1,836,011	NE	0.70%	633,597
CA	9.72%	8,833,105	CO	1.92%	1,744,851	WV	0.70%	633,508
FL	9.03%	8,203,735	MN	1.76%	1,598,059	NM	0.66%	603,549
PA	4.29%	3,901,175	WI	1.75%	1,589,273	MS	0.66%	595,633
PR	3.88%	3,527,083	NJ	1.73%	1,572,321	CT	0.61%	554,759
NC	3.38%	3,072,703	NV	1.66%	1,503,403	ID	0.51%	464,363
NY	3.34%	3,031,691	SC	1.63%	1,482,754	MT	0.41%	371,455
AZ	3.17%	2,876,755	KY	1.56%	1,419,813	DE	0.33%	298,135
GA	3.13%	2,838,915	OK	1.47%	1,335,688	AK	0.31%	279,560
VA	2.77%	2,513,648	OR	1.31%	1,186,982	ND	0.30%	275,766
IL	2.41%	2,186,561	KS	1.07%	972,417	SD	0.29%	258,941
MI	2.35%	2,130,345	AR	1.02%	930,791	ME	0.20%	184,004
TN	2.28%	2,069,220	LA	0.97%	881,828	WY	0.19%	175,408
MD	2.24%	2,030,806	UT	0.85%	776,633	NH	0.15%	139,194
OH	2.21%	2,011,037	IA	0.80%	724,258	HI	0.14%	127,428
WA	2.13%	1,931,624	MA	0.72%	655,489	DC	0.11%	102,883
AL	2.12%	1,923,781				RI	0.11%	96,486
MO	2.10%	1,908,278				VT	0.10%	88,555

“operating hours per week” statistic derived from the two IMLS measures: the annual total number of public service hours provided by a library (Item 713) and the number of weeks in the year that the library was open (Item 714). Public library outlets were identified as offering “extended hours” if their operating hours exceeded 48 hours per week, since operating hours beyond 48 would have to occur during evening hours, and/or on weekend days.

- Weekend and evening service hours allow libraries to provide physical access to users who aren't available during regular business hours. Public library outlets open for over 48 hours per week were identified as offering “extended hours.”
- Twenty percent of the outlets offered extended weekend and/or evening hours, for an average of 57.06 operating hours per week. The largest number of “extended hours” outlets were in Illinois (309, or 40.8 percent of all Illinois outlets). Other outlets with generous “extended hours” were New York, Ohio, Texas, Pennsylvania, Wisconsin, and Michigan.
- This analysis looks at the face values of the data set, as calculated from the two IMLS variables. The issue of under-reported service hours, if corrected, would likely reveal that a much larger number of libraries offer extended service hours.

Extended Service Hours: Outlets by State: Seven States that Go the Distance

In the current dataset, 3,032 outlets were identified as offering extended service hours to their users, involving either evenings, weekend days, or some combination of both. This is 20 percent of the total number of outlets listed. These libraries provide their users with an average of 57.06 operating hours per week. The largest number of “extended hours” outlets were in Illinois (309, which is 40.8 percent of all Illinois outlets) and in New York (308, which is 34.8 percent of all of the outlets in that state). Other states with large numbers of “extended hours” outlets were Ohio (210), Texas (167), Pennsylvania (166), Wisconsin (156), and Michigan (153).

The issue of underreported service hours identified above means that there are likely many more libraries offering extended service hours but not yet getting credit for it.

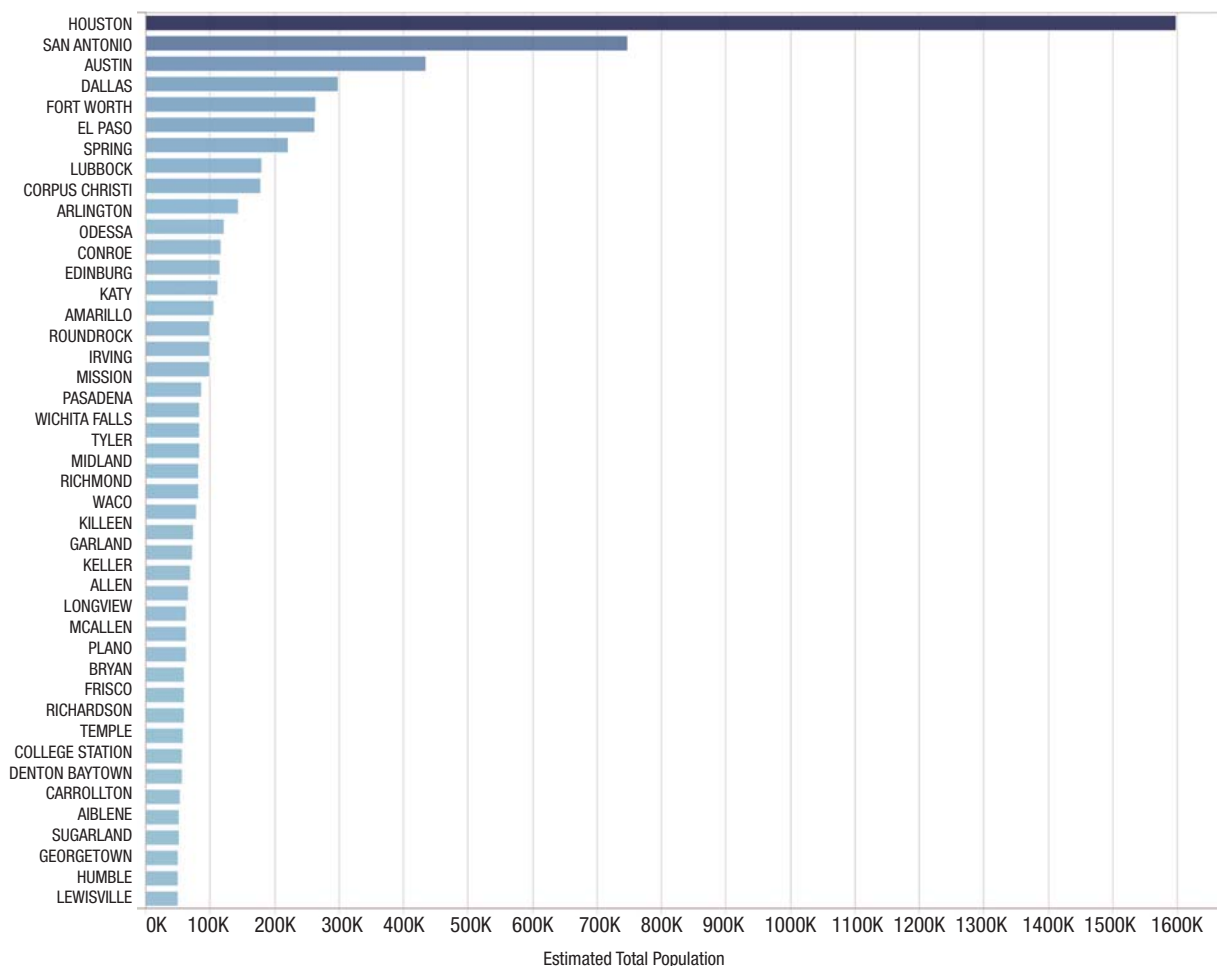
90 Million Americans Have No Library Within Their Zip Code

