



LIBRARY BOARD MEETING

DECEMBER 16, 2019

Ashley Aidenbaum
PRESIDENT

Melissa Mark
VICE PRESIDENT

Frank Pisano
SECRETARY

James W. Suhay

Bob Tera

Jennifer Wheeler

Doug Koschik
LIBRARY
DIRECTOR



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 OF DIRECTORS

Aidenbaum, Ashley M.
PRESIDENT

327 Southfield Rd. Apt. 2CS
Birmingham, MI 48009
Home: (248) 892-2149
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Term expires 2021

Communications and
Personnel Committees

Mark, Melissa S.
VICE PRESIDENT

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Home: (248) 644-8451
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Term expires 2021

Communications, Building
and Personnel Committees

Pisano, Frank
SECRETARY

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Term expires 2021

Building and Finance
Committees

Suhay, James W.

740 Fairfax
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Term expires 2023

Building and Finance
Committees

Tera, Robert

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Term expires 2023

Finance and Policy
Committees

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Term expires 2023

Communications and
Policy Committees

Ahmet, Klea

STUDENT REPRESENTATIVE
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Term expires February 2020



LEARN. CONNECT. DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, December 16, 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 November 18, 2019 Board Meeting minutes. p. 7
- B. Approval of November 2019 vendor payments in the amount of \$212,759.78, including payments in excess of \$6,000. p. 11
- C. Approval of total expenses in the amount of \$412,340.79. p. 16

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 32
- D. Upcoming events of interest (Rebekah Craft) p. 76

III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 15
Motion: To grant the Village of Bingham Farms an extension until February 29, 2020, to give notice of termination of their contract with the Baldwin Public Library.
- B. Building Committee (Jim Suhay) p. 18

IV. Library Report and Renovation Update p. 27

V. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 43
- B. Beverly Hills (Lee Peddie, Beverly Hills Village Council)

- C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)
- VI. Unfinished Business
- VII. New & Miscellaneous Business
- VIII. Items Removed from Consent Agenda

- IX. Information Only
 - A. Letter from Melissa Mark to High School Juniors and Parents - Invitation for Application for Library Board Student Representative 2020 p. 54
 - B. Student Representative to Baldwin Public Library Board Application 2020 p. 55
 - C. *The Villager*, "Around the Community" 2019 Q4 p. 58
 - D. *Hometown Life* article, "Reception planned for newest Baldwin Public Library board member" p. 60
 - E. *Eagle* article, "Kids have their say at library with youth board meetings" p. 62
 - F. *Birmingham Magazine* article, "Day Date with the Family" p. 64
 - G. *Eagle* article, "Exam cram planned" p. 65
 - H. *Eagle* article, "Baldwin Public Library offers Creativebug" p. 66
 - I. *Eagle* article, "Baldwin to host annual cookie exchange" p. 67
 - J. *Eagle* article, "New faces voted onto Birmingham City Commission" p. 68
 - K. *The Oakland Press* article, "Birmingham Museum receives gift to distribute story of 1st Jews in city" p. 69
 - L. *The Oakland Press* article, "Birmingham Museum to present program on landmark Peabody's Restaurant" p. 70
 - M. *The Washington Post* article, "E-books at libraries are a huge hit, leading to long waits, reader hacks and worried publishers" p. 72
 - N. *Holland Sentinal* article, "Howard Miller Public Library offering curbside pickup service" p. 75
 - O. Upcoming events of interest p. 76

- 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: Wednesday, January 22, 2020 at 7:30 p.m.
Suggested motion: To adjourn the December 16 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).



**BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
November 18, 2019**

1. Call to Order and Roll Call:

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

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

Absent and excused: Student Representative Klea Ahmet.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: None.

Pisano read aloud the Library's Mission Statement

2. Consent Agenda:

Motion to approve the consent agenda.

1st Aidenbaum

2nd Pisano

A roll call vote was taken.

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

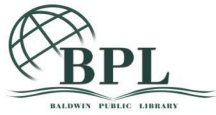
Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Commendation of Outgoing Board Member David Underdown:

During a reception prior to the Board meeting, Koschik had read aloud a commendation to David Underdown, to be found on page 14 of the November Board packet. Underdown had decided not to run for re-election this year after 12 years on the Board. Underdown spoke and expressed his gratitude to the Board, Director, Associate Director, and staff of Baldwin Public Library for their support during his tenure. He appreciated especially his service on the Building Committee; for him, it was a laboratory of creativity and problem-solving. Underdown ended by stressing the Library's value to our community.



4. Election of Officers for 2019-2020:

Motion to elect Ashley Aidenbaum as President.

1st Tera
2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Tera, the outgoing President, turned the meeting over to Aidenbaum, the new President.

Motion to elect Melissa Mark as Vice President.

1st Aidenbaum
2nd Pisano

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to elect Frank Pisano as Secretary.

1st Mark
2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

5. Board Reports and Special Announcements:

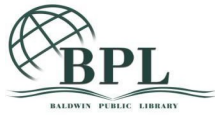
Wheeler introduced herself and expressed that she is grateful and happy to serve the Board and Library.

Pisano acknowledged the following staff anniversaries and gave thanks to these staff-members for all that they do for the Library and the community: Betty Tremba (19 years); Phebe Wong (17 years); Susan Dion (14 years); Bart Giola (12 years); and Cathy Gimby (8 years).

Craft reported upcoming events of interest, details of which can be found on page 134 - 135 of the November Board Packet.

6. Board Committee Reports

Finance Committee: Tera reported that the Committee met on Monday, November 11, 2019 at 4:30 p.m. Complete details of that meeting can be found on page 16 of the November Board packet. Plante Moran representatives attended the meeting and presented the audit report for FY 2018-2019, which gave Baldwin Public Library a clean opinion. The FY 2019-2020 budget continues to track well. The next meeting of the Finance Committee will take place on Monday, December 9, 2019, at 4:30 p.m.



Motion to accept Plante Moran’s audit report for FY 2018-2019.

1st Tera
2nd Pisano

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Building Committee: Suhay reviewed notes from the most recent month’s working sessions, which can be found on pages 21 - 30 of the November Board packet. He remarked on surprises that had been uncovered during the demolition process, which highlights the importance of having a budget contingency. Suhay also discussed the sprinkler-head mounting in the canopy over children’s play area; canopy lighting alternatives; concrete floor-leveling plans; developments concerning brick, limestone, and leaded glass repair; and proposed solutions for the HVAC system problem affecting the Library Director’s office.

Suhay remarked positively on the efficiency and cooperation within the Building Committee, and acknowledged support from Board members Melissa Mark and Frank Pisano; staff members Doug Koschik, Rebekah Craft and Stephanie Klimmek; City of Birmingham officials Bruce Johnson and Mike Morad; and staff from the Dailey Company and Luckenbach Ziegelman Gardner. He stated that the Building Committee believes it can bring in the Youth Room project at, or under, the budget.

7. Library Report and Renovation Update

Koschik discussed the proposal from the Kent District Library Director to amend the Michigan Library Privacy Act. He will keep the Board up-to-date on this issue as the legislature proceeds to debate this bill. He also reported on plans for a donation plaque in the new Youth Room; progress on installing a new sculpture on the southwest lawn of the Library; and new equipment and programs in the Idea Lab. He noted that Youth Room renovation photos can be found on pages 51 - 56 of the November Board packet.

Craft noted that the annual Battle of the Books had begun and thanked the Friends for agreeing to pay to bring author Angela Cervantes to visit Birmingham and make a presentation about her book to fourth- and fifth-graders in the public schools. She discussed the creation of new marketing materials in collaboration with graphic designer Michelle Hollo, and gave a report of new staff hires: Robert Stratton, Administrative Assistant; Lauren Clifford, Technical Services Assistant; and Cheyenne Kennard, Page. Rebekah also reported on staff reactions to the Michigan Library Association conference and the YALSA conference. A total of seven employees attended these two conferences. Craft ended up by describing the November 7 induction ceremony of Martha Baldwin into the Michigan Women’s Hall of Fame. Craft attended that ceremony.

Koschik gave thanks for the contributions to the Clarice Taylor Endowment Fund and the Linne Underdown Hage Forester Endowment Fund, which fund staff attendance at continuing education programs and conferences. Pisano commented on the fruitfulness of staff attending these events and the contributions to the Library that employees bring back.

Complete details of the Library Report can be found on pages 31 - 49 of the November Board packet.



8. Liaisons

Friends: Ryndee Carney remarked on the success of the fall used book sale, which brought in slightly over \$10,000. She thanked the Board members who attended. Donations of leftover materials were made to "Operation Paperback," the Detroit Children's Museum, and a couple of Pontiac schools. Currently-paid Friends membership now numbers between 250 and 300 people; 57 new members signed up during book sale. The Friends' sale desk across from Circulation accounted for \$711 in sales in October. At their November 12 meeting, the Friends Board approved a \$19,450 wish list from the Library.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

9. Unfinished Business: None.

10. New & Miscellaneous Business: Aidenbaum appointed Wheeler to both the Communications Committee and the Policy Committee.

11. Items Removed from Consent Agenda: None.

12. Information Only: See pages 58 - 134 of the November Board packet.

13. General Public Comment Period: None.

14. Adjournment:

Motion to adjourn the meeting.

1st Tera

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:28 p.m. The next regular meeting will be on Monday, December 16, 2019 at 7:30pm

Frank Pisano, Secretary

Date

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

Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	857.90
	000843	BAKER & TAYLOR BOOKS	14,894.56
	000421	BLACKSTONE PUBLISHING	371.98
	MISC	CHH INCORPORATED	148.23
	007615	CINTAS CORPORATION-K11	205.64
	004680	DALTON COMM. CLEANING CORP	495.00
	005651	FINDAWAY WORLD, LLC	539.92
	008164	GARY EISELE	49.30
	MISC	HW WILSON	252.50
	008827	KANOPY, INC	541.00
	000287	LIGHTING SUPPLY COMPANY	289.33
	007927	MICHELLE HOLLO	1,268.75
	002013	MIDWEST TAPE	5,989.43
	000481	OFFICE DEPOT INC	251.44
	007678	PENGUIN RANDOM HOUSE LLC	24.00
	000733	RECORDED BOOKS, LLC	246.81
	007098	SHAW SYSTEMS & INTEGRATION	208.00
	001614	TESTING ENGIN & CONSULTANTS INC	494.00
	000158	VERIZON WIRELESS	105.68
	000839	WORLD BOOK INC	999.00
	MISC	WP COMPANY LLC	2,000.00
1737	009126	AMAZON CAPITAL SERVICES INC	121.23
1753	003527	LOWER HURON SUPPLY CO INC	473.51
1758	005861	UNIQUE MGMT SERVICE, INC	71.60
1767	009126	AMAZON CAPITAL SERVICES INC	431.68
270160	003904	CAPITAL ONE BANK	3,763.02
270165	007822	REBEKAH CRAFT	102.72
270185	003613	EBSCO INFORMATION SERVICES	19,610.25
270195	003916	FRIENDS OF BALDWIN LIBRARY	1,336.50
270201	000249	GUARDIAN ALARM	197.41
270206	MISC	INNOVATIVE USERS GROUP	100.00
270213	007492	STEPHANIE KLIMMEK	13.80
270215	000773	DOUGLAS KOSCHIK	13.92
270230	007659	MICHIGAN.COM #1008	195.01
270243	000678	OCLC, INC.	300.81
270248	007678	PENGUIN RANDOM HOUSE LLC	37.50
270251	006432	ELISABETH PHOU	29.99
270261	000759	SEAHOLM HIGH SCHOOL	130.00
270264	MISC	SOUTH HAVEN MEMORIAL LIBRARY	24.50
270265	005862	VICTORIA SOWER	33.61
270266	007907	SP+ CORPORATION	1,400.00
270295	006638	ACTION MAT & TOWEL RENTAL	43.50
270304	006759	AT&T	675.24
270306	000408	BALDWIN PUBLIC LIBRARY	61.32
270307	004867	BALDWIN PUBLIC LIBRARY TRUST	1,008.67
270326	000627	CONSUMERS ENERGY	1,270.00
270331	009024	THE D.M. BURR GROUP	3,221.32
270338	000179	DTE ENERGY	3,574.49

Register of Claims

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

Check Number	Vendor #	Vendor	Amount
270346	004493	ELITE IMAGING SYSTEMS	447.28
270357	006666	GRID 4 COMMUNICATIONS INC.	275.06
270375	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	6,626.00
270394	007588	PERMACARD	232.60
270413	008327	THE DAILEY COMPANY	136,026.90
270423	009026	WELLS FARGO VENDOR FIN SERV	677.87
Total:			212,759.78

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee
Building Committee

December Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, December 9, 2019, at 4:30 p.m. in the Jeanne Lloyd Room. Present were Jim Suhay, Frank Pisano, Doug Koschik, and Rebekah Craft.

