

# LIBRARY BOARD MEETING

MARCH 16, 2020

Ashley Aidenbaum  
PRESIDENT

Melissa Mark  
VICE PRESIDENT

Frank Pisano  
SECRETARY

James W. Suhay

Bob Tera

Jennifer Wheeler

Doug Koschik  
LIBRARY  
DIRECTOR



LEARN.CONNECT.DISCOVER.

# 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



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## BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

**Aidenbaum, Ashley M.**  
**PRESIDENT**

327 Southfield Rd. Apt. 2CS  
Birmingham, MI 48009  
Home: (248) 892-2149  
e-mail: ashleymariea@gmail.com

Term expires 2021

Communications and  
Personnel Committees

**Mark, Melissa S.**  
**VICE PRESIDENT**

635 Puritan  
Birmingham, MI 48009  
Home: (248) 644-8451  
e-mail: weir527@gmail.com

Term expires 2021

Communications, Building  
and Personnel Committees

**Pisano, Frank**  
**SECRETARY**

612 Davis  
Birmingham, MI 48009  
Home: (248) 646-0463  
Cell: (248) 835-6058  
e-mail: frank.pisano@baldwinlib.org

Term expires 2021

Building and Finance  
Committees

**Suhay, James W.**

740 Fairfax  
Birmingham, MI 48009  
Home: (248) 642-8514  
e-mail: jsuhay@sbcglobal.net

Term expires 2023

Building and Finance  
Committees

**Tera, Robert**

315 Chesterfield Avenue  
Birmingham, MI 48009  
Cell: (248) 515-6063  
e-mail: sugimori@sbcglobal.net

Term expires 2023

Finance and Policy  
Committees

**Wheeler, Jennifer**

1665 Holland  
Birmingham, MI 48009  
Cell: 248 808-4495  
e-mail: jennybwheeler@gmail.com

Term expires 2023

Communications and  
Policy Committees

**Blank, Roni**  
**STUDENT REPRESENTATIVE**  
e-mail: blankroni@gmail.com

Term expires February 2021

**Stephenson, Storm**  
**STUDENT REPRESENTATIVE**  
e-mail: 4astorm@gmail.com

Term expires February 2021



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# AGENDA



## Baldwin Public Library Board Meeting

Monday, March 16, 2020 at 7:30 p.m.

Rotary Tribute & Donor Rooms

### *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://www.baldwinlib.org) on the Friday preceding the meeting.

This is an open meeting. All members of the public are invited to attend.

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

#### I. Consent Agenda

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

- A. Approval of February 17, 2020 Board Meeting minutes. p. 6
- B. Approval of February 2020 vendor payments in the amount of \$342,281.96, including payments in excess of \$6,000. p. 11
- C. Approval of total expenses in the amount of \$529,855.09. p. 15

#### II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff Introduction: Tharron Combs
- D. Staff anniversaries p. 35
- E. Upcoming events of interest (Rebekah Craft) p. 64

#### III. Board Committee Reports

- A. Finance Committee (Bob Tera) p. 14
- B. Building Committee (Jim Suhay) p. 17

#### IV. Library Report and Renovation Update p. 31

- A. Discussion of Covid-19 Measures

#### V. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 48
- 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
  - A. Public budget hearing for fiscal years 2020-21, 2021-22 & 2022-23
    - Suggested motion:** Motion to approve the FY 2020-21 budget as stated in the budget resolution on page 49.
- VIII. Items Removed from Consent Agenda
- IX. Information Only
  - A. *Eccentric* ad "Notice of Public Hearing" p. 65
  - B. *Downtown Publications* article "Friends of Baldwin Library holding fundraiser" p. 66
  - C. *Downtown Publications* article "Library to debut design, wayfinding changes" p. 67
  - D. Upcoming events of interest p. 64
- X. General Public Comment Period
 

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

Next regular meeting of Library Board: Monday, April 20, 2020 at 7:30 p.m.

***Suggested motion:*** To adjourn the March 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 session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
February 17, 2020**

1. Call to Order and Roll Call:

The meeting was called to order by President Ashley Aidenbaum at 7:32 p.m.

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

Absent and excused: Jennifer Wheeler.

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

Stephenson read aloud the Library's mission statement.

2. Consent Agenda:

**Motion to approve the consent agenda.**

**1st** Tera

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

**President's report:** None.

**Board comments:** None.

**Student Representative Introduction: Storm Stephenson:**

Aidenbaum welcomed Student Representative Stephenson to the Board. Stephenson introduced himself as a student of Groves High School and a long-time patron. He thanked Koschik and Craft for offering him the opportunity, and stated his excitement to work with the Board.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries and gave thanks to these staff members for their dedication and service to the Library: Theresa Hart (24 years); Maria Williams (7 years); Dennis Kabel (7 years); Syntha Green (4 years); Angela Shinozaki (4 years); David Stewart (2 years); Wesleyann Johnson (3 years).



Suhay reported important items from the Construction Committee working sessions held on January 28, February 3, and February 10. Full details of the report can be found on pages 28 – 35 of the February Board packet.

On January 28, the Committee reviewed feedback from the City's January 25 long-range planning session, where Koschik made a presentation about Phase 3. The feedback was positive.

The Building Committee will hold a public meeting on March 2, 2020, at 4:30 p.m. to discuss plans for Phase 3 and initiate a public input process. An upgraded café and plaza considerations will be on the agenda.

Aidenbaum asked about best practices concerning inclusive bathroom signage. Koschik responded that he will research the topic and report back. Aidenbaum went on to say that she would like to see the Library make a proactive and welcoming statement to our patrons.

On February 10, Koschik presented the Construction Committee with an updated project cost-tracking sheet. Out of a total contingency budget of \$116,000, 50% remains unallocated at this point.

There will be an eight-hour electrical shutoff on Friday, March 6 starting at 5:30 p.m., so that contractors can install a new switch for the Youth Room. Computer services at the Library will be down overnight.

Suhay ended his report with a timeline for the project's final steps. A ribbon-cutting ceremony and celebration for the new Youth Room will take place on June 28.

The next Construction Committee working session will be on Monday, February 24 at 1:30 p.m.

#### 5. Library Report and Renovation Update:

Koschik welcomed any questions from the Board regarding the statistical dashboard found on page 60 of the February Board packet. Mark asked for a clarification on the 'Patron Use Revenue' category in the Revenue and Expense Report, found on page 16 of the February Board packet. Koschik answered that this category includes all items sold (used books, etc.), printer and copy machine fees, and fines.

Mark inquired if removing fines altogether was being considered by Baldwin. Koschik answered that it is not at this time, but he noted that the automatic renewal of materials up to four times, which Baldwin instituted a year ago, achieves some of the same goals. The new policy has garnered a very positive reaction from patrons, which has outweighed the loss of fine revenue it has caused.

Koschik presented the January report from Idea Lab Supervisor Jeff Jimison, full details of which can be found on pages 64 – 66 of the February Board packet.

Craft reported that Head of Youth Services Stephanie Klimmek organized her fourth Battle of the Books, which was held on February 1, 2020. There were 86 teams and 450 students competing. Head of Adult Services Maria Williams served as emcee, and five judges, five scorekeepers, and several student volunteers helped manage the event. In the end, there were three first-place teams, two second-place teams, and six third-place teams. First-, second-, and third-place teams were awarded gift certificates to Book Beat in Oak Park.



Klimmek and Angela Cervantes, author of *Me, Frida, and the Secret of the Peacock Ring*, visited Birmingham Public Schools in January. Cervantes, whose book was one of the six “Battle” books, spoke on her writing process, books, ideas, and future works.

The Battle of the Books event and the Battle of the Books author visit were both sponsored by the Friends of the Library. Craft said, “We would not have been able to do it without the Friends.”

Craft announced that the next Books & Bites fundraising event will be held on October 16, 2020 from 6:00 p.m. to 9:00 p.m. The planning committee includes: Jennifer Wheeler (chair), Karen Rock, Lindsay Van Syckle, Michelle Hollo, David Underdown, Melissa Mark, Robert Stratton, Rebekah Craft, and Doug Koschik. The event will have a masquerade theme, with wine tasting, live music, a strolling dinner, and silent auction. Koschik added that costumes are not required.

New library cards designs will be available to the public in April. Michelle Hollo developed the designs, with collaboration from Craft. Pisano gave kudos to Michelle Hollo for her work in creating such good marketing materials and ideas for the Library.

The spring 2020 edition of “Learn. Connect. Discover” was mailed to resident households this previous weekend.

A new part-time Operations Assistant, Carlton Elam, started employment on February 8.

Craft attended the FOL Board meeting on February 11.

The complete Library Report can be found on pages 59 – 73 of the February Board packet. The Youth Room expansion & renovation update report can be found on pages 75 – 83.

## 6. Liaisons

### Friends:

President Carney reported for the Friends of the Library (FOL). The Friends currently have 372 paying members, which has increased by 35 from last month. Four members have given \$500 or more, and 85 members have given \$100 or more. Carney gave thanks for the generosity and support received from members of the Friends.

The ‘Books, Bags, and Bagels’ event will be hosted at the Library on March 22, marking the third annual occurrence of this event. Last year, ‘Books, Bags, and Bagels’ brought in about \$1,600 to the Friends in previous years. The Friends of the Library annual meeting is on March 30, 2020 at 6:30 p.m.

Carney will be attending the Friends of Michigan Libraries Spring Workshop in Portage, MI on March 26, 2020.

She thanked Craft and Friends Treasurer Jennifer Peterson for setting up a Friends PayPal account to accept donations and payments.

Aidenbaum noted that the Friends expenditures can be found on page 73 of the February Board packet.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business: Birmingham resident David Bloom contacted Pisano regarding a possible artwork collaboration between the Library and the Detroit Institute of Arts. Bloom and Rob Bowen of the DIA had discussed a possible collaboration on a public mural for the exterior of the building, possibly on or near the current handicap entrance ramp. Pisano stated he will bring any new information or conversations to the Board.