Another facet of evaluating physical access to public libraries is how close library users live to a public library. Proximity can be measured in a variety of ways. This analysis was based on uniting a five-year projection of census data, zip code locations, and the IMLS library outlet database. This resulted in a list of 17,846 U.S. zip codes that do not contain a public library. The total population living in these non-library zip codes is 90,838,212.

Population Details (State/City) Not Served by a Library

Determined by Zip Codes Without Outlets

Estimated Total Population
0 2M



- Proximity to a public library is a dimension of physical access. Zip code matching between users and libraries is a way to calculate proximity. If underserved populations are defined using zip codes, 90 million U.S. residents are not served by a public library, and the largest underserved populations are in Texas, California, and Florida.
- Calculating proximity using distance instead of zip code matching lessens the count of underserved people, but large numbers of users still live two or more miles away from a public library.

Underserved Populations: Concentrated in Three States

The population figures for each individual zip code that doesn't host a public library were aggregated by state. This is a more useful way to understand the scope of this issue, rather than simply looking at the number of non-library zip codes, since the total number of zip codes varies widely by state and by cities within each state. Three states immediately stand out as having the largest proportion of the population residing in non-library zip codes. Texas topped the list, with 10.74 percent of the population not having a public library within their home zip code. This amounts to over 9.7 million people who may be affected by a lack of proximity to a public library in this one state alone. California is the runner-up, with 9.72 percent of the residents living in a non-library zip code. Florida (9.03 percent) completes this triumvirate, which is far ahead of the fourth-ranked state of Pennsylvania (4.29 percent), as well as the national average level of 1.92 percent, exemplified by Colorado.

The three top states share the common trait of having above-average overall population levels, but this doesn't appear to be a definitive trait, because several states with very large overall populations appear much further down on this ranking, such as New York (3.34 percent) and Illinois (2.41 percent).

Top 10 Cities: Four More States Enter the Fray

The populations of zip codes without public libraries were also compiled by city and grouped by state, providing a more granular look at this issue. There is a tremendous range in the top-ranked cities by state, topped by Houston, TX, with 1.59 million people residing in zip codes that don't contain a public library. At the other end of the spectrum is Sebattus, ME, with only 6,842 residents of non-library zip codes zones. Not surprisingly, the top three states for this measure are represented in the list of the top 10 cities. In addition to number one Houston, Texas also has number four San Antonio (with almost three-quarters of a million people living in non-library zip codes) and number eight Austin (434,308 people in non-library zip codes).

Two Florida cities were also among the top 10 of city populations in unserved zip codes: number five Miami and number six, Orlando. Interestingly, their combined populations (over 1.2 million) of unserved residents were still well below the figure for Houston alone. Los Angeles, CA checked in at 10th place in the ranking.

The remaining four cities in this top 10 listing were from different states. Las Vegas, NV, was a surprising runner-up, with over 900,000 residents living in non-library zip codes. Phoenix, AZ, came in at third in the ranking (over 800,000 residents). Two Midwestern states were represented in the top 10, by Minneapolis, MN and Indianapolis, IN. These two cities both had non-library zip code populations in the 400,000s. As we saw with the state-level list for this metric, overall population size is not the key indicator for which cities will top the ranking. There are several very large cities far down the list, such as New York (247,000), Philadelphia (149,000), and Boston (77,000).

Spot Checks of Library Proximity: A Tale of Two Cities

The use of geographical boundaries defined by zip code is worthwhile for determining proximity, but it is important to recognize its potential limitations. Zip code areas define location as a binary status. In reality, Library User A might live in a zip code that does not contain a library, but her dwelling might be only a convenient half-block away from a public library in a different, but contiguous, zip code. In contrast, Library User B might live in a small rural county and share the same zip code as the town's public library, but have to travel over five miles to visit it.