- Koschik discussed the FY 2019-2020 budget. The budget is tracking well after five months. In November two large payments were made for the Youth Room project: one to The Dailey Company and one to Luckenbach Ziegelman Gardner Architects.
- Koschik noted the Bingham Farms contract with Baldwin will roll over for another two years on July 1, 2020, unless the Village of Bingham Farms gives notice six months in advance. The Village has requested that both sides review the contract, which hasn't been done since 1993. That will take a few weeks, so the Village is requesting that the Library Board pass a resolution stating that Bingham Farms has until February 29, 2020, to give notice. That will allow the Village and the Library two months to review the contract and consider modifications.
- Craft discussed the November Trust expenditures with the Friends of the Baldwin Public Library's funds.
- Pisano reported about the City Investment Committee meeting he attended.
- The next meeting of the Finance Committee will take place on Monday, January 13, 2020, at 4:30 p.m. Ron Carpenter of Raymond James will attend the meeting and discuss the performance of the Library Trust's investments.

FINANCIAL REPORT: November 2019

This report references the Revenue and Expense Report 2019-20, found on the following page. At 41.67% of the way through fiscal year 2019-2020, the Library has spent 31.1% of its budget and received 81.1% of its revenue. By this point of the year, the Library was budgeted to have spent 41.7% of its budget and to have received 80.5% of its revenue.

Payment was made to The Dailey Company for Youth Room Renovation (progress payment of \$136,026.90); Ebsco for subscriptions (\$19,610.25); Luckenbach-Ziegelman Architects for Youth Services renovation (\$6,626.00); and partial payment to Plante Moran for audit services (\$4,065.00).

Vendor payments in excess of \$6,000:

Baker & Taylor Books	\$14,894.56
The Dailey Company	\$136,026.90
Ebsco	\$19,610.25
Luckenbach-Ziegelman Architects	\$6,626.00
Total vendor payments in excess of \$6,000	<u>\$177,157.71</u>

Balance of vendor payments less than \$6,000	\$35,602.07
Total vendor payments	<u>\$212,759.78</u>

City of Birmingham allocations:

Payroll Period Ending 11/02	\$94,637.83
Payroll Period Ending 11/16	\$83,187.12
Employee Health Care Payroll Deduction	(\$637.04)
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	<u>\$4,373.50</u>
Total Payroll	\$188,491.33
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Plante Moran Audit for 2018-2019	\$4,065.00
Credit Card Processing Fee	
Total City of Birmingham allocations	<u>\$201,926.18</u>

Reconciling adjustments:

Friends Book Sale Charges	(\$1,336.50)
Youth Room Donation via Credit Card	(\$1,000.00)
Adult Program Fee Fall Fragrances	(\$8.67)
Total Recon Adjustments	<u>(\$2,345.17)</u>

Total expenses for the month	<u><u>\$412,340.79</u></u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2019-20
NOVEMBER 2019

	Approved 2019-20 Budget	Current Month Budget November 2019	Current Month Actual November 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
								41.67%		5th Month of the year
REVENUES										
TAXES	\$3,385,950	\$0	\$0	\$0	\$3,385,950	\$3,385,950	\$0	100.0%	\$3,249,870	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$1	\$1,251	(\$6,250)	(\$136)	\$6,114	0.9%	\$74	-0.5%
COUNTY AND STATE REVENUE	\$104,300	\$0	\$0	\$0	\$7,200	\$7,110	(\$90)	6.8%	\$7,217	7.0%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$924,890	\$154,853	\$155,698	\$845	\$230,504	\$231,349	\$845	25.0%	\$196,679	21.9%
PATRON USE REVENUE	\$81,150	\$6,700	\$4,365	(\$2,335)	\$33,500	\$29,752	(\$3,748)	36.7%	\$40,004	48.4%
INVESTMENT INCOME	\$52,290	\$4,358	\$5,472	\$1,114	\$21,789	\$24,691	\$2,902	47.2%	\$11,453	31.0%
TOTAL REVENUE	\$4,533,580	\$164,661	\$165,535	\$874	\$3,672,693	\$3,678,716	\$6,023	81.1%	\$3,505,298	80.5%
EXPENSES										
PERSONNEL SERVICES	\$2,374,870	\$171,000	\$188,491	\$17,491	\$899,000	\$934,566	\$35,566	39.4%	\$842,984	37.1%
SUPPLIES	\$96,000	\$8,000	\$4,250	(\$3,750)	\$40,000	\$38,003	(\$1,997)	39.6%	\$28,359	37.6%
CONTRACTED SERVICES	\$383,600	\$30,000	\$26,084	(\$3,916)	\$132,000	\$132,427	\$427	34.5%	\$232,533	65.6%
TECHNOLOGY & MAINTENANCE	\$123,500	\$4,000	\$1,804	(\$2,196)	\$37,000	\$66,310	\$29,310	53.7%	\$41,481	27.7%
UTILITIES	\$102,000	\$5,700	\$4,844	(\$856)	\$42,700	\$42,814	\$114	42.0%	\$40,822	40.6%
OTHER CHARGES	\$75,770	\$4,000	\$2,158	(\$1,842)	\$35,000	\$32,243	(\$2,757)	42.6%	\$32,325	48.9%
BUILDING IMPROVEMENTS & FURNISHINGS	\$2,408,000	\$138,000	\$137,865	(\$135)	\$429,000	\$431,094	\$2,094	17.9%	\$71,975	59.0%
COLLECTIONS	\$647,010	\$58,000	\$46,843	(\$11,157)	\$268,000	\$254,465	(\$13,535)	39.3%	\$264,701	45.0%
TOTAL EXPENSES	\$6,210,750	\$418,700	\$412,341	(\$6,359)	\$1,882,700	\$1,931,923	\$49,223	31.1%	\$1,555,180	41.7%
VARIANCE	(\$1,677,170)	(\$254,039)	(\$246,805)	\$7,234	\$1,789,993	\$1,746,793.12	(\$43,200)			
FUND BALANCE-BEGINNING OF YEAR						\$1,961,960				
FUND BALANCE-CURRENT						\$3,708,753				

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.

Construction Committee Working Session Notes

project	BPL Youth Services – Renovation / Addition
date	November 18, 2019, 1:30 – 2:30 p.m.
location	Jeanne Lloyd Room
attending	Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek Phase 2 Construction Committee (Committee): M. Mark, F. Pisano, J. Suhay City of Birmingham (City): B. Johnson, M. Morad Luckenbach Ziegelman Gardner (LZG): R. Ziegelman, K. Swanson, J. Gardner (via phone) Dailey (Dailey): D. Bernard, D. Meyers, P. Danko

Construction Progress Update

- Meyers reported that the underground electrical and the underground plumbing have been completed.
- The pouring of the concrete floor has been rescheduled for Wednesday, November 20, after repairs pointed out by the testing engineer have been completed. The floor trenches with electrical and data cabling will be filled in with concrete at the same time.
- Late this week, workers will pour trenches and start framing walls.
- The sheet metal for ductwork is arriving on Wednesday.

Ceiling Drop Design Review

- Ziegelman presented updated drawings of the Youth Room ceiling. The Story Room will now have various ceiling heights to accommodate an existing ceiling beam that cannot be removed. This will add interest to the ceiling. The new design creates a cove ceiling effect over the play area and shelving area.
- The entryway to the Story Room will be the same height as the Youth Room. The exterior border of the Youth Room has a higher ceiling along the curtain wall.

Location of Blinds

- Ziegelman shared photos of the Bank of Ann Arbor interior and exterior views and encouraged members of the Construction Committee to visit the Bank of Ann Arbor building in person to examine how the blinds interact with the glass and mullions. The blinds in that building are 12 inches from the exterior glass windows.
- LZG noted that
 - The window blinds will be 9' wide.
 - The casings will not be hung at the top of the ceilings.
 - The shade casings will be hung outside the mullions.
 - The window mullions are 6" deep.
 - The edges of the study tables will be butted right up to the window mullion, with 6" between the edge of the table and the inside of the mullion.
 - In the Story Room, the blinds will reach all the way down to the floor.

- BPL staff and Board members will visit the Bank of Ann Arbor and let LZG know whether a 12-inch gap between the windows and the blinds is acceptable.

Cost for phase 3 - New estimate

- Joe Valentine has requested an updated cost estimate for Phase 3 to be presented at the City Commission's Long Range Planning meeting at the end of January 2020. Koschik requested that the estimate be finalized before December 23.
- Rather than simply applying an updated annual inflation factor to the 2016 Phase 3 cost estimate, which was developed by Frank Rewold & Sons, LZG recommends that it give Dailey the currently existing plans, drawings, and perspectives for Phase 3, and that Dailey use cost levels from the 2019 Youth Room project to update the Phase 3 quote.
- Mark expressed concerns about the cost of deriving these cost estimates. LZG will provide information to Dailey. If there is extra work, LZG will advise BPL on its fees. Dailey will also advise BPL on any costs it would be charging for a cost estimate.
- Gardner noted that this is an update in cost assumptions, not an update to drawings.
- Bernard noted that Phase 3 involves a new elevator and also upgrades to the existing HVAC system. These are expensive items.

RFI's & Submittals Update

- LZG is reviewing an RFI about the ceiling grills.

Curtain Wall Shop Drawings

- DC has received the revised drawings from its subcontractor. Dailey and LZG will meet to go over the drawings.

Invoices

- LZG has received an invoice from Dailey. LZG will review it and pass it along to BPL for payment. Dailey issues and sends invoices on the 30th of each month.

Limestone Base on 1927 Building Brick Wall

- Bernard had received a quote for the plaster recreation of the limestone base on the east wall and reported to the Committee that it could be done for \$23,000, on a not-to-exceed basis. The Committee agreed this was too much and decided, instead, to have a new limestone base installed on the east wall. The cost of the limestone base will be \$13,570.

LZG and Dailey are meeting with Desai Nasr to review the cross-bracing in front of the south wall of the 1927 building on November 18 at 2:30 p.m.

Ziegelman noted that he is meeting with an architect who specializes in lead window restoration on November 18 at 3:00 p.m.

Next Meeting Time and Date

Monday, December 2 at 1:30 p.m., in the Jeanne Lloyd Room on the Library's second floor.

Construction Committee Working Session Notes

project	BPL Youth Services – Renovation / Addition
date	December 2, 2019, 1:30 – 3:00 p.m.
location	Jeanne Lloyd Room
attending	Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek Phase 2 Construction Committee (Committee): F. Pisano City of Birmingham (City): B. Johnson, M. Morad Luckenbach Ziegelman Gardner (LZG): R. Ziegelman, J. Gardner Dailey (Dailey): D. Bernard, D. Meyers, P. Danko

Ceiling Drop Design Review

- Gardner shared updated drawings of the Youth Room ceiling. The green portion of the drawing is the highest point of the ceiling and is 11'2" tall. The pink portion of the ceiling adjacent to the highest portion of the ceiling is 8'11". The remainder of the ceiling throughout the entire Youth Room is 9'4".
- The new layout of the ceiling has a 5" drop that hides the steel reinforcing tubes along the north and east side and that ends just outside the Story Room.
- Removing the steel tube by the Story Room, which Nasr has given permission to do, allows the architects to keep the ceiling 9'4" in most of the Story Room.
- Ductwork along the south and east sides of the Story Room also requires a 5' ceiling drop that would, in effect, be a continuation of the drop along the "circulation area" (i.e., the walkway along the north and east sides.) Meyers noted that 40-50' of ductwork has already been installed.
- This new design drops the height of the cabinetry by 5" in the Story Room work area. Klimmek asked LZG to also drop the cabinetry 5" (rather than shortening it by 5") to keep the full amount of storage space.

Blind Positioning (Review of Bank of Ann Arbor "Field Trips")

- Library staff and Board members did not like the location of the blinds at the Bank of Ann Arbor and noted that the distance away from the glass was not appropriate for the Youth Room. LZG stated that the blinds will be attached directly to the mullions and will be 5" away from the glass.
- The blinds will be black and will not too visible in the daytime.
- LZG provided two different height locations for the blinds (option 1: at the top of the bronze band position, where the glass meets the ceiling OR option 2: at the bottom of the bronze band position along the bottom of the highest section of limestone). Staff was concerned that placing the blinds at the lower level, where the windows are not fully covered, will mean that bands of bright sunlight will enter the building during story times. LZG will put together a few diagrams to show the lighting location at several times throughout the day.
- Danko suggested talking to LDA to have their blind contractor determine the best location for the blinds. Karen will talk with LDA about placing the blinds and optimal widths.