Aidenbaum acknowledged the conceptual nature of this discussion, but requested comments from the Board on any immediate issues that may arise. Koschik made clear that within three years, the handicap entrance ramp, where a mural has been proposed, will most likely be renovated and modified in size. Because of this, any discussion on mural placement at that location would be contingent on those plans. Koschik noted the Library has a long history of supporting public art and displaying donated art.

While on the subject of artwork, Suhay requested a quick update on status of obtaining an outdoor sculpture for the southwest corner of the Library lawn. Koschik expects to have the sculpture in place this summer.

9. Items Removed from Consent Agenda: None

10. Information Only: See pages 85 - 138 of the February Board packet.

11. General Public Comment Period: None

12. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Suhay

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting will be on Monday, March 16, 2020 at 7:30 p.m.

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Frank Pisano, Secretary

Date

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

<u>Check Number</u>	<u>Vendor #</u>	<u>Vendor</u>	<u>Amount</u>
	8751	ADOBE INC	3,694.80
	3858	ADVANCED LIGHTING & SOUND	135.00
	9126	AMAZON CAPITAL SERVICES INC	3,771.36
	843	BAKER & TAYLOR BOOKS	8,349.88
	408	BALDWIN PUBLIC LIBRARY	63.66
	4867	BALDWIN PUBLIC LIBRARY TRUST	1,000.00
	421	BLACKSTONE PUBLISHING	43.86
	5238	CBTS	1,737.00
	7615	CINTAS CORPORATION-K11	209.05
	4680	DALTON COMM. CLEANING CORP	495.00
	4232	DEARBORN LITHOGRAPH INC	3,277.00
	3613	EBSCO INFORMATION SERVICES	831.14
	5651	FINDAWAY WORLD, LLC	962.88
	8827	KANOPY, INC	480.00
	3527	LOWER HURON SUPPLY CO INC	703.69
	312	LUCKENBACH-ZIEGELMAN ARCHITECT	7,053.00
	7927	MICHELLE HOLLO	1,032.50
	2013	MIDWEST TAPE	11,120.10
	1194	NELSON BROTHERS SEWER	597.00
	678	OCLC, INC.	300.81
	481	OFFICE DEPOT INC	364.91
	6785	OVERDRIVE, INC.	10,478.71
	7822	REBEKAH CRAFT	301.88
	9060	ROSEMARY RETFORD	36.92
	6347	SOUTHERN COMPUTER WAREHOUSE	1,753.00
	7907	SP+ CORPORATION	1,310.00
	9024	THE D.M. BURR GROUP	3,221.32
	5806	ULINE	203.17
	158	VERIZON WIRELESS	104.97
	5862	VICTORIA SOWER	28.45
2091	8827	KANOPY, INC	589.00
2092	3527	LOWER HURON SUPPLY CO INC	45.68
2099	5861	UNIQUE MGMT SERVICE, INC	35.80
271689	843	BAKER & TAYLOR BOOKS	3,165.00
271752	249	GUARDIAN ALARM	197.41
271775	7912	ANTHONY LOWE	100.00
271800	678	OCLC, INC.	300.81
271813	2675	RESERVE ACCOUNT	5,000.00
271815	9060	ROSEMARY RETFORD	14.38
271829	5862	VICTORIA SOWER	45.12
271844	8314	WOODLANDS LIBRARY COOPERATIVE	16.50
271853	7745	ALL COVERED	3,288.00
271856	843	BAKER & TAYLOR BOOKS	(500.00)
271860	3904	CAPITAL ONE BANK	11,185.79
271876	8072	DESAI/NASR CONSULTING ENGINEERS INC	630.00
271909	2013	MIDWEST TAPE	5,618.68
271913	481	OFFICE DEPOT INC	96.31
271916	6785	OVERDRIVE, INC.	13,139.78
271928	8327	THE DAILEY COMPANY	223,986.15
271930	5806	ULINE	267.11
271945	843	BAKER & TAYLOR BOOKS	5,522.93
271947	421	BLACKSTONE PUBLISHING	47.00
271948	422	BLOOMFIELD TWP PUBLIC LIBRARY	21.00
271958	627	CONSUMERS ENERGY	1,270.00
271964	575	DEMCO, INC	348.48
271988	4493	ELITE IMAGING SYSTEMS	1,053.60
271997	6666	GRID 4 COMMUNICATIONS INC.	276.24
271998	7211	HOME DEPOT CREDIT SERVICES	17.95
272019	2013	MIDWEST TAPE	2,134.31
272021	8470	MONROE COUNTY LIBRARY SYSTEM	30.00
272054	9026	WELLS FARGO VENDOR FIN SERV	677.87
Total:			342,281.96

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



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## **March Finance Committee Report**

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The Baldwin Public Library Board's Finance Committee met on Monday, March 9, 2020, at 4:30 p.m. in the Jeanne Lloyd Room. Present were Frank Pisano, Doug Koschik, and Rebekah Craft.

- Koschik discussed the FY 2019-20 budget. The budget is tracking well after eight months.
- Koschik will present the FY 2020-2021 and FY 2021-2022 budgets, along with accompanying notes, to the Finance Committee via email and will present the budget at the March 2020 Board Meeting under "New Business."
- Craft discussed the February Trust expenditures with the Friends of the Baldwin Public Library's funds.
- The next regular meeting of the Finance Committee will take place on Monday, April 13, 2020, at 4:30 p.m.

## FINANCIAL REPORT: February 2020

This report references the Revenue and Expense Report 2019-20, found on the following page. At 66.7% of the way through fiscal year 2019-2020, the Library has spent 55.5% of its budget and received 87% of its revenue. By this point of the year, the Library was budgeted to have spent 54.7% of its budget and to have received 86.7% of its revenue.

Payment was made to The Dailey Company (\$223,986.15) and Luckenbach-Ziegleman (\$7,053.00) for Youth Room Renovation.

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

The Dailey Company	\$223,986.15
Overdrive	\$23,618.49
Midwest Tape	\$18,873.09
Baker & Taylor Books	\$16,537.81
Capital One	\$11,185.79
Luckenbach-Ziegleman	\$7,053.00
Total vendor payments in excess of \$6,000	<u>\$301,254.33</u>

Balance of vendor payments less than \$6,000	\$41,027.63
<b>Total vendor payments</b>	<u><b>\$342,281.96</b></u>

### City of Birmingham allocations:

Payroll Period Ending 02/08/20	\$83,778.54
Payroll Period Ending 02/22/20	\$84,455.43
Employee Health Care Payroll Deduction 02/22	(\$669.88)
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	\$4,373.50
Total Payroll	\$178,867.51
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
Credit Card Processing Fee	\$265.78
MML Insurance Premium	\$380.83
<b>Total City of Birmingham allocations</b>	<u><b>\$188,503.14</b></u>

### Reconciling adjustments:

Beier Howlett	\$37.50
December Bank Rec Salaries and Wages	\$32.49
2018 Youth Room Donation	<u>(\$1,000.00)</u>
Total Recon Adjustments	(\$930.01)

<b>Total expenses for the month</b>	<u><u><b>\$529,855.09</b></u></u>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2019-20  
February 2020

	Approved 2019-20 Budget	Current Month Budget February 2020	Current Month Actual February 2020	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	66.67%	8th Month of the year
<b>REVENUES</b>											
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)	\$6	\$1,256	(\$10,000)	(\$127)	\$9,873	0.8%	\$76		-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%	\$45,000		0.0%
COMMUNITY CONTRACTS	\$924,890	\$0	\$0	\$0	\$461,008	\$462,698	\$1,690	50.0%	\$421,651		46.9%
PATRON USE REVENUE	\$81,150	\$6,700	\$4,220	(\$2,480)	\$53,600	\$46,162	(\$7,438)	56.9%	\$64,708		78.3%
INVESTMENT INCOME	\$52,290	\$4,358	\$4,741	\$383	\$34,863	\$40,630	\$5,767	77.7%	\$32,225		87.3%
TOTAL REVENUE	\$4,533,580	\$9,808	\$8,967	(\$841)	\$3,932,621	\$3,942,423	\$9,802	87.0%	\$3,820,747		87.7%
<b>EXPENSES</b>											
PERSONNEL SERVICES	\$2,374,870	\$172,000	\$178,900	\$6,900	\$1,529,000	\$1,589,839	\$60,839	66.9%	\$1,431,657		63.0%
SUPPLIES	\$96,000	\$20,000	\$22,357	\$2,357	\$76,000	\$75,832	(\$168)	79.0%	\$59,628		79.0%
CONTRACTED SERVICES	\$383,600	\$38,000	\$26,601	(\$11,399)	\$232,000	\$206,916	(\$25,084)	53.9%	\$315,053		88.9%
TECHNOLOGY & MAINTENANCE	\$123,500	\$5,000	\$4,675	(\$325)	\$65,000	\$93,241	\$28,241	75.5%	\$59,226		39.5%
UTILITIES	\$102,000	\$2,000	\$1,270	(\$730)	\$54,200	\$52,757	(\$1,443)	51.7%	\$61,005		60.7%
OTHER CHARGES	\$75,770	\$4,000	\$6,104	\$2,104	\$50,500	\$49,344	(\$1,156)	65.1%	\$48,837		73.8%
BUILDING IMPROVEMENTS & FURNISHINGS	\$2,408,000	\$230,000	\$227,004	(\$2,996)	\$956,000	\$954,243	(\$1,757)	39.6%	\$186,519		152.9%
COLLECTIONS	\$647,010	\$55,000	\$62,943	\$7,943	\$433,000	\$427,133	(\$5,867)	66.0%	\$405,756		69.0%
TOTAL EXPENSES	\$6,210,750	\$526,000	\$529,855	\$3,855	\$3,395,700	\$3,449,304	\$53,604	55.5%	\$2,567,680		68.8%
VARIANCE	(\$1,677,170)	(\$516,192)	(\$520,888)	(\$4,696)	\$536,921	\$493,119	(\$43,802)				
FUND BALANCE-BEGINNING OF YEAR						\$1,961,960					
FUND BALANCE-CURRENT						\$2,455,079					

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.