Other situational factors may also be at play in understanding how well the zip code analysis tells the story of whether a population is or is not served by a public library. Being a short distance from a library does not always speak to the overall difficulty of the journey, in terms of traffic patterns and volume, available transportation, safety for walking, or physical barriers like rivers, toll roads, or construction sites. The value of zip codes as library proximity indicators would also be impacted by the relative size of individual zip codes. Zones that cover a geographical area that is unusually large or small may be less useful in predicting actual library proximity.

In light of these limitations, we performed a spot check of two major metropolises, Los Angeles and Houston, with a significant number of zip codes without public libraries, to get a sense of whether residents of these locations are actually underserved in terms of proximity to a public library. We found that the zip code analysis was essentially accurate for Houston, although it did overstate the size of the underserved population. In contrast, residents of Los Angeles' zip codes without public libraries actually had nearby options in other zones and could not really be considered underserved.



HOUSTON: WE HAVE A (SOMEWHAT SMALLER) PROBLEM

Houston, TX, was an obvious choice for a spot check of areas not served by a library, because it emerged as such an extreme outlier on this measure. Houston had the largest population in the nation residing in non-library zip codes (almost 1.6 million people, 69.3% of its total population), and more than twice the total of the fourth-place city San Antonio. Houston has a total of 178 zip codes, and 52 of them do not house a public library (29.2%). To determine the proximity to a public library of the residents of these non-library zip code zones, we used an online library locator tool provided by the Harris County Public Library system, available at www.hcpl.net/location/locations. The tool provided the distances and locations for the closest libraries to each of the entered non-library Houston zip codes.

This analysis revealed some positive news for Houston: 25% of the non-library zip codes were within two miles of a public library, the closest of which was only six-tenths of a mile away. The total population of these 13 non-library zip codes that are within a reasonable distance of a public library is almost 300,000, which represents a meaningful reduction of about 18% from the original total underserved population figure for the city.

However, this spot check also confirmed that there is a distance-related public library access issue for more than a million Houston residents. The residents of the other 39 library-less Houston zip codes are an average of 4.75 miles away from the nearest public library, and 19 of those zip codes are over five miles away. The longest trip was shared by two of these underserved zip codes, which are both 7.9 miles away from the same public library. The West University Branch Library bears the largest burden of supporting non-library zip code users; it is the closest library to seven of the non-library zip codes, which are between 1.2 and 6.8 miles away.



INTERNET ACCESS FOR LIBRARY USERS IS ALMOST UNIVERSAL

For library users who do not have digital devices and/or connectivity at home (or don't have a home), the library may be their only means of getting online. Others may have slow or unreliable connections, share a device with others with competing needs, or have only a mobile phone. Libraries that provide Internet access for the public may provide computers or other devices on which the public can access the Internet, either via hardwired connections, or by wireless service (WiFi). Libraries may also provide wireless access for on-site library users to connect to the Internet via their own laptops, phones, tablets, etc. This method is referred to as Bring Your Own Device (BYOD). To meet the criterion for providing Internet access to the public, a library had to report having at least one public Internet-connected computer, providing at least one session on a public Internet computer, or providing one wireless session for a user's BYOD use.

- Public libraries that do not provide Internet access are very rare: less than one-half of one percent of all public libraries. Internet access is provided either on public computers or by accessing library WiFi for BYOD use.
- The IMLS data identified 88 public libraries across 27 different states as not providing Internet access. However, data verification reduced the finding to 44, in 19 states. Only four states have three or more "no Internet access" libraries (led by New Hampshire's nine), while six states have two of these libraries, and eight states host only one.



LOS ANGELES: LIBRARIES IN YOUR MIRROR MAY BE CLOSER THAN THEY APPEAR

The original analysis identified 20 Los Angeles zip codes that do not contain a public library, affecting a total population of 358,597. The City of Angels had the largest underserved population in California, and ranked as the 10th-largest in the nation. To explore the actual library proximity by zip code for Los Angeles, a proximity tool from the Digital Public Library of America was used. This tool displayed the locations of all public libraries within two miles of an entered zip code, and results could also be filtered to show libraries that were as nearby as a half mile or one mile. Unlike Houston, LA had a library proximity issue that was almost completely resolved by the identification of one or more public libraries located no more than a mile away in different zip code zones. Six of the 20 no-library zip code zones had two public libraries within a half mile, while another four had one public library within a half mile. Five no-library zip codes were positioned within a mile of two public libraries, while two other zones had a choice of three public libraries that are only a mile away. Out of the original 20 no-library zip codes, only one was actually over two miles from the nearest public library. Interestingly, this ostensibly underserved zip code belongs to Bel Air, one of the most exclusive residential areas in the entire city.

- A suggested typology of public libraries that don't offer public Internet access notes three types of circumstances. "Throwback" libraries keep their brand quaint and simple, with minimal, print-based collections emphasizing reading. "Seasonal" libraries keep limited hours or seasons, to serve the leisure needs of locals and visitors in tourist locations. "Emerging" libraries are works in progress that intend to provide Internet access as a user service in the future.



More People, More Libraries, More Computers

- State totals for the number of public Internet computers provided by public libraries vary widely, from a low of 562 provided by Hawaiian public libraries, to 18,014 in New York. The average across all the states and the District of Columbia is 4,468.
- The top six states that scored in the five-figure range for this metric were: Michigan, Ohio, Florida, Texas, California, and New York. The median figure for this metric across the states is 3,453. The mean is about 1,000 units higher than the median, reflecting the upward pull of those six states. Ten states provide

fewer than 1,000 public Internet computers: Alaska, Maine, Montana, North Dakota, New Hampshire, Rhode Island, South Dakota, Vermont, Wyoming, and Hawaii.