Staff Office Wall Restoration and Ductwork Leading to Director's Office

Dailey will put together a quote for a minor restoration of the staff office wall and east wall of the original building. This will include the following repairs:

- Restore limestone on east elevation (\$13,570)
- Relocation of ductwork (approximately \$4,000)
- Framing and drywall on north side of east wall (by the entrance to the Grand Hall) and west side of south wall (to the west of the column) (TBD)
- Replacing broken glass in damaged east window (approximately \$1,000)
- Placing semi-opaque film on the glass to obscure the concrete blocks behind the east window (TBD)
- Credit for portion of area not being restored

Change Order 11 – Electrical Floor Devices

- BPL asked for clarification on the unexpected charge for different electrical floor boxes. LZG will ask for clarification from Peter Basso and Associates.
- The new boxes have already been installed.
- LZG has marked on the plan clarifications for the box types and has sent Dailey correspondence regarding the costs from Peter Basso. A revised estimate should be forthcoming from EL Electrical.

Change Order 12 – Steel Tube Removal at Column Line 1 / between Column Lines F & A

- BPL asked for clarification on this charge. Gardner noted that the structural drawings showed that the top tube of steel should remain and the structural engineer had originally wanted to keep the tube steel. Dailey's bid did not include removal of the top tube.
- Danko recommended having their demolition company remove the steel at a rate of "not to exceed time and materials of \$2,542."

Phase 3 Conceptual Cost Estimate

Bernard and Wheeler will work on this updated cost estimate and will deliver to the Library by December 31. Dailey will not charge for this estimate.

Curtain Wall Shop Drawings

LZG needs a final curtain wall drawing from the glazer.

Construction Progress Update

- The trenches were filled in with concrete on Wednesday.
- This week, the crew will be focusing on hanging ductwork in the addition, pulling strings and floor box wiring, interior framing of the radius corner in the hallway, moving chase steam lines, rough electrical and plumbing, lighting circuits, and ceiling framing.
- The glass contractor will install a sample glass section.

- The addition will need to be tented so that the drywall contractor can finish the 3' band of drywall along the outer edge of the building before the glass is installed.

The next meetings will be held on

- December 9 at 1:30 p.m., December 16 at 1:30 p.m., and December 30 at 1:30 p.m.

Construction Committee Working Session Notes

project	BPL Youth Services – Renovation / Addition
date	December 9, 2019, 1:30 – 3:00 p.m.
location	Jeanne Lloyd Room
attending	Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek Phase 2 Construction Committee (Committee): F. Pisano, M. Mark, J. Suhay City of Birmingham (City): B. Johnson, M. Morad Luckenbach Ziegelman Gardner (LZG): R. Ziegelman, J. Gardner, K. Swanson Dailey (Dailey): D. Bernard, D. Meyers, P. Danko

Staff Office Ductwork vs. Split System

- LZG and Dailey explained the proposed ductwork to representatives from BPL. The ductwork would be a means of bringing HVAC to the Library Director's office and would not cover any of the east window on the south wall of the 1927 building.
- The alternative to the ductwork would be a split system. By Dec. 11, Peter Basso (PBA) will prepare drawings of a split system, at no charge, and send them to Dailey for a cost estimate. This would be a schematic design for cost-estimating purposes only. If BPL chooses to move forward with a split system, construction documents for it would be required as an amendment to the contract and work. In that case, PBA would require a fee for engineering services. LZG will request an estimate from PBA for these engineering services.
- Dailey will present the costs of both options at the Dec. 16 working session. The Committee will make a final decision at that time.

Staff Office Cost Estimate Comparison Updates

- The Committee approved Change Order Request #14, in the amount of \$14,663, to pay for the work listed below. Approval of this COR means that the western part of the south wall of the 1927 building will be covered in drywall. Because of the extensive damage to the south wall when the Youth Room was first built 60 years ago, restoring it in full would have cost approximately \$10,000 extra. For that reason, and also because drywall would actually look and work better for this office space, BPL has decided not to spend the money to restore that portion of the wall. The brick wall and the window will remain under the drywall in case BPL decides to restore it at some point in the future. The eastern part of the south wall will be restored, however, which will help to achieve the goal of exposing the original walls and thus honoring the 1927 building.
 - Remove the damaged limestone base and install a new limestone base.
 - Install drywall partition with blocking for cabinets over steel cross bracing.
 - Eliminate C5x9 channel at cross bracing. (This is a credit.)
 - Replace broken glass in east window at 1927 wall.
 - Install window film on east window.
 - Permanently close west window in lieu of cleaning the brick behind the drywall.

Blind positioning/Color Review

- LZG shared a sunlight plan showing where sunlight would enter the Youth Room and Story Room above where LZG has proposed to place the top of the blinds. The path of the sunlight would vary through the year, but sunlight would get through to the floor at most times, although sometimes it would be only in a narrow beam and only during the afternoon.
- Craft requested that the top of the blinds be higher up in order to be able to fully cover the windows, so that sunlight can be properly blocked.
- LZG believes that this location would be aesthetically displeasing when the blinds are drawn and the Youth Room is viewed from Shain Park and the south.
- BPL reiterated that it views the function of the blinds as the number one priority, and functionality calls for blocking out the sunlight. Library patrons would be far more upset about sunlight in their eyes, blinding them, than they would be about the aesthetics. BPL views the cost of the blinds as the next highest priority.
- LZG will look for another solution, which will satisfy BPL's desire for blocking out the sunlight entirely, and at the same time be aesthetically pleasing and low-cost. As part of the process, LZG will create a mockup that can be viewed in various locations.
- The blinds will be controlled via radio frequency.

Change Order 11 – Electrical Floor Devices

- Based on a description of the electrical box type from the electrical engineer, Gardner had mistakenly thought that the electrical floor devices would be monument-style boxes. The cost listed on the current change order request is not final, however. The final floor box selection is in progress, and the cost for these new boxes may be less than the one quoted in the change order request.

Change Order 12 – Steel Tube Removal at Column Line 1, Between Column Lines F & A

- Danko confirmed that Gen Oaks will remove the steel at a rate of "time and materials, not to exceed \$2,542."

Construction Progress Update

- The new roof will be installed on Thursday.
- Drywall ceiling and ductwork are in progress this week.
- Home-run circuits and access points to LED lighting are being run this week.
- The curtain wall mockup is in progress and will be finished as soon as possible.
- Meyers will update the construction schedule.
- Restroom demolition will begin on January 2, and construction will take seven weeks.
- Meyers will provide an aquarium installation date to Swanson.

Field Issue

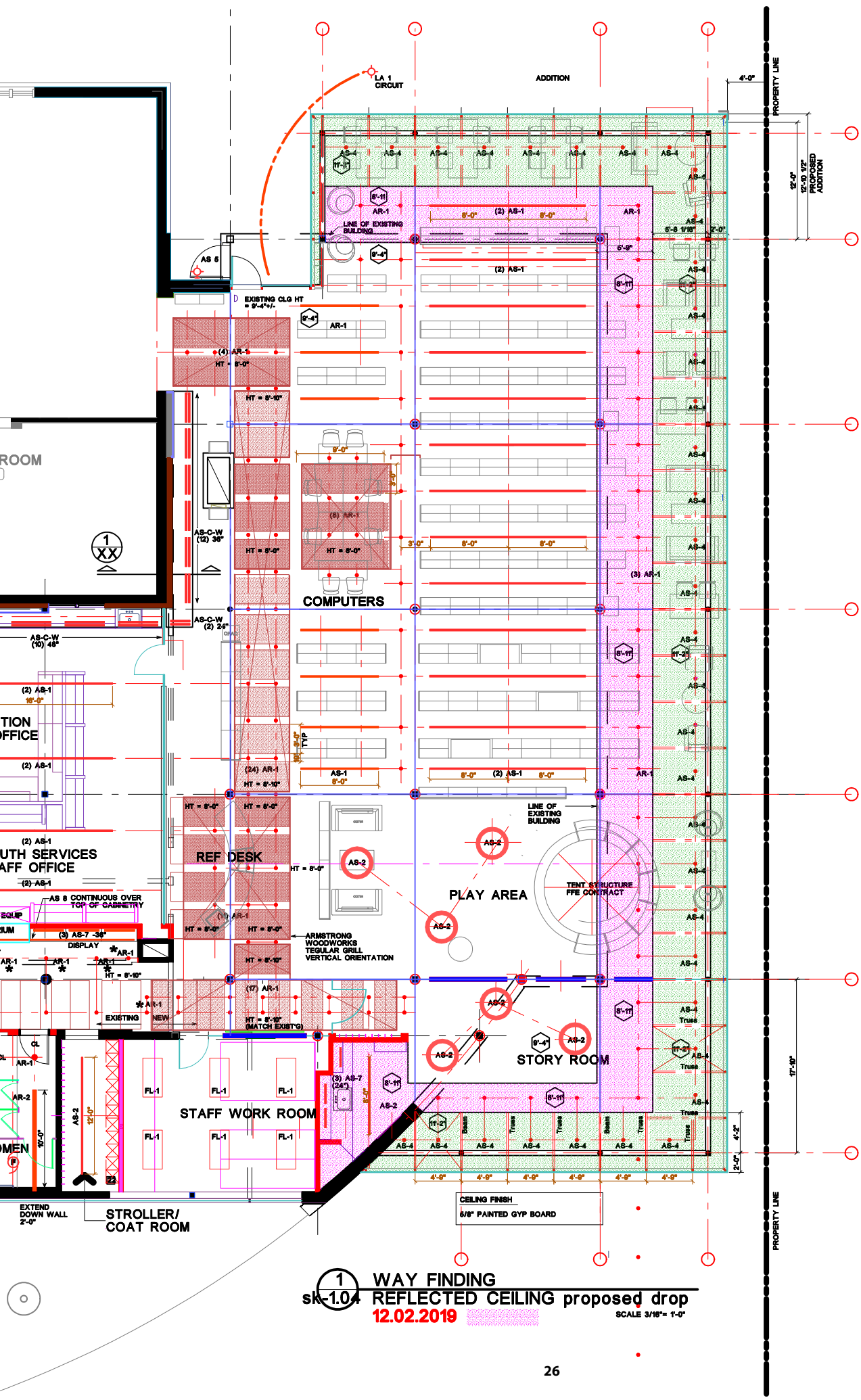
- The original plans for relocation of the radius wall in the lobby will need to be adjusted. Steam and hot water lines are running where the new wall was originally designed to be installed. The wall will be moved a few inches south, and the pipes will be placed in the wall cavity. LZG will adjust the drawings. This will result in the corridor

to the Youth Room being slightly less wide than originally anticipated in a small section of the west end of the corridor.

Phase 3 Conceptual Cost Estimate

- Bernard and Wheeler will work on this updated cost estimate and will deliver it to the Library by December 31. Dailey will not charge for this estimate.

The next working sessions will be held on December 16 at 1:30 p.m. and December 30 at 1:30 p.m.