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## Building Committee Meeting

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The Baldwin Public Library's Building Committee met in the Jeanne Lloyd Room on Monday, March 2, 2020. Present were Melissa Mark, Frank Pisano, Jim Suhay, Doug Koschik, Rebekah Craft, architects Robert Ziegelman and John Gardner, and one member of the public.

Committee members reported on research they had carried out and discussed elements that should be included in the café, which will be part of Phase 3.

- Suhay met with a representative from Starbucks and found out the equipment and other requirements for opening a branded Starbucks location. He also measured the service area (equipment and counters) at the small Starbucks inside Kroger's at 170 sq. ft.
- Mark shared photos of the Svenska Café interior and provided cost estimates for equipment necessary to run a café. After the meeting, she obtained the size of the Svenska café (service area, restroom, and tables) at 550 sq ft., which would appear to fit in the available Phase 3 space of 780 sq. ft.
- Craft urged the Committee to include some Circulation services at the entrance to make it easier for patrons with mobility issues to use the Library.
- Craft suggested placing the café inside the Library, where the current Circulation Desk is located, in order to give ground level access to Circulation Services, but the majority of the Committee opposed the idea. Locating the café in the same location where Circulation now sits would move food smells into the middle of the Library, and would not facilitate the "connection" between the Library's entrance and the outside plaza/Shain Park/Community House which the City Commission is eager to foster.
- Koschik stressed the importance of having staff presence at the entrance, as a form of concierge services, to welcome people to the building and provide requested assistance. He also noted that placing the entire Circulation Desk at ground level, five feet beneath the main level, would make it difficult for people already inside the Library to reach the Circulation desk for assistance.
- Leaving the ground level entrance open 24/7 is not advisable. But access to the book return system (i.e., the sorter) will somehow need to be provided so that patrons can return items when the Library's doors are closed. Perhaps that would require a conveyer belt. Staff will contact the manufacturer of the sorter for ideas.
- The Library will need to issue an RFP to find an outside vendor to manage the café.
- Koschik will contact Valentine about a number of matters, including how the Library would go about hiring an outside company to manage a café within the building.
- Pisano recommended hiring a Library consultant to develop a survey for obtaining patron input into the Phase 3 renovation, but Suhay believes that Library staff can manage any surveys and public forums.
- Craft would like to survey members of the public about their needs in order to develop an inclusive space plan and determine priorities for the renovation (e.g., more space for Idea Lab, accessibility, and café space)

- Pisano noted that in order to satisfy both staff and patrons, the front entrance may need to be enlarged to include space for both a café and accessible Library services (i.e., Circulation Desk, holds area, self-check station). However, other people present were skeptical or entirely opposed to the idea of expanding the size of the project since it would make the project considerably more expensive.
- Suhay wanted the Committee to agree to place the café at the ground level entrance because this is what the Library recommended to the City Commission at its long-range planning session, and because the City Commissioners received that idea favorably. But the majority of the Committee would like to survey the community (both library-users and non-users) before making a commitment.

On March 11, the Committee will meet with Bill Seklar, CEO of The Community House, to obtain more information about cafes.

Koschik has scheduled a meeting with the DIA on March 30 to discuss the possibility of adding a community-based public art mural to the Library's front entrance. David Bloom and employees of the DIA, including Barbara Heller, will attend the meeting. We are still at the very early, exploratory stages of this process.

Building Committee members will work together to select furniture for the new Youth Room terrace and garden. Three 60" benches without backs, three 36" tables, 12 chairs, and 3 umbrellas will need to be purchased.

Koschik noted that the following areas of the Library will need updating in the next few years:

- Second floor – carpeting, paint, and 30 new stacking chairs for the Jeanne Lloyd Room
- Harry Allen Room – plaster repair, paint, ceiling lights
- Grand Hall – paint

The next meeting date will be announced at a later time.



## **Construction Committee Working Session Notes**

**project** BPL Youth Services – Renovation / Addition  
**date** February 24, 1:30 – 2:30 p.m.  
**location** Jeanne Lloyd Room  
**attending** Baldwin Public Library (BPL): D. Koschik, S. Klimmek, R. Craft  
Phase 2 Construction Committee: F. Pisano, M. Mark  
City of Birmingham (City): B. Johnson, M. Morad  
Luckenbach Ziegelman Gardner (LZG): B. Ziegelman, K. Swanson  
Dailey Company (Dailey): P. Danko, D. Meyers, D. Bernard

### *Curtain wall Shades*

- The sample shade pieces have been delivered. Swanson would like the pieces hung up in two different locations. Once the drywall is finished on the fascia, the mockup can be hung and reviewed by the Committee.

### *Stained Glass Update*

- The stained glass will fit in the originally specified location. The glass will be mounted to the stacks with brackets. Bill from LDA will build a poplar frame for the glass, which will be painted to look like metal.

### *North Exit Door*

- Bernard stated that the automatic door opener for the north door (#108) was, in fact, in the original drawings and was included in Dailey's base project bid. Therefore, Baldwin won't have to pay extra for it. That would result in a savings of approximately \$7,500.
- LZG had to make changes in the door hardware in order to accommodate Guardian Alarm's requirements. There is a corresponding \$1,300 charge for the new door hardware. It is in COR #22.
- LZG will revise down their charge for work on this door, because part of the door's electrical system had already been drawn and included in the original bid. The charge will now be less than \$1,300.
- Danko noted that the automatic door opener for the Story Room door was added as an add alternate cost at the beginning of this project, in COR #1. The cost was \$10,000.

### *Soft-close door closers*

- Craft and Klimmek asked Swanson if soft-close door hardware was included for this project. BPL would like to add soft-close hardware to the two staff office doors in the Youth Room. Ziegelman reported that no soft-close door hardware had been added to the doors in Adult Services.

### *Play Area Canopy Update*

- Dailey and LDA have been in contact about how best to hang the canopy. LDA is responsible for hanging the canopy. Dailey will make sure that low-voltage electrical and sprinklers are supplied above the canopy.
- The canopy will have to be cut to accommodate a sprinkler head.
- Swanson will check with LDA to see what type of lighting fixture will be added. (Will it be plugged into an outlet, or will it be hard-wired to an electrical box?)

### *Signage*

- Swanson is working with Craft and Klimmek on the signage.
- BPL staff will provide the wording for each of the signs hanging from the ceiling.
- Restroom signs are on order.

### *Tackable Panels*

- The dimensions of two Story Room wall units have changed. (One wall was converted from a sliding door, and one drywall wall was added in place of a glass wall). The dimensions of the tackable panels on these walls have also changed.
- Swanson will work with LDA to purchase learning panels that fit the dimensions of these new walls.

### *Exit Sign Locations*

- Morad and Fire Marshal Joel Campbell will be walking through the space tomorrow to do the sprinkler inspection.
- The exit sign location at the entrance/youth “archway” will need to be finalized. Swanson suggested hanging the exit sign from the wall. Morad noted that the hanging wood slot ceiling would cause some obstruction, and the final location of the exit sign will need to be placed in a spot that is easily visible.

### *Construction Progress Update & Schedule*

- Rough mechanical overhead will be completed tomorrow.
- Low-voltage speaker wiring and data wiring are complete.
- Sprinkler installation will be completed on Wednesday.
- Most of the remaining glass panels for the curtain wall will be hung on Tuesday.
- Drywalling will begin on Wednesday.
- A mason restored the limestone and brick last week. A hole in the exterior brick wall was patched and might incur an extra fee (approximately \$550).
- The original exterior window glass was repaired last week.

### *Clarifications on Change Order Requests*

- COR #22 was received on 2/24 and covers \$1,300 in costs to add an electric strike and change the panic bar style to the north exterior door (#108).
- In addition, COR #22 adds \$3,630 in costs for required additional fire suppression coverage around the soffit on the east side of the Youth Room. Ziegelman and Danko will discuss this change after reviewing project plans.

- Finally, COR #22 gives a \$500 credit for reduced glass in the Story Room. This is less than the \$3,500 in savings that LZG had originally estimated.
- COR #21, from 2/11, covers the relocation of ductwork to accommodate can lights, etc. Gardner needs to approve this COR.

#### *Discussion about Staff Office Door*

- Some discussion took place about the type and location of the staff office door.
- The first iteration of the door was a swinging door with no latch.
- Klimmek requested a door that opens only into the staff room and that also latches. With a swinging door, she was worried that staff may accidentally hit patrons when exiting the office, and that children who walk up to the door and play with it may pinch their fingers.
- After the meeting, Danko measured out the door frame. It will be possible to add both a 12" wide sidelight and a door that opens into the office, within the existing opening.

#### *[Story Room Walls*

- After the meeting, Craft learned that current architectural plans do not call for the Story Room to be fully enclosed. In other words, the glass wall between the Story Room and the rest of the Youth Room does not extend all the way up to the ceiling.
- She clarified to LZG that BPL staff would like the glass wall extended all the way up to the ceiling for soundproofing purposes.
- Afterwards, Koschik confirmed to Craft that he had been under the impression that the architectural plans called for floor-to-ceiling glass. He would prefer to have the plans changed to accomplish that.
- LZG/Dailey will need to provide a price estimate for this change, so that BPL can decide whether to have LZG draw up revised plans.
- Swanson and Ziegelman looked at the location of the existing sprinkler heads and noted that another sprinkler head would need to be added if the glass wall were extended up to the ceiling. That would be yet another expense.
- This matter will need to be discussed at the March 2 meeting.]