- This metric is largely a function of the size of the state's population and the number of libraries it hosts. Some variance also reflects decisions about prioritizing Internet access as a service, versus applying those resources to other services.

Uses of Public Internet Computers: Beyond Just Quantity

Public libraries track and report the number of uses by the public of their Internet-connected computers and laptops for the year.

- The number of uses by the public of library Internet computers and laptops for the year, by state, shows a wide range, with only 327,916 uses in New Hampshire, versus over 22.5 million uses in California.
- However, the lowest and highest numbers of uses did not simply match the states with the lowest and highest numbers of public Internet computers. California averaged 1,362 use sessions per public Internet computer for the year, versus New York's average of 924 uses per computer.
- The national average for the number of uses was 4,345,117 per state, which against the national mean of 4,468 public Internet computers, yields a national average use level of 972 annual sessions.



Wireless Sessions: Catching Up to Computer Sessions?

This metric addresses the total number of wireless sessions reported by the library's wireless service for the year. It is not clear whether the wireless sessions are only from BYOD use, or include library-owned computers that use WiFi rather than hardwired connections, such as loaner laptops and iPads. Neither the data nor this analysis could evaluate the quality of the Internet access that was provided, in terms of bandwidth, speed, and quality of connectivity. These suggest fruitful questions for future data collection by the state libraries and IMLS.

- The national average of 4,756,703 is 9.5 percent higher than the national average for public Internet computer uses, a possible indicator of increasing wireless BYOD use. This metric ranges from 115,127 wireless sessions for West Virginia to 18,598,158 for Ohio.
- Comparing the number of computer sessions with the number of wireless sessions for each state shows that for 26 states (plus DC), the number of computer sessions is greater than the number of wireless sessions. The number of wireless sessions is larger than the computer session count for 24 states. For Washington, Illinois and Texas, the wireless session count was notably larger than the computer session total, while the reverse was true for Georgia.

Correlations Between Measures of Internet Access Provision: Sessions and Computers Align

The data visualization for this measure depicts the expected correlation between the number of public computers provided and the number of computer sessions. The overlay of the line graphs for wireless and computer sessions also follow a similar pattern, and for some states are very closely aligned (e.g., Maine, New Hampshire, and Missouri). The graph also brings out the states with large differences in the counts for the two different access modes.

Few Libraries Don't Provide Public Internet Access

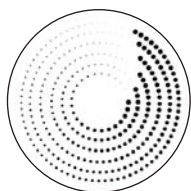
The libraries that do not include some form of Internet access as part of their user services were derived using three data elements from the IMLS survey: the number of Internet computers for public use, the number of uses of those Internet computers by the public, and the number of wireless sessions provided by the library. To be classified as not providing Internet access, a library had to report zero counts for all three elements. Out of the 9,022 U.S. public libraries participating in the survey, only 88 (in 27 different states) were initially identified as not providing public Internet access, based on their survey responses. This is less than 1 percent of public libraries, but the actual number turned out to be even smaller.

The small number of libraries in this category made complete data verification feasible, which resulted in excluding 35 public libraries from the "no public Internet access" category. Three were bookmobiles, excluded on the

grounds that providing Internet access is not a part of their expected service function. Nine system/cooperative libraries were excluded because they were administrative entities only, and their member libraries did provide public Internet access. The remaining 23 exclusions were based on evidence that they do actually provide public Internet computers or WiFi for their users' BYOD use. This evidence came from each library's own website or social media page, from its state library webpage or database, or from a reputable library listing service such as librarytechnology.org. The discovery that 23 of these libraries do provide Internet access in 2018 does not necessarily imply that the 2016 data was faulty; it may simply reflect a change in their services since the survey was filed. Their exclusion from the analysis of this measure makes the findings more accurate and timely.

After these exclusions, there were 53 public libraries whose status as a "no public Internet access" library was either confirmed or could not be disproved. Of these, nine libraries (eight in Nebraska and one in Missouri) were not included in the full analysis for this measure, because they were identified in the database as temporarily or permanently closed.

The verification process left a total of only 44 active "no public Internet access" libraries, located in 19 states. These libraries were most prevalent in New Hampshire (9), Nebraska (5), Massachusetts (4), and Maine (3). Six states (Alaska, Connecticut, Kansas, North Dakota, New York, South Dakota) each host two of these libraries, while eight states are home to only one "no access" public library (Iowa, Idaho, Illinois, Missouri, New Mexico, Texas, and Vermont). Eight other states that were listed as having "no Internet access" libraries in the original data set, currently do offer public Internet access in all of their public libraries (California, Colorado, Indiana, Minnesota, Oregon, Pennsylvania, Utah, and Virginia).



Traits of Libraries Not Providing Internet Access: Five Dimensions of Small

After identifying the 44 "no Internet access" public libraries, the next step was to identify any other characteristics or circumstances that they might share. An analysis compared these libraries using five standard metrics from the IMLS study, to get an image of the scope of their service responsibilities and activity levels. The first was the population of each library's legal service area.

The second measured the size of the library staff, as reported by a count of the FTE (full-time equivalency) for total paid employees. Circulation level was measured using the annual total circulation of materials. Programming activity was measured by the total number of library programs. The fifth metric measures the number of electronic collection items, which includes state-licensed, locally hosted, and any other electronic collections that may be accessed through other libraries or third parties.