**Luckenbach
Ziegelman
Gardner
Architects
PLLC**

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**BALDWIN
PUBLIC
LIBRARY**

300 West Merrill Street
Birmingham, MI 48009

**Youth Services
Renovation /
Expansion**

**REFLECTED CLG
/ LIGHTING PLAN**

DATE DEC 12, 2019 BPL REVIEW

Project Number 3017

Sheet Number

1 WAY FINDING
sk-10.4 REFLECTED CEILING proposed drop
12.02.2019
SCALE 3/16" = 1'-0"

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: November 2019

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 19-20 End of Q2 Target
Financials					
Revenues	\$ 165,535	\$ 205,450	\$ 3,678,716	\$ 3,505,298	
Expenses	\$ 412,341	\$ 355,891	\$ 1,931,923	\$ 1,555,180	
Circulation					
Circ (Charges & Renewals)	41,793	39,845	243,841	219,039	258,109
Self-Check Usage	21.7%	23.9%	17.4%	23.0%	20.0%
% of Circ by Residents*	92.3%	92.2%	88.3%	92.1%	92.0%
% of Circ by Non-Residents	7.7%	7.8%	11.7%	7.9%	8.0%
Interlibrary Loans					
Items borrowed	1,073	635	4,764	3,943	
Items loaned	705	570	4,477	4,268	
Technology Usage					
Database Sessions	1,930	1,243	7,602	6,009	7,852
Downloadable Content	9,125	8,761	50,162	41,916	50,890
Public Computer Usage	1,017	1,137	5,825	5,632	7,183
Wireless Sessions	20,158	24,068	104,276	118,697	135,000
Website Hits/Pageviews	21,463	23,859	109,450	127,313	151,972
Program Attendance					
Adults	340	251	1,898	1,979	
# of Programs for Adults	20	16	116	103	
Teens	162	155	511	868	
# of Programs for Teens	4	11	30	59	
Youth	1,120	1,088	10,520	11,249	
# of Programs for Youth	57	49	266	252	
Computer Classes	23	37	170	189	
# of Computer Programs	7	9	45	45	
Online Video Views	32	32	155	244	
Idea Lab Certifications	32	7	84	31	
Idea Lab Visits	200	200	1,380	809	1,200
Total Program Attendance	1,909	1,770	14,718	15,369	13,418
Total # of Programs	88	85	457	459	384
Outreach Attendance	200		2,475		
# of Outreach Programs	12		64		
Gate Count					
	18,807	20,477	128,883	116,156	137,525
Volunteer Hours					
	362	343	1,515	1,190	1,273
Social Media					
	New Users	New Users LY			
e-Newsletter Subscribers	-2	2	2073	1923	2057
Facebook Page Likes	31	14	2289	2019	2234
Twitter Followers	7	5	1271	1182	1268
Instagram Followers	29	28	1323	582	1216

*Residents include people who live, work, or own property in our service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills

Strategic Plan Status Report

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

Services and Programs

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

DSLRT Report update

Baldwin submitted its annual response to the DSLRT (Detroit Suburban Librarians Roundtable) survey in November.

Curbside Pickup

Our curbside pickup service is steadily growing in popularity and we have a handful of patrons who use the service multiple times per week. On December 9, a reporter from Birmingham's *Burb* magazine interviewed Craft about the service. It will be featured in an article about hidden gems in Birmingham in January 2020. Kristen Tait continues to field calls about the logistics of the service from libraries in Michigan and Utah who are considering adding curbside pickup.

Financial Stability

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

Library Receives Grant from Woman's Farm & Garden Association Bloomfield Hills Chapter

The Association awarded the Library a grant of \$1,200 to purchase a dogwood tree for the new Children's Garden. Thanks to Melissa Mark for compiling and submitting the grant for consideration.

Naming Rights for Ileana Thal Reference Desk

The Adult Reference Desk has been renamed the Ileana Thal Reference Desk in memory of long-time Baldwin Reference Librarian Ileana Thal.

After earning her Master's Degree in Library Science from the University of Michigan in 1983, Ileana worked at Baldwin for over 18 years. After retiring, she continued her dedication to Baldwin by serving on the Baldwin Public Library Board of Directors for eight years, including a term as Library Board President. In 2012, she established a Library endowment fund in her name, from which earnings are withdrawn each year to benefit the Library.

In 2015, Ileana passed away. Earlier this year, her husband Bruce and children Robert, Denise, and Susan expressed interest in donating money for the naming rights of the Reference Desk where she

worked with such devotion for two decades, and that transaction has now been completed. Ileana was a truly marvelous person who cared deeply about our Library and the community it serves. It is a great honor to have the Reference Desk named after her.



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:

- Baldwin Public Library Hosts Cookie Exchange
- Baldwin Public Library Solicits Student Input
- Baldwin Public Library Board Seeks Student Representative
- Baldwin Public Library Hosts Winter Reading Challenge

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, which can also be found on pages 83-93 of the Information Only section:

- Youth posters to advertise winter programs
- Baldwin book clubs – brochure, bookmark, flier, poster header
- December & January construction wall coloring sheets
- Youth Services thematic display poster headers

As a gift to the Library, Michelle redesigned the Library Board Packet cover, mission statement page, and Board roster. Michelle says:

Doug, Rebekah and Library Board,

I am unable to make it to the meeting this evening, but I sincerely hope that you enjoy the new look for the Board Meeting packet.

It is my gift to Baldwin as a "Thank You" for allowing me the opportunity to continue working as your Graphic Designer.

I am very fortunate to work with such great people and for an equally great institution!

Happy Holidays to everyone and wishes for a very Happy New Year!
-Michelle Hollo

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

362 volunteer hours were utilized in the month of November.

Communications with Staff

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

Staff Updates

Mary MacMillan, Circulation Assistant, reached 5 years of service on December 16.

Megan Novak, Student Intern, reached 2 years of service on December 2.

Staffing Update

Anthony Bogucki has worked at Baldwin as a weekend Operations Assistant for the last three years. His last day at Baldwin will be Sunday, December 15 as he leaves to pursue his photography business full-time. Anthony has been an asset to Baldwin. Projects he has taken on include painting the pillars in the Grand Hall, painting the Rotary Room and lower level hallway, assembling furniture, installing new signage in the Grand Hall, assisting with the volunteer luncheon, and keeping all of our clocks ticking at the right time.

We are in the process of interviewing candidates for an Operations Assistant part-time position to replace Anthony.

We are also in the process of interviewing candidates for a part-time Information Technology Assistant. This is a newlycreated position and will help provide the Library will full IT coverage on evenings and weekends.

Staff Cross-Training

Throughout the winter months, staff members who have begun work at Baldwin in the Adult, Youth, and Circulation department in the last 18 months will be cross-training with other departments. This will give staff members a chance to learn how each department works, commonly asked questions, and daily procedures.

Imagine Your Story Workshop

On November 18, Youth Librarians Donna Smith and Rosemary Retford attended a workshop at the Bloomfield Township Public Library called *Imagine Your Story: Ideas & Tips* presented by the Library of Michigan's Youth Services Advisory Council. Presenters at this daylong workshop shared ideas designed for the Collaborative Summer Library Program's 2020's summer reading program, including programming and craft ideas, story time tips, and virtual reality experiences and how to share them with patrons. This interactive conference was informative and fun!

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

Koschik, Craft, Melissa Mark, Frank Pisano, and Jim Suhay met with Birmingham's three new City Commissioners, Brad Host, Therese Longe, and Clinton Baller on December 6. Koschik gave the Commissioners an overview of the Library and then the group toured the Library and Youth construction site.

Koschik met with Ingrid Tighe of the Birmingham Shopping District, Bill Seklar of The Community House and Joe Bauman of the Birmingham Bloomfield Chamber on November 19 and December 12 to discuss matters of interest related to downtown Birmingham.

Beverly Hills

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

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 non-fiction book 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.

Bingham Farms

On November 20 Koschik met with Bingham Farms Village Manager Ken Marten, Village Council President Ben Templeton, and Village Council Trustee Kurt Jones. They toured the Library, discussed Library services, and went over the contract that has been in effect between Bingham Farms and Baldwin since 1993.

Birmingham All Seasons

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

Friends of the Baldwin Public Library

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

Birmingham Public Schools

Dwight Levens, Executive Director of Technology for Birmingham Public Schools, invited Baldwin to speak to BPS employees about our training databases Lynda and Gale Courses, and then to sign up BPS employees for library cards. Kristen Tait, Circulation Services Coordinator, attended their technology support staff meeting on Friday, November 15. She signed up 12 employees for new cards and renewed cards for 2 employees already registered. In addition to Lynda and Gale Courses, Kristen talked briefly about Baldwin's eResources, physical collections, and other database subscriptions. Dwight would like the Library to visit during future meetings and will coordinate this with Stephanie Klimmek, Head of Youth Services.

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

Information, updates, and pictures of the renovation can be found in the new Youth Room Expansion & Renovation section of the Board Packet.

PA (Public Address) System

The PA system was repaired on December 5. Portions of the speaker lines were inadvertently cut during the Youth Room demolition. The system is fully functional now.

Polaris upgrade

On December 3, the Library's integrated library system, Polaris, was upgraded to the newest version. The upgrade took place first thing in the morning and the system was up and running by the time the Library opened to the public. This new version includes several helpful tools for staff and also improved mobile navigation ease for patrons.

Breaker Replaced

On Monday, December 9, the breaker controlling lighting in the Idea Lab, computer lab, book sorting room, and Adult Services seating area, was replaced. Power to the Birkerts wing was shut off completely from 12:30 to 1:30 p.m., during the repair. The electricity in this area had been spotty for several weeks prior, so it was a relief to get it stabilized.

Idea Lab

Here is an update from Idea Lab Supervisor Jeff Jimison:

November? More like YESvember!

Remember the screen-printing equipment I mentioned in October's report? Well, on November 2, we had our screen-printing intro program, which did indeed turn out to be a success. This program entailed the real-time printing of graphics onto T-shirts and tote bags, employing time-honored, industry-standard screen-printing techniques. (Notice I don't say "high tech" because really, screen-printing is an ancient technology that hasn't changed that much since it was invented in China's Song Dynasty, around 970 AD. Sure, the equipment and materials have advanced somewhat, but the basic principle remains the same).

Screen-printing (or "serigraphy" from the latin *sericum*, meaning silk) utilizes a fine mesh screen, stretched over a rigid wooden frame. Areas of the screen are occluded using adhesive vinyl cut to shape on our die-cutting machine. The vinyl masks off the screen, except for the area of your desired artwork, which remains permeable. Specialized ink is "flooded" into the screen, then pressed from the screen onto the garment or object being printed upon. Most fascinating is the modern ink used in this process: Plastisol. This ink will never "dry out" on its own, but when the correct temperature and dispersion of heat is applied, it polymerizes into a *very* durable (yet still soft and flexible) machine-washable membrane. (The screen-printing rig includes an infrared heater, so garments can be printed and cured in around 45 seconds.)

Throughout the course of the day, we had 75 visitors to the lab, and printed around 100 shirts and totes. Our handsome designs included a Michigan Mitten (with a star positioned in the location of the library), a friendly dinosaur, the Idea Lab logo, and more. All screens were printed in a colorful 2-tone gradient. You should have seen the place: crammed to the rafters with patrons, staff, and equipment! If you missed out on this astonishing spectacle, despair not, for the screen-printing equipment will be making another appearance soon, as it will be used to print the Battle of the Books shirts for staff in the coming days.

The Lab being packed to bursting with patrons is a state that occurs quite frequently these days, even when there isn't a special program. Our Thursday equipment skills classes and Saturday special programs have drummed up so much interest in the Lab, that usership continues to grow apace. Overlapping equipment bookings are now a common event, and we frequently see multiple machines and workstations being used simultaneously. Why, just the other day, we had one patron using the laser engraver, another using the embroidery machine, a third using the photo tent, and several kids using 3D pens (not to mention the five 3D printers all churning out parts) *all at once*. It's a sight to behold, when the lab is so well used and well loved; when it reaches that level of occupancy one might call "standing room only."

I'm sure my next report will be equally replete with stories of bookings, as December is a characteristically busy month for us; with everyone scrambling to complete their holiday projects. Until then, be sure to stop by and witness the action! There's always something incredible going on in the Idea Lab.





Adult Event Photos

November was a good month for Adult library programs!



Dr. Megan Koreman gave a captivating talk based on her book *The Escape Line*, which tells the story of the Dutch-Paris Resistance Network that smuggled civilians and Allied aviators out of German-occupied Europe.

Birmingham Museum Director Leslie Pielack hosted another excellent talk in the series about Birmingham's First Families, this time about the Peabody family and their beloved restaurant. Members of the Peabody family attended and many former employees and patrons of the legendary Birmingham eatery came to share stories and reminisce.



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

Teen Event Photos

Nailed It! Cupcake Decorating Challenge

This program was patterned after the hit Netflix show *Nailed It!* which is a bake-off competition show featuring amateur bakers. The teens had to recreate an owl, a fish, and spaghetti and meatball cupcakes. Their final cupcake they could decorate however they want, which produced quite a few minions and cookie monsters.



Exam Cram

This Exam Cram brought in 90 teens, 15 dogs, and 2 volunteers, making it the best attended cram yet!



Youth Event Photos

Not So Spooky Halloween Show

Two hundred children and caregivers joined the Baldwin Public Library in celebrating the annual Pumpkin Patch by watching a magic show from Gordon Russ the Magician.



Bowers Farm Turkey and Poultry Visit

Bowers School Farm taught children and families all about turkeys and other small poultry. This event draws in over a hundred people each year.