The next working session will be held on March 2 at 1:30 p.m. in the Jeanne Lloyd Room.

## **Construction Committee Working Session Notes**

**project** BPL Youth Services – Renovation / Addition  
**date** March 2, 2020, 1:30 – 3:30 p.m.  
**location** Jeanne Lloyd Room  
**attending** Baldwin Public Library (BPL): D. Koschik, S. Klimmek, R. Craft  
Phase 2 Construction Committee: F. Pisano, M. Mark, J. Suhay  
City of Birmingham (City): B. Johnson, M. Morad  
Luckenbach Ziegelman Gardner (LZG): B. Ziegelman, K. Swanson, J. Gardner  
Dailey Company (Dailey): P. Danko, D. Meyers, D. Bernard  
Library Design Associates: K. Haning

### *Library Design Installation Timeline*

- Haning provided a timeline for upcoming installations.
- Flooring installation will begin on April 6 and will take approximately two weeks. This will also include leveling the floor where the old Youth room meets the new addition.
- Shelving and book relocation will begin on April 20. All existing shelving and books will be moved back into the space.
- New furniture and shelving will arrive from May 4 on. At this time, the canopy and the stained glass will also be installed.
- Craft noted that the 3 house-shaped cubbies, 2 larger cubbies, and board book display units have all been ordered and will begin shipping May 1. LDA will issue a credit for the cubbies that were originally to be ordered through LDA.

### *Curtain Wall Shades*

- The louver sample is scheduled for delivery this week. Once delivered, the mockup can be installed and reviewed by the Committee

### *Stained Glass Update*

- LDA will provide two sample closure pieces for the edge of the frame.
- Haning noted that there will be a cost reduction for using a painted poplar frame, rather than a fabricated metal frame, for the stained glass.

### *Story Room Door Hardware*

- Klimmek's prefers door hardware that locks and latches.
- Gardner suggested using a door that has a push bar and a key lock.
- Danko will talk to Clinton Valley to see options for door hardware.
- There will be an extra charge to add electricity to the door. EL Electric will run conduit for this wiring.

### *Soft-close door closers*

- After the meeting, Gardner and Craft looked at existing door hardware. The existing glass doors in the Birkerts addition are closing too quickly, which creates loud sounds

and vibrating glass walls. Gardner will contact CR Lawrence to discuss options for slowing down the speed of the closing door.

#### *Signage Design*

- Swanson is waiting on BPL staff for a list of ceiling signs to be added to the Youth Room

#### *Story Room Partition Review for Soundproofing*

- Gardner reviewed the wall plans for the Story Room. The room will have a single door entry. The ceiling height along the north wall of the Story Room will extend to the ceiling.
- A new sprinkler head will need to be added to the Story Room for full coverage. It's required to meet code.

#### *Tackable Panels*

- The dimensions of two Story Room wall units have changed. (One wall was converted from a sliding door, and one drywall wall was added in place of a glass wall). The dimensions of the tackable panels on these walls have also changed.
- Swanson will work with LDA to purchase learning panels that fit the dimensions of these new walls.

#### *Exit Sign Locations*

- Morad and Fire Marshal Joel Campbell walked through the space last week and finalized the locations of the Exit signs.

#### *Construction Progress Update & Schedule*

- Drywall installation begins Tuesday, March 3.
- The Fire Marshal is expected to approve the final sprinkler layout this week.
- Glass installers are caulking the inside of the curtain wall this week. The caulk will take 2 weeks to cure, and then the exterior will be caulked.
- Electrical rough-ins are ongoing.
- Temporary doors for the restrooms will be installed this week. The restrooms should be available to the public by the end of the week.
- Tile work at the door frames will be completed this week.
- Mechanical work is completed.

#### *Clarifications on Change Order Requests*

- COR #22 has been revised and includes changes to the north door (#108), plus credits for less glass used around the door and for not removing portions of horizontal tube steel.
- COR #23 (for revisions to the soffit by the Grand Hall) was submitted on Monday.



### *Terrace and Garden Furniture*

- The Building Committee will need to select furniture for the new terrace and children's garden.
- Gardner suggested using benches with no backs so that the view out the north windows are not obstructed.
- Koschik will contact Lauren Wood, Head of DPS, for information about furniture pricing for outdoor furniture used around the City.

The next working session will be held on Monday, March 9 at 1:30 p.m. in the Jeanne Lloyd Room.

## **Construction Committee Working Session Notes**

**project** BPL Youth Services – Renovation / Addition  
**date** March 2, 2020, 1:30 – 3:30 p.m.  
**location** Jeanne Lloyd Room  
**attending** Baldwin Public Library (BPL): D. Koschik, S. Klimmek, R. Craft  
Phase 2 Construction Committee: F. Pisano, M. Mark, J. Suhay  
City of Birmingham (City): B. Johnson, M. Morad  
Luckenbach Ziegelman Gardner (LZG): K. Swanson, J. Gardner  
Dailey Company (Dailey): P. Danko, D. Meyers, D. Bernard

### *Curtain wall shades/louver option*

- Gardner wants to go over location of mockup with Meyers BEFORE Meyers does the mockup. The estimated additional cost of the louvers will be \$800 plus installation.
- Koschik read Kyle Haning's explanation why LDA was planning to charge an additional amount for motorized shade changes. Haning said LDA had based their bid on the shades not having a back-fascia piece. Swanson responded that the LDA bid should, in fact, have included a back-fascia piece because it was in the bid design. She is not sure why the LDA bid did not include that. She'll speak with Haning about it.

### *Stained glass:*

- Swanson said that the ceiling wood slots will partially block the stained glass behind the Youth Desk, which might be problematic. She suggested putting those two panels on top of a row of shelving. The Committee was not especially concerned that the view of the stained glass will be slightly blocked. Klimmek stated that she prefers the panels to be behind the Youth Desk, rather than on top of shelving.

### *Interactive wall panel design*

- This is the tackable board outside the Story Room. It's for art work from local schools. Klimmek had recommended that it be 5' to ceiling, so that children cannot reach and disturb the art. Swanson and Gardner recommended that the top height be 7', in order to align with the top of the wall behind the Youth Desk, and that the tackable board (and art) go down to 3'.
- [Klimmek later talked to staff and wrote Swanson: "After reviewing the proposed layouts and discussing with my staff, we have determined that the display needs outweigh the looks. The bulletin boards need to start at 5 feet high so the children have minimal contact with whatever is displayed and they need to go up close to the ceiling so we have enough display space."]

### *North exit door*

- Gardner showed drawings and photos of the north exit door (#108). The hardware color will be bronze.

### *Story Room door hardware*

- The Story Room door will be the same one as used for the north exit. It's also in use at the 555 Building. LZG recommends that the door open out and toward the south. The Committee agreed. The total additional cost of this door and hardware will be \$4,500. The door is not in stock and therefore might not get installed by the date the Youth Room opens.

### *Door closers*

- The closers are from CRL (CR Lawrence). Craft had shown Gardner how fast the doors in Adult Services close, which is much too quickly. The closers are adjustable. Gardner will find out how they work and will then make the Adult doors close more slowly. The Youth doors will be set up properly from the start.

### *Signage*

- Signs hanging from ceiling in Youth Room will be readable from both sides. Swanson suggested that the signs in the corridor leading to the Youth Room (especially the bathroom sign) should be the same style as in Adult Services—i.e., readable from one side only. The Committee questioned that. Swanson will work on designs to show the Committee on March 16.

### *Exit sign locations*

- All is set there.

### *Construction Progress Update & Schedule*

- Panel energization and installation of a switch in the new electrical box was completed successfully after-hours on March 6.
- Contractors continue hanging drywall on ceilings and walls.
- Electricians have begun hanging pendant fixtures on exposed ceiling.
- The restroom sinks will need to be reinforced with steel stanchions anchored to the floor. This will delay the opening of the restrooms by a few weeks.
- Caulking of the curtain wall is complete, and the glass clips have been removed.
- Meyers and Gardner are meeting with the roofing contractor to discuss the coping design.
- The landscaping company should be able to start installing the retaining wall soon.
- Dailey is waiting on the approved coat room design.

### *Youth Room Archway*

- The Committee discussed the best way to install the orange archway entrance to the Youth Room. Suggestions included adding orange laminate or installing a hardwood frame in white birch to be painted orange. No final decision was reached.

### *Clarifications on Change Order Requests*

- Johnson gave Koschik permission to sign and send in COR 23, which had previously been approved by Gardner. COR 22 still requires further clarification.

- Dailey is waiting on the final design details for door #108 before submitting a final change order.

*Terrace and Garden Furniture*

- The Building Committee will set up a time to visit a patio furniture store in person to select three 36" wide round tables, 12 chairs, 3 umbrellas and 3 benches that are 60" wide.

*To be discussed on March 16*

- The invoice that LZG recently sent BPL.

The next working session will be held on Monday, March 16 at 1:30 p.m. in the Jeanne Lloyd Room.