Service Population: Median Under 1,000

The 44 public libraries that do not provide Internet access for their users tend to serve smaller populations, although the range for this metric is quite wide (from a population of 29 for Brownell Public Library in Kansas, to 34,678 for East Glastonbury Public Library in Connecticut). Their average legal service area population is 3,002, but this statistic is somewhat inflated by the three outlier libraries with five-figure service populations. The median population of 848 is more representative. More than half (57 percent) of these libraries serve populations under 1,000, while 93 percent of them support legal service areas of fewer than 10,000 people.

Paid Staff Size: Small or Zero

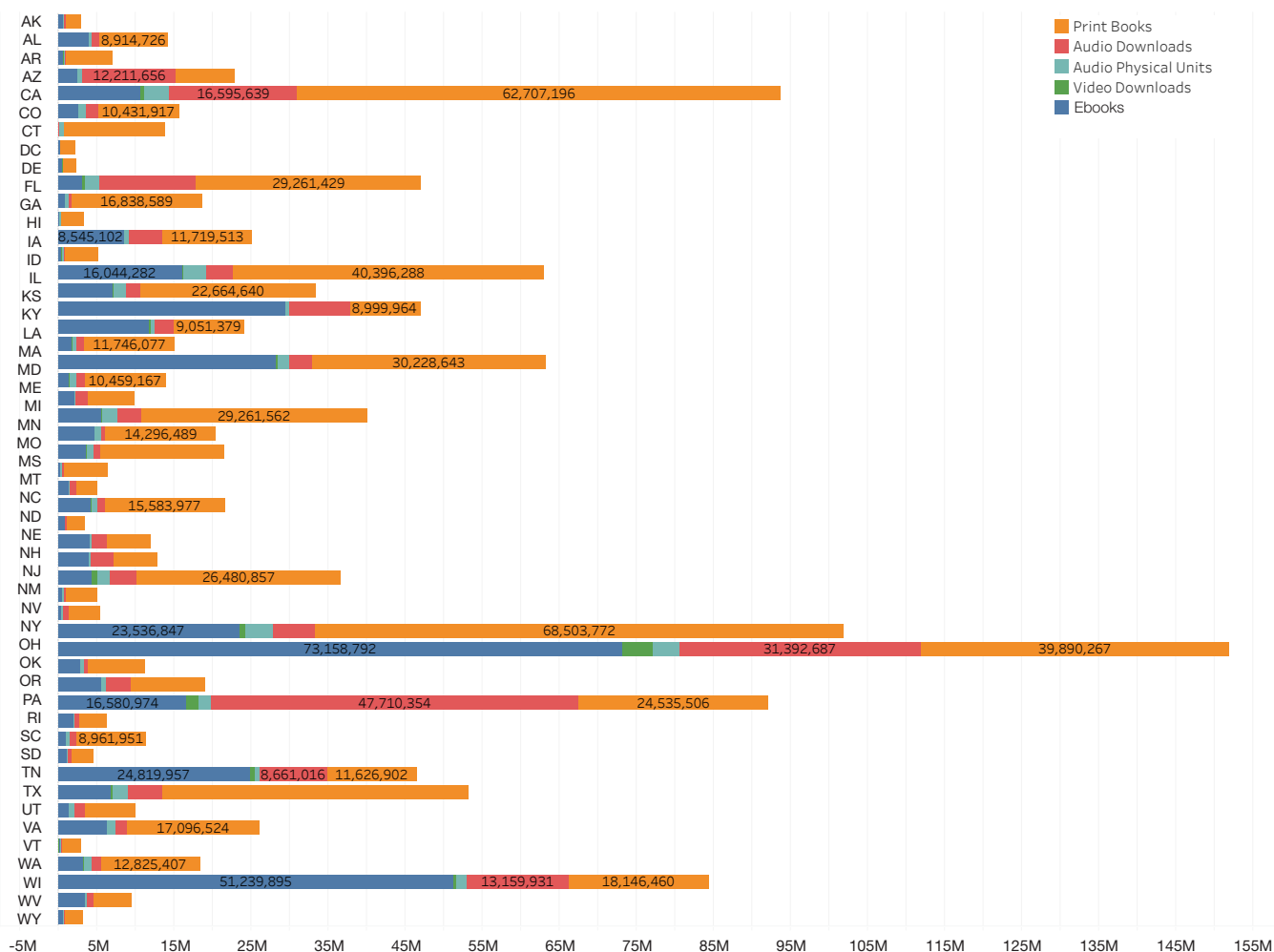
The staff metric brings to light another shared characteristic of the "no Internet access" libraries; they have very few full time staffers or part-time paid employees, or are manned only by unpaid volunteers. This metric is expressed using full-time equivalencies (FTE) rather than the number of paid employees (e.g., a library with two half-time employees would be listed as having one FTE staff position). The average FTE for these 44 libraries is .45, which translates into one part-time staff member working about 18 hours a week. Only 20.5 percent have the FTE of one or more staff members. Thirty-four percent of these libraries have the equivalent of one part-time paid staff member, but over half of these part-time staffers are paid for a quarter-time or less. Only two out of the 44 libraries have the equivalent of more than two full-time employees: a library in Arizona has the FTE of 3.79 staff members, and a South Dakota library has a staff of a little over two FTEs. The largest proportion (45.4 percent) have no paid staff at all, and depend solely on unpaid volunteers. Remarkably, the library with the largest service population in this group is staffed only by volunteers.