Baldwin Public Library: Friends Funds	
November 2019 Expenditures	
Adult Services	
Art easels for painting programs	\$ 107.88
Program refreshments	\$ 126.79
Fragrance Workshop	\$ 300.00
Build a Cheeseboard Supplies	\$ 18.58
Italian Renaissance Art Talk	\$ 350.00
Knife Skills Workshop	\$ 150.00
Dogfight Over Tokyo Lecture	\$ 200.00
Total	\$ 1,253.25
Teen Services	
Pizza & Pages Refreshments	\$ 27.77
Top Ten Contest Winner Gift Card	\$ 25.00
Program refreshments	\$ 191.80
Art easels for painting programs	\$ 107.88
Halloween Lockin supplies	\$ 16.98
Teen Cupcake Program	\$ 104.90
Total	\$ 474.33
Youth Services	
Program refreshments	\$ 166.61
Battle of the Books Bookmarks	\$ 391.40
Total	\$ 558.01
Outreach & Equipment	
Halloween Hoot Candy	\$ 224.91
Total	\$ 224.91
Total Expenditures \$ 2,510.50	
November 2019 Balances	
Adult Services	\$ 3,431.54
Teen Services	\$ 6,161.77
Youth Services	\$ 16,291.07
Outreach & Equipment	\$ 4,901.80
Total Balance	\$ 30,786.18
November Book Sale Proceeds	
	\$835.00
Submitted by Rebekah Craft on December 10, 2019	

YOUTH ROOM
EXPANSION &
RENOVATION
UPDATE

Project Progress



The underground electrical and the underground plumbing have been completed. All materials were laid in trenches dug throughout the Youth Room.



The concrete floor in the addition area was poured on November 20.



The elements that make up concrete form a chemical reaction that creates heat. Once the concrete is poured and cures for a few hours, concrete blankets are placed on the concrete. These blankets help to trap in the heat and assists the concrete in fully curing over the course of a week or so.



The sheet metal for ductwork was delivered and is being formed into vents and hung throughout the space.







The trenches were filled in with concrete on December 4.

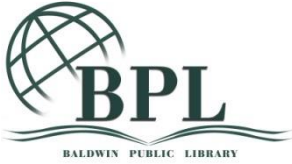


The roof over the Youth Room addition was installed on December 12 (in 18 degree weather).

The bathroom remodeling is scheduled to begin on January 2 and is expected to take seven weeks.

Koschik, Craft, and Klimmek, as well as Library Board members Mark, Pisano, and Suhay, meet with representatives from The Dailey Company, Luckenbach Ziegelman Gardner Architects, and the City of Birmingham on a weekly basis to discuss issues that arise during the construction process.

INFORMATION ONLY



December 5, 2019

Dear High School Juniors and Parents:

The Baldwin Public Library Board in Birmingham supports student leadership development, community service, and future citizen participation in local government. The BPL Board invites interested juniors who reside in the City of Birmingham, the Villages of Beverly Hills or Bingham Farms, or the City of Bloomfield Hills to apply to be the **Student Representative to the Baldwin Public Library Board**. This opportunity requires a commitment to serve a one-year term on the Baldwin Public Library Board. The term of service runs from February 17, 2020 to February 15, 2021. Board meetings are held the third Monday of every month at 7:30 pm in the Library's Rotary Room on the lower level, except in January when the Board will meet on Wednesday, January 20, 2021. Packets for each Board meeting are available on the Library's website the Friday prior to the meeting. The commitment to this position requires that the BPL Student Representative review the monthly agenda, minutes, and reports prior to the meeting.

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

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

The completed application, essay, and two letters of recommendation are due on Friday, January 10, 2020 to Associate Director, Rebekah Craft at the Baldwin Library, 300 West Merrill, Birmingham, MI 48009 or via email to rebekah.craft@baldwinlib.org.

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

Sincerely,

Melissa S. Mark
Library Board Vice President



STUDENT REPRESENTATIVE to Baldwin Public Library Board

Application Form

Please print in ink or return via email delivery

Due: Friday, January 10, 2020

Name: _____ Grade: Junior Age: _____

Address: _____

City or Village: _____ Zip Code: _____

Email: _____

Home phone: _____ Cell phone: _____

School: _____

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

Please list your involvement in non-school activities:

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

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

From Principal or School Counselor:

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

Principal's Signature

Date

Guardian or Parent Permission:

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

Guardian or Parent(s) Signature(s)

Date

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

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

Return application form, essay and letters by Friday, January 10, 2020

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

Or email to: rebekah.craft@baldwinlib.org

Around the Community



BALDWIN PUBLIC LIBRARY

248-647-1700 www.baldwinlib.org 300 W. Merrill St. Birmingham, MI 48009
HOURS: M–Th 9:30 to 9 p.m. F–Sat 9:30 to 5:30 p.m. Sun 12 to 5 p.m.

CreativeBug

CreativeBug is an online portal from Joann Fabrics for hobbyists and crafters to learn new skills. It offers over a thousand video courses on topics such as knitting, crochet, cake decorating, screen printing, jewelry making, quilting, sewing, and more.

Classes are accessible to any person with a Baldwin Library card. Each class varies in length from just several minutes to several hours and includes classes for beginners as well as those with more experience who wish to learn more advanced techniques. In addition to classes, CreativeBug has a large curated pattern Library where users can download and print patterns to knit or crochet.



Enroll and participate in classes from home or use the Library's public computers. For more information about CreativeBug, visit www.baldwinlib.org/research and select CreativeBug.

Curbside Pickup Now Available

Save time and avoid parking costs with Baldwin Public Library's new Curbside Pickup program.

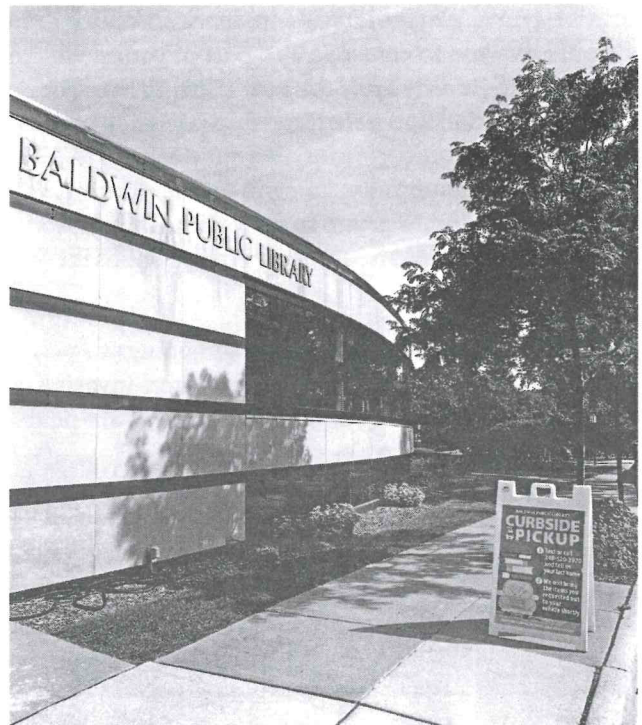
Available

Mondays through Thursdays: 3:30 to 7:30 p.m.
Saturdays: 10:00 a.m. to 5:00 p.m.
Sundays: 12:00 to 4:00 p.m.

To use the service, call 248-647-1700 ext. 0 or email curbside@baldwinlib.org at least 30 minutes before you plan to arrive. Tell the staff member the items you want to pick up. Your items will be held for 24 hours. When you arrive at the Library, pull up to the Curbside Pickup sign located on Chester Street at the Library's loading dock. Call or text your last name to the number on the sign and Library staff will bring the items out to your vehicle. For more information, visit www.baldwinlib.org/curbsidepickup.

Now Accepting Items for the 2020 Books, Bags & Bagels Sale

The Friends of the Baldwin Public Library's third annual Books, Bags & Bagels sale will take place on Sunday, March 22 from 1:00 to 3:00 p.m. Shop for gently used purses, handbags, totes, wallets, and briefcases priced at \$1 and up. Enjoy bagels and coffee as you browse through a selection of high-quality used books. The Friends are now accepting donations for the sale. Please bring your donation to the Library's circulation desk in the lobby. Donations are tax-deductible.



Around the Community

Winter Reading Challenge

December 1 through February 29

Cozy up with a good book this winter and work to complete the Baldwin Library's Winter Reading Challenge. Visit the Youth or Adult Reference desks to pick up your challenge card. Entries will be accepted through Saturday, February 29.

Youth Room Expansion & Renovation

The Youth Room Expansion & Renovation is under way and is expected to be completed in June 2020. You can learn more about the project and sign up for email updates at www.baldwinlib.org/renovation. The project is funded by the Library's millage and generous donations from community members and Library supporters.



Birmingham Bloomfield Community Coalition (BBCC)

Whether it be the opioid or vaping epidemics to the high levels of stress and anxiety experienced by young people, the BBCC and its Youth Action Board (YAB) are in the forefront of addressing and preventing these issues in our community with a focus on youth.

The BBCC is a non-profit, 501 (c)(3) community-serving organization established in 1995 that focuses on youth substance abuse prevention, health and wellness. BBCC and its Youth Action Board (YAB) take a research-driven, youth-led approach in providing education, tools, activities, and support to help youth rise above life's challenges by making informed decisions about their safety, health and wellness, as well as encouraging adults to thoughtfully support them.

The YAB is a dynamic, diverse and inclusive group of local high school students that meet throughout the year and want to bring about positive change for their peers. By providing a platform for teens to have a positive voice and presence in the community, YAB teens demonstrate the positive choices teens are making.

To learn how you can be a part of the solution, contact the BBCC at (248) 203-4615, www.bbcoalition.org or Facebook, Twitter, Instagram.



Reception planned for newest Baldwin Public Library board member

November 13, 2019



Jennifer Wheeler (Photo: Courtesy of Baldwin Library.)

Jennifer Wheeler has been elected as the newest member of the Baldwin Public Library Board of Directors. Wheeler fills the position previously held by David Underdown, who chose not to run for re-election. At the Nov. 5 Library Board election, Wheeler, along with incumbents Bob Tera and Jim Suhay, were all elected to four-year terms that end in November 2023.

The Library Board will host a reception 6:15-7:15 p.m. Monday to thank David Underdown for his 12 years of service as a Library Board member and to welcome and introduce Jennifer Wheeler to the community. The reception will be held in the Library's lower level and will precede the November Board meeting.

David Underdown has been a staunch supporter of Baldwin, served as president of the Library Board, and actively participated on the building committee. He has also assisted the library financially by making a generous contribution toward the Youth Room project and establishing the Linne Underdown Hage Forester Endowment Fund in memory of his sister.

Jennifer Wheeler has been a resident of Birmingham since 2010. She and her husband Paul have two children who attend Pembroke Elementary, where Wheeler serves as the vice president of the PTA. Wheeler has supported the library as part of the Books & Bites fundraising committee and was the 2018 event chair.

Wheeler will bring the perspective of a parent of young children to the Library Board as the library continues with its youth room expansion and renovation and its focus on expanding outreach programs for children.

"I started bringing my sons to story times at Baldwin when they were three months old and we've met some of their best friends at the library," Wheeler stated. I loved using the Troy library when I was growing up and I'm so excited to instill that same love for the library in my children."

"We're so excited to have Jenny join the Library Board. She brings with her a wealth of enthusiasm for the Library, strong organizational skills, and a friendly and approachable manner. She did an incredible job

organizing and planning our Books & Bites fundraiser in 2018, which helped bring a new demographic of people to the library and raised over \$25,000 for the youth room,” said Director Doug Koschik.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill St. The library hours are 9:30 a.m. to 9 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and noon to 5 p.m. on Sunday. The Library’s website (www.baldwinlib.org) has information on how to register for a Library Card and access all of the Library’s services.

Kids have their say at library with youth board meetings

December 9, 2019, Tiffany Esshaki



The kids and teens that serve on the Baldwin Public Library's advisory boards come up with ideas for new programming.
Photo by C&G Photography Staff

BIRMINGHAM — Kids say the darndest things, right?

And sometimes, what they say can be a darn good idea.

Always on the lookout for ways to make services better, Baldwin Public Library staff members said they often solicit input from patrons. And now that includes the littlest patrons of the library's youth services department.

This fall, youth librarian Rosemary Retford started the Kids Library Society for students grades three through five. Once a month, participants meet for snacks, brainstorming and fun activities to give library staff an idea of what would best engage, educate and interest younger visitors.

No boring surveys or workshop sessions here, Retford said. The takeaway for library staff is seriously insightful.

"The Kids Library Society (provides) tweens with team building, time management and leadership skills as they voice their aspirations for the library," she said in a press release.