## LIBRARY REPORT

Key Metrics Dashboard

Strategic Plan Status Report

Services and Programs

Marketing and Public Relations

Financial Stability

Personnel and Organization

Community Relationships and Partnerships

Facilities and Technology

Program Photos

Expenditures from FOBPL Donations

# Strategic Plan Status Report

## Key Metrics Dashboard: February 2020

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 19-20 End of Q3 Target
<b>Financials</b>					
Revenues	\$ 8,967	\$ 205,023	\$ 3,942,423	\$ 3,816,375	
Expenses	\$ 526,855	\$ 271,212	\$ 3,449,304	\$ 2,567,477	
<b>Circulation</b>					
Circ (Charges & Renewals)	43,235	40,896	373,009	345,266	<b>387,732</b>
Self-Check Usage	21.1%	23.4%	22.5%	22.7%	<b>20.0%</b>
% of Circ by Residents*	91.8%	92.6%	92.4%	92.1%	<b>92.0%</b>
% of Circ by Non-Residents	8.2%	7.4%	7.6%	7.9%	<b>8.0%</b>
<b>Interlibrary Loans</b>					
Items borrowed	1,314	784	8,382	6,364	
Items loaned	715	661	6,739	6,017	
<b>Technology Usage</b>					
Database Sessions	2,254	1,292	13,807	9,752	<b>11,508</b>
Downloadable Content	9,901	9,463	77,956	70,580	<b>78,230</b>
Public Computer Usage	1,064	1,178	9,058	9,196	
Wireless Sessions	19,963	23,975	165,312	187,392	<b>202,500</b>
<b>Program Attendance</b>					
Adults	476	385	3,081	3,001	
# of Programs for Adults	29	28	187	177	
Teens	231	77	834	1,078	
# of Programs for Teens	7	15	46	93	
Youth	2,156	2,614	17,801	17,969	
# of Programs for Youth	63	53	467	414	
Computer Classes	43	36	278	291	
# of Computer Programs	9	8	70	68	
Online Video Views	33	28	241	330	
Idea Lab Certifications	19		132	36	
Idea Lab Visits	250	263	2,260	1,361	<b>2,000</b>
<b>Total Program Attendance</b>	<b>3,208</b>	<b>3,403</b>	<b>24,627</b>	<b>24,066</b>	<b>22,038</b>
<b>Total # of Programs</b>	<b>108</b>	<b>104</b>	<b>770</b>	<b>752</b>	<b>618</b>
<b>Outreach Attendance</b>	<b>1,301</b>		<b>6,236</b>		
<b># of Outreach Programs</b>	<b>14</b>		<b>125</b>		
<b>Gate Count</b>					
	<b>18,698</b>	<b>16,993</b>	<b>183,381</b>	<b>172,238</b>	<b>198,219</b>
<b>Volunteer Hours</b>					
	<b>177</b>	<b>279</b>	<b>2,038</b>	<b>1,754</b>	<b>1,658</b>
<b>Social Media</b>					
	<b>New Users</b>	<b>New Users LY</b>			
Website Hits/Pageviews	21,766	24,184	173,623	201,227	<b>221,788</b>
e-Newsletter Subscribers	1	3	2073	1931	<b>2078</b>
Facebook Page Likes	18	19	2336	2079	<b>2267</b>
Twitter Followers	-1	7	1278	1208	<b>1284</b>
Instagram Followers	31	58	1411	764	<b>1258</b>

\*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

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## Strategic Plan Status Report

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

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### Services and Programs

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

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#### *COVID19 Response*

On March 12, the Management team met to discuss the Library's responsibility in the wake of the COVID-19 virus. Everyone agreed that we would rather be proactive than reactive to the crisis and made the decision to cancel programs through the end of March, remove toys from the Kids Corner, and remove furniture throughout the Library to encourage social distancing. The following message was sent out to all Library cardholders with emails on file, posted on our website, and posted on social media channels. We will continue to monitor this crisis and follow guidelines from the City of Birmingham, Oakland County, and the State of Michigan.

The Baldwin Public Library is closely monitoring information about COVID-19 and is taking steps to help reduce the spread of the virus. The health and safety of staff and Library-users is our priority. Because of this, we are making the following modifications to our Library services:

- All Library programs and events from Friday, March 13 through Tuesday, March 31 have been cancelled.
- The Idea Lab is available by appointment or for 3D print pickups only.
- The Computer Lab is unavailable for use.
- Home Delivery via U.S. Mail is available for any patron who wishes to have materials or holds sent to their home. To enroll in this program, contact Adult Services at 248-554-4650 or [online](#).
- We recommend using [Curbside Pickup](#) if you do not wish to enter the Library building.

In addition to regular cleaning, we're taking the following precautions to keep the Library sanitized:

- Increasing the frequency with which we disinfect door handles, railings, tables, computer areas, equipment, and frequently used areas.
- Reconfiguring computers and seating to allow for 4 to 6 foot spacing between users.
- Continuing to make gel hand sanitizers and soap available for Library users.
- Sanitizing toys in our Kids Corner and removing plush toys from the Kids Corner.



The Baldwin Public Library will remain open to the public with normal hours of operation. Please visit our website for updated information. We appreciate your patience and understanding.

### **Use the Library from Home**

If you or a family member is not feeling well, we have thousands of books, movies, music, and more for you to stream or download with your Library card. Here's a list of resources accessible from home:

#### **Entertainment**

[OverDrive Libby](#) – ebooks and eaudiobooks

[Hoopla! Digital](#) – movies, music, TV shows, ebooks, eaudiobooks, and graphic novels

#### **News & Media**

[Online Newspapers](#) – Detroit Free Press, Washington Post, New York Times, Wall Street Journal, and more

[Digital Magazines](#) – thousands of full-color, digital magazines with no expiration limit on checkout

#### **Education**

[CreativeBug](#) – online video arts and crafts workshops and techniques

[Lynda.com](#) – instructional videos on popular subjects like web design, IT, education, media, and business

#### **For Students**

[Brainfuse Tutoring](#) – live tutoring from 2:00pm – 11:00pm, seven days a week.

[Tumblebooks](#) – animated, talking picture books

[Bookflix](#) – online literacy resource that pairs classic video storybooks with related nonfiction e-books.

Recommendations from the State of Michigan

The State of Michigan recommends using good hygiene practices to prevent the spread of COVID-19 and other respiratory diseases:

- 
- Avoid close contact with people who are sick. Keep your distance from others when you are sick.
- Stay home from work or school when you are sick for at least 24 hours after your fever (100 F and above) is gone, except to seek medical care. Your fever should be gone without using fever-reducing medications or antiviral drugs. It could take up to one week or more to feel better.

- Cover your nose and mouth when you sneeze or cough (tissue or sleeve)
- Wash your hands with soap and water frequently. If soap and water are not available, alcohol-based cleaners (at least 60% alcohol ingredient) are effective.
- Avoid touching your eyes, nose or mouth germs are spread this way.
- Get plenty of sleep, water, healthy food and exercise
- Seek medical care early. Consult your healthcare provider immediately if you develop flu symptoms.

This is a rapidly evolving situation. For the latest information, please visit [Michigan.gov/Coronavirus](https://Michigan.gov/Coronavirus) or [CDC.gov/Coronavirus](https://CDC.gov/Coronavirus).

### *Books & Bites 2020*

A committee has formed to plan our 2020 Books & Bites fundraiser. Committee members include:

Jennifer Wheeler, Chair  
 Karen Rock  
 Lindsay Van Syckle  
 Michelle Hollo  
 David Underdown  
 Missy Mark  
 Robert Stratton  
 Rebekah Craft  
 Doug Koschik

The event is scheduled to be held on Friday, October 16 from 6:00 to 9:00 p.m. The event will have a masquerade theme and will feature a wine tasting, live music, a strolling dinner, and a silent auction. Silent Auction donation request letters were mailed in late February and sponsor booklets are now available.



### *Birbery Awards*

The Birbery Award event scheduled for March 13 was cancelled due to COVID19.

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## **Financial Stability**

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

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### *FY 2020-21 Budget*

Director Koschik will formally present the budget to the Library Board at its March 16 meeting.

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## **Marketing and Public Relations**

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

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### *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 Exam Cram for High School Students
- Friends of BPL Host Books, Bags & Bagels Fundraiser

### *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 88-99 of the Information Only section:

- Baldwin Public Library card redesign
- Spring *Learn.Connect.Discover* Issue
- Spring Youth Program posters
- Volunteer Luncheon invitation

### *Birmingham Newsletter*

Rebekah Craft was interviewed by Claire Kowalec for the Birmingham Newsletter, a publication from realtor Stuart Jeffares. The newsletter is scheduled to appear in the spring.

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## Personnel and Organization

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

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### *Volunteer Hours*

177 volunteer hours were utilized in the month of February.

### *Communications with Staff*

Staff talks were held on February 19 and 10 as a follow-up to the February Library Board meeting.

### *Staff Updates*

**Donna Annal**, Page, reached 1 year of service on March 3.

**Julie Beckwell**, Page, reached 1 year of service on March 3.

**Timothy Boiteau**, Page, reached 1 year of service on March 3.

**Lisa Christie**, Circulation Assistant I, reached 14 years of service on March 6.

**Sue Kalisky**, Substitute Youth Librarian, reached 4 years of service on March 6.

**Elisabeth Phou**, Teen Services Librarian, will reach 15 years of service on March 28.

**Allison Sartwell**, Substitute Youth Librarian, reached 4 years of service on March 6.

**Megan Zacharias**, Page, reached 1 year of service on March 3.

### *Public Library Association National Conference in Nashville, TN*

H Jennings received a \$1,600 continuing education grant from the Library of Michigan to attend the PLA conference in Nashville, TN from February 26-29. Along with H, Syntha Green, Stephanie Klimmek, Maria Williams, Josh Rouan, and Rebekah Craft attended the conference. Here's a report from the attendees:

#### **My favorite session at PLA was...**

- *Marketing and Communications for Inclusiveness & Diversity.* I now have a great framework for creating an overarching marketing plan for Baldwin. Consultant Kim Crowder did a phenomenal job answering audience questions and seeing her in action this has changed the way I will respond to staff and patron questions and suggestions. - Rebekah
- *Data Visualization on a Dime.* This was a fantastic session that covered how to best present data depending on the audience and platform (e.g. social media, board reports, and presentations). It also demoed two freemium tools to make statistical data more visually appealing - beautiful.ai and Infogram. - Josh
- *Public Library Partnering in Juvenile Detention Centers.* The Kalamazoo Public Library reaches teens who cannot get to the Library by visiting them at the Juvenile Detention Center. They read to the kids at bedtime twice a week, provide a once-a-week book club and bring in authors to spend time with the teens. This was a fabulous and inspiring

outreach program that supports a population not often thought of in our service area. -- Stephanie