Circulation: Keeping It Close to Home

Only 30 of the "no Internet access" public libraries answered the survey question about total circulation. This metric revealed the least cohesion in the responses from these libraries. Forty percent reported a total circulation level of

Allocation of Different Media Types

Determined by Zip Codes Without Outlets



1,000 or more. They are topped by the extreme outlier of an Alabama library with a circulation of 44,073 items, for an average per capita circulation of 11.5 items. In contrast, 37 percent of the “no Internet access” libraries have non-circulating collections. Their wide range of circulation levels boiled down to an average annual circulation of 3,003 items.



Programs Offered: Streamlined

The “no Internet access” libraries provided their users with an average of 37 programs for the 2016 year, but this statistic belies the variation in their service levels. The largest proportion of these libraries offered no programs at all (34.1 percent), while another 31.2 percent provided fewer than one program per month. Only five of these libraries reported that they offered 100 or more programs for the year. The most active library in this category, the Berlin Free Library in

Connecticut, reported delivering an astounding 573 programs in 2016, despite employing the FTE equivalent of only one three-quarter-time staffer.

Electronic Collections: Going Old School

The fifth activity metric question, size of electronic collections, was answered by only 27 of the 44 “no Internet access” libraries. Responding libraries generally had small electronic collections, averaging 37 items. Two reported having no electronic collections (which is likely also true for some of the libraries that did not complete this question). Twelve reported that their electronic collection included at least 50 items, with the largest total of 64 electronic items

belonging to a Kansas library. Given that these libraries do not provide public Internet access, it is likely that their electronic collections are locally hosted, available on self-contained media like CDs or Playaways, or through apps like OverDrive.

A Typology of “No Public Internet Access” Libraries

Impressions gleaned from the webpages or social media presence of the “no Internet access” libraries during data verification suggest a typology of three types of circumstances. “Throwback” libraries keep their brand quaint and simple, with minimal, print-based collections emphasizing reading. “Seasonal” libraries keep limited hours or seasons, to serve the leisure needs of locals and visitors in tourist locations like the New Hampshire woods or seaside resorts. “Emerging” libraries are works in progress that aim to add Internet access as a user service but don’t yet have the resources to deliver on it (e.g., a three-year-old library on a Native American reservation in Arizona).



Upcoming Events of Interest

Food Preservation

Wednesday, August 21 at 7:00 p.m. Registration required.

Robin Danto from the MSU Extension Office will share the best way to preserve fresh summer fruits and vegetables so you can enjoy the harvest all winter long.

Finding 3D Models Online

Monday, August 26 at 7:00 p.m. OR Thursday, September 5 at 7:00 p.m. Registration required.

Discover resources for finding high quality 3D models online.

Labor Day Weekend - Library Closed

Saturday, August 31 through Monday, September 2

Idea Lab: Candlemaking Drop-in

Saturday, September 7 from 10:00 a.m. to 4:00 p.m.

Use a 3D printed mold to make a custom candle.

Page to Screen: The Maltese Falcon

Sunday, September 8 at 1:00 p.m.

Watch a film and then stay to discuss both the film and book that inspired it. September's film is "The Maltese Falcon," (not rated), based on the book of the same name by Dashiell Hammett.

The Dark Side of Paradise, with Author Richard Kerr

Tuesday, September 10 at 7:00 p.m. Registration required.

Join Richard Kerr, former Deputy and Acting Director of the CIA, in conversation about his book "The Dark Side of Paradise," a collection of stories inspired by his years in the clandestine service. Local bookseller The Book Beat of Oak Park will be on site selling copies of Mr. Kerr's book.

DIY Sugar Scrub and Lip Balm

Wednesday, September 11 at 7:00 p.m. Registration required.

Pamper your skin by learning how to make natural lip balm and a sugar scrub for yourself or as a gift.

Next Nonfiction Book Club

Thursday, September 12 at 10:00 a.m.

Join Library Director Doug Koschik to discuss "Paris 1919: Six Months that Changed the World," by Margaret MacMillan. When you visit Next, you'll be given a copy of the book, provided by the Baldwin Public Library.

Family Storytimes @ the Museum: Working Dogs

Thursday, September 12 at 6:30 p.m. Registration required.

Join us for stories, songs, and activities hosted offsite at the Birmingham Museum. Enjoy a special visit from Bella, the Birmingham Police Therapy Dog! Admission to the story time is free. Registration required.

Idea Lab: Using the Embroidery Machine

Thursday, September 12 at 7:00 p.m. Registration required.

Learn to use our full color embroidery machine and software.

Teen Advisory Board Meeting

Thursday, September 12 at 7:00 p.m.

Grades 6-12: Have some ideas for the library? Share your opinions on teen programs, prizes, displays, and other library matters at these fun-filled meetings; all while eating pizza and making friends. (These meetings can be used for volunteer hours!) Everyone is welcome!

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, August 19, 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 July 15, 2019 minutes | p. 251 |
| B. Acceptance of the July 2019 receipts of \$17,405.33 | p. 257 |
| C. Approval of the July 2019 disbursements of \$7,709.31 | p. 258 |

II. New and Miscellaneous Business

III. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.

IV. Adjournment

Motion: To adjourn the August 19 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, September 16, 2019.



BALDWIN LIBRARY BOARD
MINUTES, TRUST MEETING
July 15, 2019

1. Call to Order

The meeting was called to order by President Bob Tera at 8:56 p.m.

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

Absent and excused: Ashley Aidenbaum.

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

Members of the public present: None.

2. Consent Agenda

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

1st Suhay

2nd Underdown

A roll call vote was taken.