Since 2006, the Baldwin Teen Advisory Board has met each month to have some pizza and share thoughts on upcoming library events, popular reading choices and ideas for new programming.

"Getting teens involved in the decision-making process at their local library will help them realize how much the library has to offer for their age group and how they can have a say in it," teen librarian Elisabeth Phou said in a press release. "This program is a great way for teens to assist the library in developing and implementing library programs aimed at local teens."

The next meeting of the Kids Library Society will take place at 7 p.m. Thursday, Dec. 19, at the library. TAB meetings are held once a month and rotate between the media centers at Seaholm High School, Groves High School and the library.

To learn more about both groups, visit baldwinlib.org.

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

Day Date with the Family

November 2019, pg. 26

Day Date with the Family

The whole family will enjoy checking out the Birmingham Farmers Market on Sundays. Stop by Cafe Succo for a healthy and organic smoothie, then head to the Baldwin Public Library for some quiet, and educational, family time.



Exam cram planned

November 13, 2019, Tiffany Esshaki

COMMUNITY BRIEFS

Exam cram planned

BIRMINGHAM — The Baldwin Public Library will open its doors to high school students in need of a quiet place to study 5:30-8:30 p.m. Saturday, Nov. 23.

Freshman through senior students will have the library to themselves for a dedicated study session in advance of trimester exams. That evening, the BPL will offer a pizza dinner, visiting time with therapy dogs from Therapy Dogs International for stress relief, and use of the library's Playstation 4 and Sony VR headset for a study break.

For more information, call (248) 647-1700.

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

Baldwin Public Library offers Creativebug

December 4, 2019, Tiffany Eshaki

Baldwin Public Library offers Creativebug

BIRMINGHAM — The Baldwin Public Library is offering its users access to Creativebug, an online portal from Joann Fabrics for hobbyists and crafters to learn new skills.

Creativebug offers more than a thousand video courses on topics like knitting, crocheting, cake decorating, screen printing, jewelry making, quilting, sewing and more.

Classes are available to any person with a Baldwin Public Library card. Classes vary in length and skill level.

Creativebug also offers a large curated pattern library where users

can download and print patterns to knit or crochet.

Cardholders can enroll and participate in classes from home or use the library's public computers. For more information or to view available classes, visit baldwinlib.org/research.

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

Baldwin to host annual cookie exchange

December 4, 2019, Tiffany Esshaki

Baldwin to host annual cookie exchange

BIRMINGHAM — Every year in November and December, the Baldwin Public Library's selection of holiday cookbooks fly off the shelves. Patrons rely upon

them to plan desserts for family celebrations, work functions and more, library officials said.

Those who want to join in the cookie baking fun can participate in the library's holiday cookie exchange at 7 p.m. Tuesday, Dec. 10.

Registration for the cookie exchange is required by Dec. 4. Every attendee will need to bake at least six treats for fellow participants to take home. Some bakers use family recipes, and some choose a recipe from a cookbook or one of the library's collection of food magazines. This year's cookie exchange has expanded its scope to include teen and youth patrons.

To register for the holiday cookie exchange, visit the library's website, baldwinlib.org, or call (248) 554-4650.

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

New faces voted onto Birmingham City Commission

November 6, 2019, Tiffany Esshaki



At Next, Suzanne Ray, of Birmingham, gets a bit of direction Nov. 5 from poll worker Shirley Wu-Wilson, also of Birmingham.
Photo by Deb Jacques

Things could get interesting now that three newcomers have been voted onto the Birmingham City Commission, replacing two incumbents running for reelection.

Of the nearly 16,000 votes cast on and before Election Day Nov. 5, Brad Host took most favor with residents, garnering 17.5% of the vote. He's followed by Therese Longe with 17.1% and Clinton Baller with 13.8%.

The fourth and final commission seat, earning 13.8% of the race, was claimed by unassigned write-in votes, which will likely be called for Pierre Boutros, who ran for reelection as a write-in candidate.

That means incumbent and current Mayor Patty Bordman won't return to the commission, and neither will incumbent Commissioner Carroll DeWeese.

Also on the ballot for voters in the Birmingham area was a replacement operating millage proposal to restore up to 18 mills to fund operating expenses for the Birmingham Public Schools district. The measure was approved by 74.4% of the 11,551 participating voters.

Call Staff Writer Tiffany Esshaki at (586) 498-1095.

Birmingham Museum receives gift to distribute story of 1st Jews in city

December 5, 2019 | by Anne Runkle



Former U.S. Sen. Carl Levin, left, and former U.S. Rep. Sander Levin joined Birmingham Museum Director Leslie Pielack at a lecture about the first Jewish family in the city. *(Image: Courtesy of the Birmingham Museum)*

The Birmingham Museum has received a gift from a federal judge to make a recording of its program on the first Jewish family in the city available to the public.

The lecture at the Baldwin Public Library in October focused on the Levinsons, Russian immigrants whose direct descendants are former U.S. Sen. Carl Levin and former U.S. Rep. Sander Levin.

Bloomfield Community Television video recorded the program as part of its service to the community, getting the attention of local resident and U.S. District Judge Avern Cohn.

“Judge Cohn called me personally to offer a donation to make the recorded program accessible to a wider audience by providing it on DVD free of charge,” said Leslie Pielack, museum director.

“As part of the extended Levinson/Levin family, he and his wife Lois wanted to ensure that this video was available not only to other family members, but to the general public to document and share this history.”

Pielack gave the presentation Oct. 17 as part of the museum’s ‘First Families of Birmingham’ series.

Morris and Gitel Levinson came to the village of Birmingham in 1896 and raised their family there, founding a successful retail business that thrived into the 1930s. Their direct descendants, Carl and Sander Levin, and their cousin, realtor and businessman David Levinson, participated in a question and answer session with the audience.

The museum’s historic lecture series recordings can be viewed online through Bloomfield Community TV, as well as found on the museum’s website at: https://www.bhamgov.org/history/museum/lecture_presentation_videos.php. Or, a free DVD of the Levinson lecture is available by contacting the museum at 248-530-1928 or emailing museum@bhamgov.org.

Birmingham Museum to present program on landmark Peabody's Restaurant

November 13, 2019 | by Anne Runkle



The Birmingham Museum will present a program on the former Peabody's Restaurant on Thursday, Nov. 16.
Photo courtesy of The Birmingham Museum

The public will have a chance to reminisce with the former owners of Peabody's Restaurant at a special program from the Birmingham Museum on Thursday, Nov. 14.

It will be held at 7 p.m. at the Baldwin Public Library, 300 W. Merrill St.

"There are just a handful of Birmingham landmarks that became an intimate part of people's lives in the last generation, and Peabody's Restaurant is at the top of the list," said museum Director Leslie Pielack.

"It had a special vibe that is legendary among people who grew up or did business in town, and who have fond memories of hanging out with friends, going to dinner with family, and running into colleagues and familiar faces there. You could count on Peabody's to be there for you, to take care of you, and to make sure you had a great time."

All three Peabody sisters -- Nancy, Susan and Barbara -- are returning to town for the program. Nancy Peabody is looking forward to the chance to reconnect with former staff and customers, and spoke for Susan and Barbara in describing what she thought made the restaurant so special. "What mattered most was the customers. They were our friends—we grew up with them. The restaurant had that family feeling, which is what I think Birmingham misses."

Many former staff will also be on hand to share their experiences of what it was like to work at Peabody's, which closed in 2016 and was demolished.

To register for this free lecture, go to the library's website at www.baldwinlib.org/calendar. You can find out more by calling the museum at 248-530-1928 or visiting www.bhamgov.org/museum.

The program will be recorded and will become part of the museum's archives.

The museum, 556 W. Maple, is open Wednesday through Saturday from 1-4 p.m., and until 8 p.m. on the second Thursday of the month. Two hours of free parking are available at the Chester Street Parking Deck; credit card required for entry and exit.

Museum admission is \$7 for adults; \$5 for students and seniors. Kids 5 and under and Friends of the Birmingham Museum members are free.

The Washington Post

E-books at libraries are a huge hit, leading to long waits, reader hacks and worried publishers

November 26, 2019 | by Heather Kelly

While there are technically an infinite number of copies of digital files, e-books differ from hard copies when it comes to libraries.



(Image: The Washington Post)

While some people are scrambling to collect log-ins for Netflix, HBO Go, Hulu and, now, Disney Plus, Sarah Jacobsson Purewal is working on a different kind of hustle. She signs up for any public library that will have her to find and reserve available e-books.

The Los Angeles-based freelance writer used to borrow a friend's address to keep a New York Public Library account, and helped another out-of-state friend get a card for the Los Angeles Public Library.

"I'm a member of every library in California that allows me to be a member as a resident of the state," said Jacobsson Purewal, before rattling off a list of cities: Los Angeles, San Jose, San Francisco, Oakland, San Diego.

Over the past two decades, electronic books have taken off as a way to read on smartphones and e-readers like the Kindle. Digital books are sold online, typically for less than their physical counterparts. They've also found popularity in public library systems, where cardholders can download multiple e-books and audiobooks to their devices without leaving home. But, as with hardback library books, there can also be weeks-long waits and the inability to extend loan times for in-demand titles.

And while there are technically an infinite number of copies of digital files, e-books also work differently. When a library wants to buy a physical book, it pays the list price of about \$12 to \$14, or less if buying in bulk, plus for services like maintenance. An e-book, however, tends to be far more expensive because it's licensed from a publisher instead of purchased outright, and the higher price typically only covers a set number of years or reads.

That means Prince's recently released memoir "The Beautiful Ones" recently had a four-week wait for the e-book in San Francisco. Library-goers in Ohio's Cuyahoga County were waiting 13 weeks to download Jia Tolentino's book of essays, "Trick Mirror."

Library e-book waits, now often longer than for hard copies, have prompted some to take their memberships to a new extreme, collecting library cards or card numbers to enable them to find the rarest or most popular books, with the shortest wait.

Recently, Julian Hayashi-Marsano found “Bringing Columbia Home,” a book about the multistate recovery effort to locate every piece of the space shuttle to return to Kennedy Space Center, with just a short wait before downloading it on his Kindle. The first-grade teacher is a card-holding member of the Queens, Brooklyn, and New York Public Library systems, the Cape Cod library sharing system (CLAMS), and another city’s library where he borrowed a relative’s address.

“E-books have been mostly very good as an experience. The downside is that wait times for titles are often quite long, because people will troll the catalogues and put everything on hold,” Hayashi-Marsano said. “So it’s only certain boutique interests of mine that get indulged regularly.” Those include accident reports, National Transportation Safety Board investigations, organizational psychology, gardening, water ponds, applied economics, and nontraditional building methods like cob housing, rammed-earth and adobe.

A library typically pays between \$40 and \$60 to license a new e-book adult title, which it can then loan out to one patron at a time, mimicking how physical loans work. Each publisher offers different payment models. Under one, a library only has an e-book for two years or 52 checkouts, whichever comes first. Another agreement covers 26 checkouts per book.

“We have dozens of publishers who are vying to have their books made available, sometimes at no cost, because they absolutely see . . . when libraries promote an author, their print sales spike, their e-book sales grow, and their audiobooks as well,” said Steve Potash, chief executive of OverDrive, which works with more than 43,000 libraries to negotiate prices with publishers and provides tools to manage digital collections, including the library app Libby. Unlike with physical books, one library system will have an OverDrive system for all its individual branches, creating a single collection of titles they share.

Maintaining these collections is expensive. In 2017, libraries spent 27 percent of their collection budgets on electronic materials — which include e-books, databases and other digital content — versus 54.8 percent on print. That’s up from 16.7 percent spent on electronic content five years before that, according to data from the Institute of Museum and Library Services, which handles federal funding for public libraries.

“It’s a tremendous amount of work for our collection librarians to manage the e-book collection, as titles are expiring every day and they have to decide to repurchase or to let it go,” said Jennifer Tormey, who manages technical services at the Des Moines Public Library.

Even with the higher prices, some publishers are balking at the popularity of library e-books, saying they may be hurting business.

Macmillan, one of the five-largest publishers in the United States, started enforcing a new embargo on e-book sales to public libraries this month. Libraries are only allowed to buy a single e-book version of its new titles until eight weeks after their release. Then they can buy more.

In a letter announcing the change, Macmillan CEO John Sargent said library loans were “cannibalizing sales.” The company declined to comment further.

E-book sales have dropped every year since 2014, according to the market research firm NPD Group, although there’s no evidence it’s tied to library loans. Print book sales have continued to rise.