- *Staff Inclusion in Decision-Making, From Big Ideas to Cat Chats.* This was an excellent session hosted by Administrators from Tulsa City-County Library. They discussed how staff involvement in significant library decisions benefitted the Library in various ways. First, by leveraging the good ideas of staff at all levels they saw increased employee engagement and improved positive feelings about their jobs. The community benefited from the creative and innovative improvements to library services and programs, and experienced better customer service from a workforce that was deeply engaged in the Library's work. -- Maria
- *Part Playground, Part Laboratory: Building New Ideas at Your Library.* This was a very interesting session describing how the Arapahoe Libraries in Colorado keep an idea bank and what they do with the ideas. First they put out a call for ideas several times a year, then ideas are selected to try. They maintain a specific budget item line for this. It can be anything from separating out a collection (classics in this case) to providing a water bowl for dogs outside the building. After gathering data, some ideas are kept, some are widely utilized and others - such as uniforms- they found were simply unnecessary. --Syntha
- *Podcasting as Professional Development* was probably the cleanest presentation I saw. It discussed specific tools, software and techniques on how to do things and what to do. I left that presentation with the thought, "Yes, I can!" Building Equity and Mentoring left me feeling empowered in a completely different way. --H

#### **My favorite vendor interaction at PLA...**

- Seeing new interactive STEM magnet manipulatives from the Burgeon Group. These will be great for our new magnet board in the Youth Room. - Rebekah
- Being able to sit down face to face with both Ingram and Brodart to discuss Baldwin's book supply needs. - Josh
- The interactive displays at the Burgeon Group. They had good dramatic play elements as well as the STEM magnet Manipulatives. - Steph
- I enjoyed all of the publishers' booths in the exhibit hall, and especially the book buzz sessions about upcoming titles. It's always helpful for readers advisory to get an advance look at upcoming titles which are likely to be in demand. --Maria
- I, too, enjoyed the Burgeon group's magnet wall the most, though Brodart had a really cool Helicopter that was fun to look at. --Syntha

#### **The best takeaway from PLA for me...**

- Tips from the Empathy in Customer Service session. The speaker shared a lot of activities that we can try out at our staff day this September and a great bibliography of customer service training books. - Rebekah
- ...was the importance of stepping back and seeing/modeling the work we do from the perspective of people who are disabled or who have an identity outside the "norm";

- specifically, making sure that the online catalog and our electronic resources are accessible to those with disabilities. - Josh
- There are multiple ways to lower the barriers in our services so that we are more inclusive. They cover everything from the type of programs we offer, how we catalog items, how we treat patrons, how we treat staff, how we define patrons, etc. I can incorporate changes immediately to start being more inclusive and lower barriers to library use. - Stephanie
  - I appreciated the increased focus this year on providing library services to marginalized communities - including those living with mental illness, those who are differently abled, and LGBTQ+ community members (particularly transgender staff and patrons). Empathy is so important to public library work. - Maria
  - Several sessions mentioned different ways of empowering staff at all levels. --Syntha
  - Living the Windows and Mirrors theory. I was able to get a much clearer window into the work that other communities are doing sometimes by going to a session but plenty of times it happened in one on one conversations with other attendees. Also, I wasn't the "only one" in the room at PLA. I have totally found my people and my place at Baldwin, but PLA was an opportunity to converse and share experiences with other librarians of color to discuss positive experiences and challenges in the profession. --H

**The idea I learned at PLA that I'm most excited to implement at Baldwin was...**

- Creating a formal volunteer program, complete with volunteer job descriptions, an initial interview, and regular check ins. - Rebekah
- Doing a diversity audit retrospectively on at least one major collection (e.g. Adult Fiction); adding a searchable/linkable cataloging element to all Fiction items so that patrons looking for fiction that mirrors a particular experience/identity can easily find them. - Josh
- Using surveys with patrons and staff to solicit feedback on programs and investigate using PLA's Project Outcome toolkit. We ask for verbal feedback but using a more scientific data collection method will be helpful and I really like the idea of having staff also fill out surveys like at the end of Summer Reading. - Stephanie
- Using an open source database tool to move our Situation Response Manual online and make it super easy for all staff to use on a regular basis. - Maria
- Enhancing the Patron Experience through Virtual Merchandising was a great session, and I am excited for the new display areas we will have after the renovation. --Syntha
- Using the IMLS grant to provide students from non-SCWAMP (straight, Christian, white, able-bodied, male, and property holder) backgrounds opportunities exposure to the library profession through paid summer internships. --H

*TLN Steering Committee*

Koschik attended TLN Steering Committee and Membership meetings on March 6.

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## **Community Relationships and Partnerships**

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

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### *City of Birmingham*

Koschik 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.

### *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. On March 9, Koschik gave a two-minute update, talking about upcoming events at the Library

### *Bingham Farms*

The Bingham Farms Village Council voted to approve the Library services contract with the Baldwin Public Library at their February 17 meeting. The Library will install a book return box in the lobby of the Village's office building in early April.

### *Birmingham All Seasons*

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

### *Friends of the Baldwin Public Library*

Doug Koschik attended the FOL Board meeting on March 10. The Books, Bags & Bagels fundraiser on March 22 and the annual meeting on March 30 have been cancelled.

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## Facilities and Technology

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

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### *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.

### *Idea Lab*

Here is an update from Idea Lab Supervisor Jeff Jimison:

DATELINE, SATURDAY. FEBRUARY FIRST. Our "Mechanical Keyswitches" program. This was far-and-away the most highly anticipated group build project we have yet undertaken! From the moment it was announced, I fielded countless questions and received numerous enthusiastic comments about this program. I'd been kicking the idea around for *months*, and at last, thanks to encouragement from other staff members, it worked its way onto the schedule. After weeks of planning and preparation, the program took place on this sunny Saturday. Around 75 patrons piled pell-mell into the lab to build, *from scratch*, their very own Mechanical Computer Keyboard.

"But WHAT IS a mechanical keyboard," you ask?

Computers are unquestionably the most important tools currently used by humans. They pervade and enable absolutely every aspect of our modern lives. Centuries ago, perhaps, the most important human tool would have been *the hammer*. But for the past 70-80 years, the most important hammering done by anyone is the hammering of *fingertips* against a *computer keyboard*. And, with the advent of the internet, computers have become much more than a tool; they have become a *social system*, a *way of being*, a *place*. The QWERTY Keyboard has been the primary mode of interface with computers since the very beginning of electronic computation. It is the *threshold of interaction* with these most vital machines. Today, with devices like smartphones and tablets, the QWERTY keyboard has been reduced to a mere image on a touchscreen, offering great convenience but little satisfaction. A Mechanical Keyboard is an inherently *physical* device, a keyboard comprised of individual mechanical switches whose purpose is to provide pleasing tactile and auditory feedback; to enhance the experience of typing and *ennoble* the experience of computing. To use pianos (another equally interesting form of keyboard) as analogy: a touchscreen keyboard is an out-of-tune, garage sale Wurlitzer while a proper mechanical keyboard is a *Steinway Concert Grand*. (I could proceed, of course, to describe the various switch mechanisms, layouts, keycap profiles and so on; but will instead encourage any interested persons to seek me out for said descriptions.)



In the past few years, mechanical keyboards have seen a dramatic resurgence in popularity. Utilized by professionals like writers and programmers who earn their living through typing, and by enthusiasts who simply prefer the sophisticated typing experience. This popularity is no doubt why our keyboard building program had such a fine turnout. Older adults, who remember venerable keyboards such as the IBM Model M or the Apple Extended Keyboard from the days when such devices were the *only option*. Young kids who have developed a fascination with keyboards through their highly publicized modern renaissance. And those unfamiliar with, but *intrigued* by the mere *concept* of a mechanical keyboard. All of these groups were in attendance. As is so frequently the case in The Idea Lab, their response was marvelous. They learned, they socialized, they had fun! And they just couldn't believe that all of this was available *for free*. And for me, as the proprietor and host of this incredible event, I can scarcely describe the sense of gratification it provided, despite to say it must be something akin to true enlightenment.

Now, before I completely exhaust my powers of description, I will use a few additional words to tell you about *the whole rest of February*. I'm sure you recall from my previous reports that we generally offer "equipment skills" classes every Thursday evening. Well, in February we provided two *new* sorts of classes! What could be described as "equipment techniques" classes!

The first was "Laser Joinery." In this class, rather than focus on the basic operation of the laser cutter, we dove deep into specific techniques for creating three-dimensional shapes from flat stock. Consider the art of joinery as it pertains to woodworking: it is the process of creating special cuts in specific geometries that allow wood parts to connect to one another without the use of screws or fasteners. This same concept can be applied to materials using the laser cutter. Techniques like finger joints, toggle joints, dados, rabbets... the canonical joinery techniques used by woodworkers for centuries. These can all be applied to both wood and plastic through the use of our laser cutter. But unlike traditional methods of woodworking, the laser can produce these joints quickly and with a minimum of physical effort. There are even *new* types of joints that can *only* be created using a laser cutter, such as the absolutely fascinating "LIVING HINGE" or the gorgeous "GYROID FLEXOR".... The Laser Joinery class was a complete exploration into these methods, and served to expand the knowledge of our eager group of regular laser users.