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

Nays: None.

Absent and excused: Aidenbaum.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano mentioned that the endowment has been outperforming the blended benchmarks it targets.

4. Adjournment:

Motion: To adjourn the meeting.

1st Underdown

2nd Mark

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

Nays: None.

Absent and excused: Aidenbaum.

The motion was approved unanimously. The meeting was adjourned at 9:00 p.m. The next regular meeting will be on Monday, August 19, 2019.

Melissa Mark, Secretary

Date

Baldwin Public Library Trust: July 2019

July receipts totaled \$17,405.33. July disbursements totaled \$7,709.31.

The current value of the Trust is \$1,764,271.88, divided up in the following way:

Total endowment investments*	\$1,126,557.14
Endowment funds distributed for use	<u>\$119,011.22</u>
Total endowment funds	\$119,011.22
General spendable funds	\$287,071.22
Restricted funds**	\$242,963.96
Naming rights for Rotary Tribute Room	<u>\$9,337.89</u>
Total non-endowment funds	\$539,373.07
Total endowment funds	\$1,245,568.36
Total non-endowment funds	\$539,373.07
Total of all Trust funds	\$1,784,941.43

* The principal of the endowment funds is \$828,859.98.

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

To date, fundraising efforts for the Youth Room expansion and renovation, net of expenses, have resulted in \$213,722.17 in receipts plus \$7,800.00 in pledges, for a grand total of \$221,522.17. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of July 31, 2019, the amount of money in the Trust that is undesignated stands at \$347,497.90.

Baldwin Public Library Trust
Portfolio Performance Benchmarks
As of July 31, 2019

<u>Index</u>	<u>2019: YTD</u>	<u>2018: Entire Year</u>
S&P 500 (Equity benchmark)	18.89%	-6.24%
Global Aggregate (Bond benchmark)	5.04%	-1.20%
Blended Return of Both Benchmarks*	15.43%	-4.98%
Baldwin Trust's Portfolio Return	15.71%	-8.30%
Trust's Portfolio Performance Compared to Blended Return of Benchmarks	0.28%	-3.32%

*Since November 2017, the blended return has been calculated according to the Baldwin Trust's current allocation of 75% equities and 25% fixed income, cash, and cash alternatives.

BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
JULY 31, 2019

Investment and Cash Report									
	Prior Month Balance 06/30/19	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 07/31/19
Chemical Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$2,909.69	\$2,909.69	\$2,909.69			\$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	\$0.00	\$0.00	\$0.00			\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$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	\$0.00	\$0.00			\$0.00
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Restricted Funds	\$3,663.38	\$0.00	\$0.00	\$4,654.21	\$4,654.21	\$4,644.90			\$3,654.07
General Spendable Funds	\$83.64	\$0.00	\$0.00	\$145.41	\$145.41	\$145.41			\$83.64
TOTAL	\$3,747.02	\$0.00	\$0.00	\$7,709.31	\$7,709.31	\$7,700.00			\$3,737.71
Chemical Bank Money Market:									
Endowment Budgeted Funds	\$123,426.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,909.69)		\$120,517.11
Endowment Investment Funds	\$800.00	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00		\$900.00
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	\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99
2018 Youth Room Fundraising	\$148,825.35	\$17,000.00	\$17,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$165,825.35
Restricted Funds	\$27,396.67	\$147.40	\$147.40	\$0.00	\$0.00	\$147.40	(\$4,644.90)		\$22,899.17
General Spendable Funds	\$12,326.67	\$157.93	\$157.93	\$0.00	\$0.00	\$0.00	(\$145.41)		\$12,339.19
TOTAL	\$363,360.86	\$17,405.33	\$17,405.33	\$0.00	\$0.00	\$0.00	(\$7,700.00)		\$373,066.19
Raymond James & Associates:									
Endowment Fund Investments	\$1,108,783.60					\$0.00	\$0.00	\$11,799.50	\$1,120,583.10
Endowment Cash	\$14,317.96					\$0.00	\$0.00	(\$1,411.92)	\$12,906.04
Sub-total Endowment Funds	\$1,123,101.56					\$0.00	\$0.00	\$10,387.58	\$1,133,489.14
General Spendable Funds Cash	\$713.60					\$0.00	\$0.00	\$0.18	\$713.78
General Spendable Mutual Funds	\$273,348.84					\$0.00	\$0.00	\$585.77	\$273,934.61
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00
Sub-total General Spendable Funds	\$274,062.44					\$0.00	\$0.00	\$585.95	\$274,648.39
TOTAL	\$1,397,164.00					\$0.00	\$0.00	\$10,973.53	\$1,408,137.53
Total All Funds	\$1,764,271.88	\$17,405.33	\$17,405.33	\$7,709.31	\$7,709.31	\$7,700.00	(\$7,700.00)	\$10,973.53	\$1,784,941.43