In response, some library systems are boycotting Macmillan e-books, and the American Library Association says it is considering legislative options.

“Why should a publisher dictate how public libraries get run?” said Lisa Rosenblum, the executive director of the King County library system in Washington state. “You can say, ‘I’m not making any money; I want to charge you more.’ That’s an argument I can understand, but to refuse to sell to us?”

The embargo would create a massive backlog of holds for new titles and cost the library more, according to Rosenblum. Her library system, which is the largest digital lender in the country, already spent more than \$2

million, or 16 percent of its collections budget, on e-books last year. It still invests far more in print, which made up 52 percent of its expenditures, or about \$7 million.

Despite Macmillan's concerns, multiple publishing executives told The Washington Post that libraries were key to promoting new authors and stimulating sales, and that internal research did not support the same conclusion.

Meanwhile, Amazon Publishing — the company's 10-year-old book publishing arm with 16 imprints and a growing roster of big-name authors — has a different approach. It refuses to sell any e-books of its titles to libraries. (Amazon CEO Jeff Bezos owns The Post.) Amazon declined to comment.

Some readers are also moving to paid Netflix-like subscription services for e-books, such as Kindle Unlimited, Scribd, Bookmate and services tailored to specific genres, like Harlequin's romance e-book subscription service.

Librarians say the patrons most likely to be hurt by Macmillan's rule are people like D.V. Thorn, a voracious reader who is unable to leave their house and is mostly bed-bound due to disabilities. Thorn has read and listened to around 800 books so far this year through e-lending apps, and uses multiple area library accounts for the shortest hold times.

"Not only does it disproportionately target marginalized people, particularly multiply marginalized poor and disabled people, but it also shows they don't really understand libraries or their users," Thorn said. "A lot of people use the library to check out a book initially, and then buy copies for themselves for the books they love. I have been that person!"

Meanwhile, e-book lovers are finding more creative ways to make the most of libraries. Take Scott McNulty, an author who has written books about the Kindle, who downloads library books and then puts his device into airplane mode. "That way you can read an e-book after its due date because the Kindle has to be connected to the network to remove the book," McNulty said.

The book still appears as returned in the library system, so it doesn't hold up other readers. He sometimes even "returns" a book early to free it up.

Since auctioneer Stacie Hewitt always has her maximum five holds in the Libby app, and as multiple books can become available at once, she regularly uses the "suspend hold" option, which keeps her on the waitlist without going to the back of the line at her local Louisville library.

Some people interviewed by The Post admitted they borrow a parent's library log-in or sign up under their own name using a friend's address, but none would use their names for fear of losing access to their secret supply of e-books.

Cheating is not always necessary. A number of major library systems offer memberships to state residents, and even paid options for out-of-state readers. For example, anyone in New York can sign up for an "eCard" to access the Brooklyn Public Library. The Los Angeles Public Library charges \$50 a year for a nonresident membership, though nonresidents must apply and renew in person.

Meanwhile, a free browser plug-in called Library Extension shows library book availability while browsing titles on Amazon. Since Seattle-based software engineer Andrew Abrahamowicz built the tool eight years ago, it's grown to around 5,000 libraries and more than 100,000 users. Abrahamowicz, who used to work for Amazon, says he believes the extension helps readers decide what they want to purchase.

"I don't think [publishers] would lose so much business in these cases," he said. "The people who are users of this extension are users of the library, and if they don't have it they'll buy it on Amazon."

The hacks themselves can be seen as evidence that publishers' e-book limits are working. That difficulty, dubbed "friction" by the industry, is the magic ingredient keeping the peace.

For her part, Jacobsson Purewal plans to keep adding to her collection of thousands of physical books. After using her library log-ins to track down "Blackjack Shuffle Tracker's Cookbook," she bought it.

If she's found out, "I'm a member of enough libraries, they can't all kick me out," she said.

Howard Miller Public Library offering curbside pickup service

Posted Dec 4, 2019 at 1:04 PM | By Carolyn Muyskens



Howard Miller Library is offering curbside pickup services at this designated parking spot outside the library. *[Courtesy Howard Miller Public Library]*

ZEELAND — As winter weather rolls into the area, Zeeland residents have a new option to use the library without leaving the car. Howard Miller Public Library is debuting curbside pickup service, the library announced last week.

Library patrons can stay in their cars in the designated curbside pickup area and library staff will check out and deliver on-hold items to your car — no delivery fee necessary.

“With the busy holiday season here and the uncertainty of Michigan winters, we are delighted to be able to offer yet another way to pick up items from the library,” said Heather Wood-Gramza, director of the Howard Miller Library and Community Center. “This is especially helpful for parents with kids who fall asleep in the car during errands or for individuals with mobility challenges.”

Howard Miller is one of the first libraries in the state of Michigan to offer the service. Baldwin Public Library in Birmingham delivers holds curbside, and two Lansing-area libraries, the Aurelius and Okemos branches of the Capital Area District Libraries, are also piloting the service.

To use the service for books or other items you have on hold, simply pull up on Church Street next to the library, park in the designated spot and call the library at 616-772-0874.

Patrons should request items ahead of time by placing them on hold through the online catalog or over the phone. When the materials are ready for pickup, the library will send a notification.

A staff member will check the items out and deliver them to the vehicle.

“This service is the perfect way to demonstrate our commitment to our library’s core values of People First - Access Always,” said Wood-Gramza. “We realize not everyone will need or want this service, but for those who do, it can be a game changer.”

Upcoming Events of Interest

Bedtime Tales: Who Sleeps in the Winter?

Wednesday, December 18 at 6:30 p.m. Registration required.

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

Dan the Creature Man

Monday, December 23, from 11:00 a.m. to 12:00 p.m. Registration required.

Dan Briere's Creature Feature program is a fascinating and diverse collection of live animals including snakes, lizards, turtles, amphibians, birds, and more. Registration required.

Idea Lab: Whatever Floats Your Tote

Saturday, January 4, from 10:00 a.m. to 4:00 p.m.

Make a custom tote bag with our screenprinting and heatpress equipment.

Gone with the Wind Anniversary Celebration

Tuesday, January 7, from 7:00 p.m. to 8:30 p.m.

Kathleen Marcaccio tells the story of Margaret Mitchell's novel that David O. Selznick later adapted into a blockbuster film that still resonates today. Featuring an impressive display of GWTW memorabilia.

Next Nonfiction Book Club

Thursday, January 9, from 10:00 a.m. to 11:00 a.m.

Join members of the management team of the Baldwin Public Library to discuss a different nonfiction book each month. This month's selection is "The Feather Thief," by Kirk W. Johnson. This discussion will be hosted by Rebekah Craft, Associate Director. When you visit Next, you'll be given a copy of the book, provided by the Baldwin Public Library.

Family Storytimes @ the Museum: Happy Birthday, Michigan!

Thursday, January 9, from 6:30 p.m. to 7:00 p.m. Registration required.

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

Streaming Movies

Thursday, January 9, from 7:00 p.m. to 8:00 p.m.

BPL has two resources through which patrons can stream movies - Hoopla and Kanopy. This workshop will cover both. Bring your BPL card, device, and all device passwords.

Teen Advisory Board Meeting Grades 6-12

Thursday, January 9, from 7:00 p.m. to 8:00 p.m.

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! Grades 6-12, no registration required.

Winter Wonderland Crafts

Sunday, January 12, from 2:00 p.m. to 3:00 p.m. Registration required.

Get through the cold days of winter by creating and constructing adorable winter inspired crafts for all ages. Registration required.

DIY Dog Treats

Wednesday, January 15, from 7:00 p.m. to 8:00 p.m.

Your dog will love these delicious and healthy pumpkin and peanut butter treats that leave tails wagging for more!

Celebrate Martin Luther King, Jr. Day with Miz Rosie

Monday, January 20, from 3:00 p.m. to 4:00 p.m. Registration required.

Best suited for elementary age students. Rosie Chapman, fondly known as Miz Rosie, is back for another popular performance, this time as Coretta Scott King, wife of Martin Luther King, Jr. Learn about her life and the role she played in the Civil Rights Movement in this lively, interactive program that brings history to life. Registration required.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Monday, December 16, 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 November 18, 2019 minutes p. 82

B. Acceptance of the November 2019 receipts of \$26,528.42 p. 89

C. Approval of the November 2019 disbursements of \$13,939.26 p. 90

II. New and Miscellaneous Business

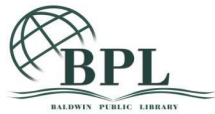
III. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.

IV. Adjournment

Motion: To adjourn the December 16 Trust Meeting.

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Wednesday, January 22, 2020.



**BALDWIN LIBRARY BOARD
MINUTES, TRUST MEETING
November 18, 2019**

1. Call to Order

The meeting was called to order by President Ashley Aidenbaum at 8:28 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

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 Tera
2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

Pisano remarked on the Trust's year-to-date returns and noted that while the returns have been below the Library's benchmark, they have still been very positive for the year. He recommended inviting Ron Carpenter from Raymond James to a Finance Committee meeting after the start of the New Year so that we can discuss the allocation of our investments.

4. General Public Comment Period

No members of the public were present.

5. Adjournment:



Motion: To adjourn the meeting.

1st Tera

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:32 p.m. The next regular meeting will be on Monday, December 16, 2019.

Frank Pisano, Secretary

Date

Baldwin Public Library Trust: November 2019

November receipts totaled \$26,528.42. November disbursements totaled \$13,942.26.

The current value of the Trust is \$1,806,152.01, divided up in the following way:

Total endowment investments*	\$1,149,998.50
Endowment funds distributed for use	<u>\$93,430.74</u>
Total endowment funds	\$1,243,429.24
General spendable funds	\$292,774.79
Restricted funds**	\$256,197.69
Naming rights for Rotary Tribute Room	\$9,337.89
Naming rights for Thal Reference Desk	<u>\$4,412.40</u>
Total non-endowment funds	\$562,722.77
Total endowment funds	\$1,243,429.24
Total non-endowment funds	<u>\$562,722.77</u>
Total of all Trust funds	\$1,806,152.01

* 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 \$217,722.17 in receipts plus \$7,800.00 in pledges, for a grand total of \$225,522.17. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of November 30, 2019, the amount of money in the Trust that is undesignated stands at \$352,117.93.

Note that the listing of Trust categories, shown above, now includes a line item for the Ileana Thal Reference Desk. One more financial contribution toward the Desk will be recorded in December. These naming rights funds are dedicated to the upkeep and improvement of the Reference Desk.

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

<u>Index</u>	<u>2019: YTD</u>	<u>2018: Entire Year</u>
S&P 500 (Equity benchmark)	25.3%	-6.24%
Global Aggregate (Bond benchmark)	6.45%	-1.20%
Blended Return of Both Benchmarks*	20.59%	-4.98%
Baldwin Trust's Portfolio Return	17.99%	-8.30%
Trust's Portfolio Performance Compared to Blended Return of Benchmarks	-2.60%	-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
NOVEMBER 30, 2019**

Investment and Cash Report										
	Prior Month Balance 10/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 11/30/19	
Chemical Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$11,305.34	\$33,490.17	\$11,305.34			\$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	\$3,814.45	\$0.00	\$0.00	\$2,510.50	\$15,846.36	\$2,438.24			\$3,742.19	
General Spendable Funds	\$83.64	\$0.00	\$0.00	\$126.42	\$1,954.66	\$126.42			\$83.64	
TOTAL	\$3,898.09	\$0.00	\$0.00	\$13,942.26	\$51,291.19	\$13,870.00			\$3,825.83	
Chemical Bank Money Market:										
Endowment Budgeted Funds	\$106,241.97	\$0.00	\$5,000.00	\$0.00	\$0.00	\$0.00	(\$11,305.34)		\$94,936.63	
Endowment Investment Funds	\$1,050.00	\$950.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00	
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	\$169,325.35	\$1,000.00	\$21,500.00	\$0.00	\$0.00	\$0.00	\$0.00		\$170,325.35	
Ileane Thal Reference Desk	\$0.00	\$4,412.40	\$4,412.40	\$0.00	\$0.00	\$0.00	\$0.00		\$4,412.40	
Restricted Funds	\$14,274.35	\$19,458.67	\$19,823.28	\$0.00	\$0.00	\$0.00	(\$2,438.24)		\$31,294.78	
General Spendable Funds	\$12,291.68	\$707.35	\$2,500.60	\$0.00	\$0.00	\$0.00	(\$126.42)		\$12,872.61	
TOTAL	\$353,768.72	\$26,528.42	\$54,436.28	\$0.00	\$0.00	\$0.00	(\$13,870.00)		\$366,427.14	
Raymond James & Associates:										
Endowment Fund Investments	\$1,108,249.34					\$0.00	\$0.00	\$35,599.67	\$1,143,849.01	
Endowment Cash	\$11,981.49					\$0.00	\$0.00	\$0.00	\$11,981.49	
Sub-total Endowment Funds	\$1,120,230.83					\$0.00	\$0.00	\$35,599.67	\$1,155,830.50	
General Spendable Funds Cash	\$714.07					\$0.00	\$0.00	\$0.00	\$714.11	
General Spendable Mutual Funds	\$275,801.72					\$0.00	\$0.00	\$3,552.71	\$279,354.43	
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	
Sub-total General Spendable Funds	\$276,515.79					\$0.00	\$0.00	\$3,552.75	\$280,068.54	
TOTAL	\$1,396,746.62					\$0.00	\$0.00	\$39,152.42	\$1,435,899.04	
Total All Funds	\$1,754,413.43	\$26,528.42	\$54,436.28	\$13,942.26	\$51,291.19	\$13,870.00	(\$13,870.00)	\$39,152.42	\$1,806,152.01	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
NOVEMBER 30, 2019**