JULY 31, 2019

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JULY 31, 2019**

		Prior Month Balance 06/30/19	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 07/31/19
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$286,472.75	\$157.93	\$157.93	\$145.41	\$145.41	\$0.00	\$0.00	\$585.95	\$287,071.22
Restricted Funds:										
Memorials										
2012 Books & Bites at Baldwin Fundraiser		\$8,109.24	\$0.00	\$0.00	\$12.99	\$12.99				\$8,096.25
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00				\$2,154.75
2017 Books & Bites at Baldwin Fundraiser		\$276.87	\$0.00	\$0.00	\$0.00	\$0.00				\$276.87
2018 Books & Bites at Baldwin Fundraiser		\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00				\$22,516.82
2018 Books & Bites at Baldwin Fundraiser		\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00				\$25,618.99
2018 Youth Room Fundraising		\$148,825.35	\$17,000.00	\$17,000.00	\$0.00	\$0.00				\$165,825.35
Friends										
Adult Services Programs		\$5,985.35	\$147.40	\$147.40	\$1,655.59	\$1,655.59				\$4,487.16
Young Adult Programs		\$4,896.46	\$0.00	\$0.00	\$1,072.16	\$1,072.16				\$3,824.30
Youth Services Programs		\$11,832.29	\$0.00	\$0.00	\$1,913.47	\$1,913.47				\$9,918.82
Outreach & Equipment		\$226.71	\$0.00	\$0.00	\$0.00	\$0.00				\$226.71
Sub-total Restricted		\$230,470.77	\$17,147.40	\$17,147.40	\$4,654.21	\$4,654.21	\$0.00	\$0.00	\$0.00	\$242,963.96
Rotary Room Fund										
Naming Rights-Principal		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
Maintenance Funds		\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Total Gift and Tribute Funds		\$526,281.41	\$17,305.33	\$17,305.33	\$4,799.62	\$4,799.62	\$0.00	\$0.00	\$585.95	\$539,373.07
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$60,456.63	\$0.00	\$0.00	\$29.95	\$29.95	\$0.00			\$60,426.68
Adult Large Print		\$2,912.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$2,912.69
Adult Services Department		\$12,327.40	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$12,327.40
Adult Audio Visual		\$653.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$653.02
Adult Reference		\$19,640.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$19,640.29
Adult Programs		\$6,551.04	\$0.00	\$0.00	\$850.00	\$850.00	\$0.00			\$5,701.04
Adult Architecture		\$1,415.44	\$0.00	\$0.00	\$99.35	\$99.35	\$0.00			\$1,316.09
Youth Services Department		\$10,954.58	\$0.00	\$0.00	\$1,930.39	\$1,930.39	\$0.00			\$9,024.19
Youth Programs		\$695.03	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$695.03
Professional Development		\$5,635.93	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$5,635.93
Staff Appreciation		\$678.86	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$678.86
Sub-total		\$121,920.91	\$0.00	\$0.00	\$2,909.69	\$2,909.69	\$0.00	\$0.00		\$119,011.22
Total Endowment Investments		\$1,116,069.56	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,387.58	\$1,126,557.14
Total Endowment Funds		\$1,237,990.47	\$100.00	\$100.00	\$2,909.69	\$2,909.69	\$0.00	\$0.00	\$10,387.58	\$1,245,568.36
Total All Trust Funds		\$1,764,271.88	\$17,405.33	\$17,405.33	\$7,709.31	\$7,709.31	\$0.00	\$0.00	\$10,973.53	\$1,784,941.43

TRUST RECEIPTS
July 31, 2019

Trust Money Mkt General Funds:

Rashid Club America-In Honor of Jane C McKee	\$100.00	
Paypal Fee	-\$3.20	
Chemical Bank-Interest Income for June	<u>\$61.13</u>	
		\$157.93

2018 Youth Room Fundraising:

Anonymous	\$2,000.00	
Linda Buchanan	\$10,000.00	
Community House Foundation	<u>\$5,000.00</u>	
		\$17,000.00

Friends Adult Programs:

Registration Fee for 8/5 European Bouquet Program	\$147.40
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Friends Teen Programs:

Friends Youth Programs:

Friends Outreach & Equipment:

Memorial Fund:

Trust Money Mkt Endowment Fund:

David Underdown-Linne Underdown Hage Forester Endowment	\$100.00
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Total Receipts	\$17,405.33
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
07/18/2019	LIBRY	5136	000843	BAKER & TAYLOR BOOKS	2,640.25
07/18/2019	LIBRY	5137	004867	BALDWIN PUBLIC LIBRARY TRUST	36.76
07/18/2019	LIBRY	5138	008484	SARAH BOWMAN	226.81
07/18/2019	LIBRY	5139	003904	CAPITAL ONE BANK	852.09
07/18/2019	LIBRY	5140	003904	VOID	0.00 V
07/18/2019	LIBRY	5141	007878	ETHAN CRONKITE	55.06
07/18/2019	LIBRY	5142	008581	ENGLISH GARDENS	800.00
07/18/2019	LIBRY	5143	007084	CATHERINE GIMBY	41.15
07/18/2019	LIBRY	5144	004604	GORDON FOOD	293.47
07/18/2019	LIBRY	5145	009030	SYNTHA GREEN	152.01
07/18/2019	LIBRY	5146	MISC	KATE SOOD	150.00
07/18/2019	LIBRY	5147	008812	JOSEPH C. LEONE	850.00
07/18/2019	LIBRY	5148	MISC	MICHIGAN RECREATION SERVICES LLC	275.00
07/18/2019	LIBRY	5149	000481	OFFICE DEPOT INC	231.77
07/18/2019	LIBRY	5150	006432	ELISABETH PHOU	129.06
07/18/2019	LIBRY	5151	009060	ROSEMARY RETFORD	39.94
07/18/2019	LIBRY	5152	006753	BILL SCHULERT	395.00
07/18/2019	LIBRY	5153	008070	THE STORYTELLERS	350.00
07/18/2019	LIBRY	5154	007792	MARIA WILLIAMS	187.94

LIBRY TOTALS:

Total of 19 Checks:	7,706.31
Less 1 Void Checks:	0.00
Total of 18 Disbursements:	7,706.31