FUND NAME	PRINCIPAL AMOUNT	PURPOSE	VALUE AS OF JULY 1, 2019	2019/20 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
						JULY 1, 2019-NOV 30, 2019	NOV 30, 2019	
401 Frances Balfour	\$10,000.00	Adult Reading	\$13,691.44			\$394.87	\$14,086.31	
402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens Programs	\$56,733.62			\$1,636.24	\$58,369.87	
403 Jane Cameron	\$68,770.00	Baldwin Public Library	\$89,764.98			\$2,715.50	\$92,480.48	
404 Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$6,845.72			\$197.43	\$7,043.15	
405 Jan Coil	\$10,500.00	Baldwin Public Library	\$14,246.12			\$414.61	\$14,660.73	
406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,845.72			\$197.43	\$7,043.15	
407 Paul R. Francis	\$10,000.00	Staff Appreciation	\$12,844.71			\$394.87	\$13,239.58	
408 Friends of the Library	\$32,000.00	Library Collections	\$43,812.90			\$1,263.57	\$45,076.47	
409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$155,696.89			\$4,490.35	\$160,187.24	
410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$68,457.23			\$1,974.33	\$70,431.57	
411 H. G. Johnston	\$6,350.00	Reference Collection	\$8,639.96			\$250.74	\$8,890.70	
412 Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$13,750.37			\$414.93	\$14,165.29	
413 William Kernan, Jr.	\$25,000.00	Library Collections	\$34,228.64			\$987.17	\$35,215.81	
414 Merle L. Roninger	\$250,890.00	Reference Collection	\$343,420.03			\$9,906.82	\$353,326.85	
415 Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$13,691.46			\$394.87	\$14,086.33	
416 Marion G. Sweeney	\$11,100.00	Youth Services	\$14,595.31			\$438.30	\$15,033.62	
417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$13,691.46			\$394.87	\$14,086.33	
419 Clarice G. Taylor	\$59,852.76	Professional Development	\$84,267.39			\$2,363.39	\$86,630.78	
421 Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$12,821.91			\$394.87	\$13,216.78	
422 Ileana Thal	\$39,948.98	Baldwin Public Library	\$48,969.45			\$1,577.45	\$50,546.90	
423 Judith Nix	\$15,207.48	Adult & Youth Programs	\$18,937.80			\$600.49	\$19,538.30	
424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$12,869.95			\$394.87	\$13,264.82	
425 Linne Underdown Hage Forester	\$13,576.90	Professional Development	\$16,014.94			\$536.11	\$16,551.05	
426 Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$10,431.55	\$0.00	\$0.00	\$394.87	\$10,826.42	
	\$828,859.98		\$1,115,269.56	\$0.00	\$0.00	\$32,728.94	\$1,147,998.50	

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

	Purpose	Prior Month Balance 10/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 11/30/19
Gift & Tribute Funds										
General Spendable Funds										
		\$288,841.11	\$507.35	\$2,250.60	\$126.42	\$1,954.66	\$0.00	\$0.00	\$3,552.75	\$292,774.79
Restricted Funds:										
Memorials/Tributes										
2012 Books & Bites at Baldwin Fundraiser		\$8,055.31	\$200.00	\$300.00	\$0.00	\$153.93				\$8,255.31
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 Youth Room Fundraising		\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00				\$25,618.99
		\$169,325.35	\$1,000.00	\$21,500.00	\$0.00	\$0.00				\$170,325.35
Friends										
Adult Services Programs		\$864.74	\$3,858.67	\$4,173.28	\$1,253.25	\$6,698.47				\$3,470.16
Young Adult Programs		\$1,585.24	\$3,200.00	\$3,200.00	\$474.33	\$3,785.55				\$4,310.91
Youth Services Programs		\$7,406.80	\$7,500.00	\$7,500.00	\$558.01	\$4,983.50				\$14,348.79
Outreach & Equipment		\$226.71	\$4,900.00	\$4,900.00	\$224.91	\$224.91				\$4,901.80
Sub-total Restricted		\$238,049.52	\$20,658.67	\$41,573.28	\$2,510.50	\$15,846.36	\$0.00	\$0.00	\$0.00	\$256,197.69
Rotary Room Fund										
Naming Rights-Principal		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00				\$7,832.00
Maintenance Funds		\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00				\$1,505.89
Ileane Thal Reference Desk			\$4,412.40	\$4,412.40	\$0.00					\$4,412.40
Total Gift and Tribute Funds		\$536,228.52	\$25,578.42	\$43,823.88	\$2,636.92	\$17,801.02	\$0.00	\$0.00	\$3,552.75	\$562,722.77
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$59,921.26	\$0.00	\$0.00	\$828.12	\$1,363.49	\$0.00			\$59,093.14
Adult Large Print		\$1,978.02	\$0.00	\$0.00	\$314.53	\$1,249.20	\$0.00			\$1,663.49
Adult Services Department		\$11,674.07	\$0.00	\$0.00	\$49.58	\$702.91	\$0.00			\$11,624.49
Adult Audio Visual		\$434.78	\$0.00	\$0.00	\$326.96	\$545.20	\$0.00			\$107.82
Adult Reference		\$10,652.45	\$0.00	\$0.00	\$7,548.66	\$16,536.50	\$0.00			\$3,103.79
Adult Programs		\$5,701.04	\$0.00	\$0.00	\$0.00	\$850.00	\$0.00			\$5,701.04
Adult Architecture		\$1,316.09	\$0.00	\$0.00	\$44.98	\$144.33	\$0.00			\$1,271.11
Youth Services Department		\$4,716.42	\$0.00	\$0.00	\$148.82	\$6,386.98	\$0.00			\$4,567.60
Youth Programs		\$190.07	\$0.00	\$0.00	\$3.49	\$508.45	\$0.00			\$186.58
Professional Development		\$2,473.02	\$0.00	\$0.00	\$1,975.12	\$5,138.03	\$0.00			\$497.90
Staff Appreciation		\$5,678.86	\$0.00	\$5,000.00	\$65.08	\$65.08	\$0.00			\$5,613.78
Sub-total		\$104,736.08	\$0.00	\$5,000.00	\$11,305.34	\$33,490.17	\$0.00	\$0.00		\$93,430.74
Total Endowment Investments		\$1,113,448.83	\$950.00	\$1,200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$35,599.67	\$1,149,998.50
Total Endowment Funds		\$1,218,184.91	\$950.00	\$6,200.00	\$11,305.34	\$33,490.17	\$0.00	\$0.00	\$35,599.67	\$1,243,429.24
Total All Trust Funds		\$1,754,413.43	\$26,528.42	\$50,023.88	\$13,942.26	\$51,291.19	\$0.00	\$0.00	\$39,152.42	\$1,806,152.01

TRUST RECEIPTS
November 30, 2019

Trust Money Mkt General Funds:	
Charles K. Sestok III	\$50.00
Robert Tera	\$400.00
Chemical Bank-Interest Income for October	\$57.35
2018 Youth Room Fundraising:	
Karyn Holiday	\$1,000.00
Friends Adult Programs:	
Friends	\$3,850.00
Fall Fragrances	\$8.67
Friends Teen Programs:	\$3,200.00
Friends Youth Programs:	\$7,500.00
Friends Outreach & Equipment:	\$4,900.00
Ileane Thal Reference Desk	
Scobey-Thal Family Fund (Denise)	\$1,500.00
Susan Thal	\$1,500.00
Paypal Fees	(\$43.80)
Robert Thal	\$1,500.00
Paypal Fees	(\$43.80)
Memorial Fund:	
Carroll and Pam DeWeese in Memory of John W. Mills	\$100.00
Carroll and Pam DeWeese in Memory of Don Breen	\$100.00
Staff Appreciation Fund:	
Trust Money Mkt Endowment Fund:	
Rebekah Craft-Linne Underdown Hage Forester Endowment	\$100.00
Douglas Koschik-Linne Underdown Hage Forester Endowment	\$100.00
Melissa and Thomas Mark-Linne Underdown Hage Forester Endowment	\$500.00
Amy and Frank Pisano-Linne Underdown Hage Forester Endowment	\$50.00
Barbara and James Suhay-Linne Underdown Hage Forester Endowment	\$100.00
Robert Tera-Linne Underdown Hage Forester Endowment	\$100.00
Total Receipts	\$26,528.42

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
11/15/2019	LIBRY	5217	008030	ALCHEMY	300.00
11/15/2019	LIBRY	5218	009126	AMAZON CAPITAL SERVICES INC	224.91
11/15/2019	LIBRY	5219	000843	BAKER & TAYLOR BOOKS	127.41
11/15/2019	LIBRY	5220	004867	BALDWIN PUBLIC LIBRARY TRUST	41.68
11/15/2019	LIBRY	5221	MISC	BELINDA BOLIVAR	18.58
11/15/2019	LIBRY	5222	008484	SARAH BOWMAN	26.93
11/15/2019	LIBRY	5223	003904	CAPITAL ONE BANK	2,777.45
11/15/2019	LIBRY	5224	007822	REBEKAH CRAFT	38.98
11/15/2019	LIBRY	5225	007403	SUSAN DION	19.98
11/15/2019	LIBRY	5226	007959	WENDY EVANS	350.00
11/15/2019	LIBRY	5227	000585	FARMINGTON COMM. LIBRARY	7,548.66
11/15/2019	LIBRY	5228	007084	CATHERINE GIMBY	44.98
11/15/2019	LIBRY	5229	004604	GORDON FOOD	27.98
11/15/2019	LIBRY	5230	009030	SYNTHA GREEN	138.05
11/15/2019	LIBRY	5231	008945	H JENNINGS	51.96
11/15/2019	LIBRY	5232	006432	ELISABETH PHOU	317.31
11/15/2019	LIBRY	5233	009060	ROSEMARY RETFORD	168.79
11/15/2019	LIBRY	5234	007393	CAROLINE SALUCCI	29.02
11/15/2019	LIBRY	5235	005862	VICTORIA SOWER	13.47
11/29/2019	LIBRY	5236	009126	AMAZON CAPITAL SERVICES INC	97.97
11/29/2019	LIBRY	5237	000843	BAKER & TAYLOR BOOKS	250.40
11/29/2019	LIBRY	5238	000525	BIRMINGHAM PUBLIC SCHOOLS	391.40
11/29/2019	LIBRY	5239	000902	CENGAGE LEARNING INC	282.30
11/29/2019	LIBRY	5240	004269	CENTER POINT LARGE PRINT	81.81
11/29/2019	LIBRY	5241	007822	REBEKAH CRAFT	16.67
11/29/2019	LIBRY	5242	007403	SUSAN DION	18.30
11/29/2019	LIBRY	5243	MISC	JACOB D. WILLIAMS	150.00
11/29/2019	LIBRY	5244	MISC	JOHN FRANCIS WUKOVITS	200.00
11/29/2019	LIBRY	5245	MISC	MICK HOWEY	8.48
11/29/2019	LIBRY	5246	006432	ELISABETH PHOU	104.90
11/29/2019	LIBRY	5247	009060	ROSEMARY RETFORD	54.91
11/29/2019	LIBRY	5248	007792	MARIA WILLIAMS	15.98

LIBRY TOTALS:

Total of 32 Checks:	13,939.26
Less 0 Void Checks:	0.00
Total of 32 Disbursements:	13,939.26