Our second new class offering in February was a Signmaking class. This was a truly multidisciplinary experience, as it encompassed almost all of our major tools and equipment: 3D printers, laser engraver, *and* die cutter! We explored a number of common methods for making signage of all kinds, for an array of purposes, on all of these machines. The 3D printers, for a relief-like process resulting in full-color signs and plaques. The laser cutter, for complex lettering, engraved wooden labels, and eye-catching edge-lit acrylic displays. The die cutter, for traditional large-scale vinyl signage meant to weather harsh outdoor conditions. Again, this class focused not on the basic operation of the equipment, but specific techniques and

multiple methods to produce dramatic and professional signage. These classes were a joy to teach, with attendance *exceeding* our sign-up limit! I'm certain we will offer numerous other "techniques" classes in the future.

Finally, I'd like to say thanks to everyone who reads these reports. Sincerest thanks for your interest in our Idea Lab. It is with your encouragement and support that we are able to provide this marvelous service to the public. While the world around us may be chaotic and unpredictable, the Idea Lab is a constant reminder that the power of human ingenuity is limitless, and that *truly anything* is possible!

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## Adult Event Photos

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In February BPL's Adult patrons kept warm by repurposing teacups into delicate candles in another of Adult Services Librarian Sarah Bowman's popular craft workshops.



Adult Services Librarian Mick Howey kept his eye on Spring and invited Ben Cohen of Small House Farm to speak to patrons about seed saving. Everyone enjoyed his informative presentation.



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

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## Teen Event Photos

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### *International Candy Tasting*

This year we celebrated Valentine's Day by eating candy from different countries, including Finland, Australia, Germany, Japan, Israel, Mexico, Netherlands, Poland, France, and Thailand. A favorite was chocolate popping candy from Israel. The one everyone liked the least was double salted licorice from the Netherlands.





## Exam Cram

150 students and 11 therapy dogs attended Baldwin's After Hours Exam Cram for high school students at the end of February. The library was full of teens and therapy dogs as students prepared for their finals.



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



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## Youth Event Photos

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### *The Community House Story Time*

Ms. Susan and Ms. Syntha provide three story times a month to the Early Childhood Center at The Community House. Below are pictures of the Early Five's who walk to the Library one Friday a month for their hour long time with Ms. Susan.



### *Storytellers Guild*

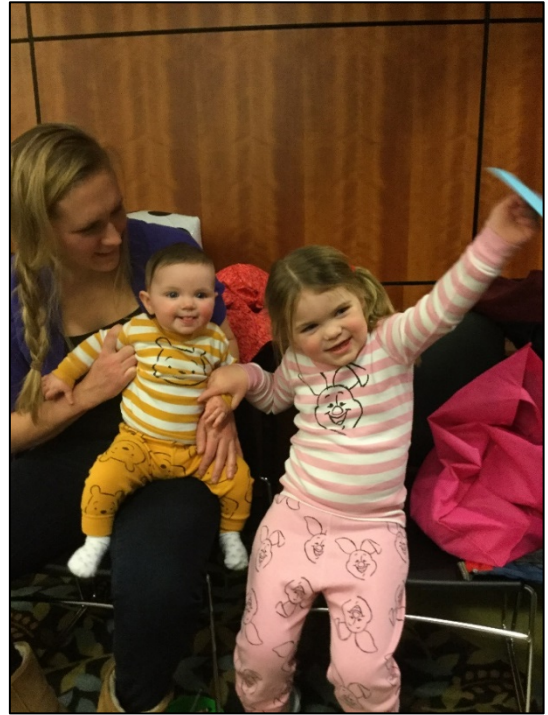
Every year, Stephanie Klimmek gives a presentation to the StoryTellers Guild featuring some of the best read aloud books from the past year. She also shows them the American Library Association's Media Award Winners, like the Caldecott and Coretta Scott King Award winners.





### *Bedtime Tales*

Each month, Ms. Cathy leads families in songs, rhymes, books, and crafts as they gather in their pajamas for a family story time. Recent themes include counting and bath time!





### *Cameron Zvara*

Cameron Zvara, magician and entertainer, gave a fabulous show at Baldwin over spring break, stepping in for Doug Scheer, who was unable to come at the last minute. If you missed Cameron, he will be back in April for some more interactive, non-stop fun!



### *Food Fun*

What's better than eating food? Playing with it! Twenty children joined Ms. Syntha in February to create delicious treats using chocolate. You can see some of their delicious creations below.





<b>Baldwin Public Library: Friends Funds</b>	
<b>February 2020 Expenditures</b>	
<b>Adult Services</b>	
Office Trivia Prizes	\$ 50.00
Better Made Chips Lecture	\$ 150.00
Seed Saving Program Supplies	\$ 8.48
Program Supplies	\$ 9.08
Total	\$ 217.56
<b>Teen Services</b>	
Winter Reading Program Prizes	\$ 105.46
DIY Mug Decorating Program	\$ 32.94
Teen Advisory Board	\$ 35.13
Teen Hangout Night Supplies	\$ 33.75
Painting Program Supplies	\$ 7.99
Program Refreshments	\$ 51.85
Teen Games	\$ 37.59
Total	\$ 304.71
<b>Youth Services</b>	
Laugh Factor Supplies	\$ 395.00
Battle of the Book Program Supplies	\$ 495.30
Story Book Trail Books	\$ 62.32
Program Refreshments	\$ 139.61
Food Fun Program Supplies	\$ 43.51
Mother Goose Program Supplies	\$ 7.99
Total	\$ 1,143.73
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 1,666.00</b>
<b>February 2020 Balances</b>	
Adult Services	\$ 1,516.71
Teen Services	\$ 2,616.79
Youth Services	\$ 4,149.16
Outreach & Equipment	\$ 1,598.72
<b>Total Balance</b>	<b>\$ 9,881.38</b>
<b>February Book Sale Proceeds</b>	\$790.00
Submitted by Rebekah Craft on March 9, 2020	

**BALDWIN PUBLIC LIBRARY**  
**City of Birmingham**



Proposed Budgets  
Fiscal Years 2020-21, 2021-22 & 2020-21

**Library Board**

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

**Library Director**

Doug Koschik

	FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Budget Changes	FY 2019-20 Projected Year-End Revenue	FY 2020-21 Proposed Budget	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget
Library Fund Balance at Start of Fiscal Year	\$1,289,553	\$1,961,959		\$1,961,959	\$411,231	\$1,082,620	\$1,695,342
<b>Revenue</b>							
Birmingham Tax Revenue (1.1 mills)	\$2,566,650	\$2,707,025	\$0	\$2,707,025	\$2,875,564	\$2,990,616	\$3,095,315
Birmingham Tax Revenue (extra 0.31 mills in FY 2017-18; extra 0.2891 mills in FY 2018-19; extra 0.2728 mills in FY 2019-20; extra 0.2567 mills in FY 2020-21)	\$696,029	\$678,925	\$0	\$678,925	\$671,052	\$611,717	\$569,538
Provision for Tax Loss	-\$3,106	-\$15,000	\$13,000	-\$2,000	-\$15,000	-\$15,000	-\$15,000
County/State Revenue	\$111,056	\$104,300	\$5,910	\$110,210	\$110,100	\$110,100	\$110,100
Local Grants	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
Bev Hills, Bing Farms & Bloomfield Hills Contracts	\$902,708	\$924,890	\$3,986	\$928,876	\$940,217	\$961,558	\$972,518
Patron use revenue	\$90,570	\$81,150	-\$17,750	\$63,400	\$62,800	\$62,300	\$61,800
Investment income	\$81,925	\$52,290	\$19,000	\$71,290	\$52,000	\$66,000	\$78,000
<b>Total</b>	<b>\$4,490,831</b>	<b>\$4,533,580</b>	<b>\$24,146</b>	<b>\$4,557,726</b>	<b>\$4,696,733</b>	<b>\$4,787,291</b>	<b>\$4,872,271</b>
<b>Expenses</b>							
Personnel	\$2,211,687	\$2,374,870	\$38,404	\$2,413,274	\$2,545,924	\$2,612,229	\$2,679,265
Supplies	\$90,419	\$96,000	\$5,500	\$101,500	\$107,000	\$116,500	\$120,000
Contracted Services	\$418,137	\$383,600	-\$74,000	\$309,600	\$293,450	\$300,670	\$354,910
Technology & Maintenance	\$142,309	\$123,500	\$8,600	\$132,100	\$140,000	\$143,000	\$147,000
Utilities	\$83,624	\$102,000	-\$6,000	\$96,000	\$96,000	\$100,000	\$102,000
Fees & Dues; Communication; Other Charges	\$67,090	\$75,770	\$6,500	\$82,270	\$83,270	\$85,470	\$87,170
Capital Outlays (Building/Furniture/Equipment)	\$236,606	\$2,408,000	\$210,000	\$2,618,000	\$103,000	\$143,000	\$130,000
Collections	\$568,553	\$647,010	\$8,700	\$655,710	\$656,700	\$673,700	\$681,700
<b>Total</b>	<b>\$3,818,426</b>	<b>\$6,210,750</b>	<b>\$197,704</b>	<b>\$6,408,454</b>	<b>\$4,025,344</b>	<b>\$4,174,569</b>	<b>\$4,302,045</b>
Variance Between Revenue and Expenses	\$672,405	-\$1,677,170	-\$173,558	-\$1,850,728	\$671,389	\$612,722	\$570,226
(Transfer To/From Fund Balance)							
Transfer from Baldwin Public Library Trust	\$0	\$0	\$300,000	\$300,000	\$0	\$0	\$0
Library Fund Balance at End of Fiscal Year	\$1,961,959	\$284,789		\$411,231	\$1,082,620	\$1,695,342	\$2,265,568

		FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Budget Changes	FY 2019-20 Projected Year-End Revenue	FY 2020-21 Proposed Budget	FY 2021-22 Proposed Budget	FY 2022- 23 Proposed Budget
<b>PERSONNEL</b>								
702.0001	Salaries & Wages	\$1,539,022	\$1,667,400	\$0	\$1,667,400	\$1,771,963	\$1,825,122	\$1,879,876
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$115,115	\$127,560	\$0	\$127,560	\$135,555	\$139,622	\$143,810
706.0002	Hospitalization	\$282,736	\$279,250	\$40,054	\$319,304	\$324,094	\$328,955	\$333,890
706.0003	Life Insurance	\$4,270	\$6,650	-\$550	\$6,100	\$7,324	\$7,544	\$7,770
706.0004	Retirement Health Care	\$99,794	\$100,020	-\$2,500	\$97,520	\$96,595	\$96,977	\$97,392
706.0005	Dental/Optical Insurance	\$17,702	\$19,000	-\$1,000	\$18,000	\$15,469	\$15,933	\$16,411
706.0006	Long/Short Term Disability	\$8,025	\$8,810	\$300	\$9,110	\$9,757	\$10,050	\$10,351
706.0007	Worker's Compensation	\$4,290	\$6,500	-\$400	\$6,100	\$6,857	\$7,063	\$7,275
706.0010	Retirement Employer Contrb.	\$67,177	\$80,610	-\$4,000	\$76,610	\$87,595	\$88,250	\$87,719
706.0011	HRA Benefit	\$2,500	\$2,500	\$0	\$2,500	\$2,000	\$2,000	\$2,000
706.0012	Retirement-Def. Contr. Emplr.	\$54,535	\$58,370	\$4,000	\$62,370	\$66,615	\$68,613	\$70,672
706.0013	Ret Hlth Svgs Contr Emplr.	\$16,520	\$18,200	\$2,500	\$20,700	\$22,100	\$22,100	\$22,100
	Subtotal	\$2,211,686	\$2,374,870	\$38,404	\$2,413,274	\$2,545,924	\$2,612,229	\$2,679,265
<b>SUPPLIES</b>								
727.0000	Postage	\$15,179	\$16,500	-\$1,000	\$15,500	\$16,500	\$16,500	\$16,500
729.0000	Operating Supplies	\$31,823	\$30,000	\$7,000	\$37,000	\$38,000	\$42,000	\$45,000
742.0000	Computer Software	\$25,788	\$26,000	\$4,000	\$30,000	\$29,000	\$34,000	\$34,000
746.0000	Maintenance Supplies	\$8,850	\$8,500	-\$1,000	\$7,500	\$8,500	\$9,000	\$9,500
748.0000	Technical Services Supplies	\$8,779	\$15,000	-\$3,500	\$11,500	\$15,000	\$15,000	\$15,000
	Subtotal	\$90,419	\$96,000	\$5,500	\$101,500	\$107,000	\$116,500	\$120,000
<b>CONTRACTED SERVICES</b>								
801.0200	Legal	\$7,109	\$5,000	-\$2,000	\$3,000	\$5,000	\$5,000	\$5,000
802.0100	Audit	\$10,869	\$11,130	\$0	\$11,130	\$11,360	\$11,580	\$11,820
805.0100	Landscape Services	\$1,800	\$1,200	\$0	\$1,200	\$1,200	\$1,200	\$1,200
811.0000	Other Contracted Services	\$88,383	\$142,880	-\$66,000	\$76,880	\$79,000	\$80,000	\$81,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
816.0100	Janitorial Contract	\$43,264	\$48,500	-\$1,500	\$47,000	\$47,000	\$48,000	\$51,000
901.0200	Marketing & Design Services	\$14,353	\$20,000	-\$5,000	\$15,000	\$15,000	\$15,000	\$15,000
901.0600	Architectural Services	\$147,469	\$50,000	\$0	\$50,000	\$30,000	\$35,000	\$85,000
	Subtotal	\$418,137	\$383,600	-\$74,500	\$309,100	\$293,450	\$300,670	\$354,910
<b>TECHNOLOGY &amp; MAINTENANCE</b>								
830.0200	ILS Services	\$69,546	\$44,000	\$8,000	\$52,000	\$54,000	\$56,000	\$58,000
830.0300	Cataloging & ILL Services	\$11,654	\$11,500	\$3,000	\$14,500	\$15,000	\$15,500	\$16,000
851.0000	Telephone	\$12,137	\$11,000	\$2,600	\$13,600	\$14,000	\$14,500	\$15,000
933.0200	Equipment Maintenance	\$48,972	\$57,000	-\$5,000	\$52,000	\$57,000	\$57,000	\$58,000

		FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Budget Changes	FY 2019-20 Projected Year-End Revenue	FY 2020-21 Proposed Budget	FY 2021-22 Proposed Budget	FY 2022- 23 Proposed Budget
	Subtotal	\$142,309	\$123,500	\$8,600	\$132,100	\$140,000	\$143,000	\$147,000
UTILITIES								
920.0000	Electricity	\$64,433	\$73,000	-\$3,000	\$70,000	\$70,000	\$72,000	\$73,000
921.0000	Gas	\$11,057	\$16,000	\$0	\$16,000	\$16,000	\$18,000	\$19,000
922.0000	Water & Sewage	\$8,134	\$13,000	-\$3,000	\$10,000	\$10,000	\$10,000	\$10,000
	Subtotal	\$83,624	\$102,000	-\$6,000	\$96,000	\$96,000	\$100,000	\$102,000
FEES & DUES; COMMUNICATION; OTHER CHARGES								
861.0000	Transportation	\$1,534	\$2,500	-\$500	\$2,000	\$2,500	\$2,500	\$2,500
901.0000	Printing	\$7,387	\$12,500	\$0	\$12,500	\$11,000	\$11,000	\$12,000
907.0000	Programs	\$1,081	\$1,200	-\$100	\$1,100	\$1,200	\$1,200	\$1,200
955.0100	Training	\$6,675	\$8,000	\$4,000	\$12,000	\$13,500	\$15,000	\$15,000
955.0300	Memberships & Dues	\$7,398	\$8,000	\$0	\$8,000	\$8,000	\$8,200	\$8,400
956.0200	Parking	\$36,846	\$36,500	\$3,000	\$39,500	\$40,000	\$40,500	\$41,000
957.0400	MML Insurance	\$4,570	\$4,570	\$1,100	\$5,670	\$4,570	\$4,570	\$4,570
957.0600	Unemployment Insurance	\$0	\$1,000	-\$1,000	\$0	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$1,599	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$1,500
	Subtotal	\$67,090	\$75,770	\$6,500	\$82,270	\$83,270	\$85,470	\$87,170
CAPITAL OUTLAYS								
971.0100	Equipment	\$88,746	\$78,000	-\$25,000	\$53,000	\$75,000	\$95,000	\$75,000
972.0000	Furniture	\$119,497	\$30,000	-\$15,000	\$15,000	\$15,000	\$24,000	\$30,000
977.0000	Building Improvements	\$28,363	\$2,300,000	\$250,000	\$2,550,000	\$13,000	\$24,000	\$25,000
	Subtotal	\$236,606	\$2,408,000	\$210,000	\$2,618,000	\$103,000	\$143,000	\$130,000
COLLECTIONS								
987.0500	Books: Adult	\$142,989	\$160,000	\$0	\$160,000	\$160,000	\$160,000	\$160,000
987.0700	Books: Youth	\$66,327	\$66,000	\$0	\$66,000	\$66,000	\$66,000	\$66,000
987.0900	Subscriptions: Adult	\$18,759	\$25,000	-\$1,000	\$24,000	\$24,000	\$24,000	\$24,000
987.1000	Subscriptions: Youth	\$2,331	\$2,000	-\$300	\$1,700	\$1,700	\$1,700	\$1,700
987.1100	Audiovisual: Adult	\$85,915	\$95,000	\$0	\$95,000	\$90,000	\$90,000	\$90,000
987.1200	Audiovisual: Youth	\$32,451	\$30,000	\$0	\$30,000	\$30,000	\$30,000	\$30,000
987.1800	Online Services	\$219,782	\$269,010	\$10,000	\$279,010	\$285,000	\$302,000	\$310,000
	Subtotal	\$568,554	\$647,010	\$8,700	\$655,710	\$656,700	\$673,700	\$681,700
	Total expenses	\$3,818,426	\$6,210,750	\$197,204	\$6,407,954	\$4,025,344	\$4,174,569	\$4,302,045

		FY 2018-19 Actual	FY 2019-20 Budget	FY 2019-20 Changes to Budget	FY 2019-20 Projected Year-End Revenue	FY 2020-21 Proposed Budget	FY 2021-22 Proposed Budget	FY 2022-23 Proposed Budget
402.0001	Birmingham Tax Revenue (1.1 mills)	\$2,566,650	\$ 2,707,025	\$0	\$2,707,025	\$ 2,875,564	\$2,990,616	\$3,095,315
402.0001	Birmingham Tax Revenue (extra 0.2983 mill in FY 2018-19; extra 0.2714 mills in FY 2019-20; extra 0.2567 mill in FY 2020-21; extra 0.2250 mill in FY 2021-22; extra 0.2024 mill in FY 2022-23)	\$696,029	\$ 678,925	\$0	\$678,925	\$ 671,052	\$611,717	\$569,538
402.004	Provision for Tax Loss	-\$3,106	-\$15,000	\$13,000	-\$2,000	-\$15,000	-\$15,000	-\$15,000
	Total B'ham Tax Revenue	\$3,259,573	\$3,370,950	\$13,000	\$3,383,950	\$3,531,616	\$3,587,333	\$3,649,853
564.0000	State Grant	\$28,334	\$23,100	\$5,000	\$28,100	\$28,100	\$28,100	\$28,100
569.0000	Local Community Stabilization Authority	\$7,217	\$7,200	-\$90	\$7,110	\$7,000	\$7,000	\$7,000
581.0001	Penal Fines From County	\$75,505	\$74,000	\$1,000	\$75,000	\$75,000	\$75,000	\$75,000
	Total County/State Revenue	\$111,056	\$104,300	\$5,910	\$110,210	\$110,100	\$110,100	\$110,100
599.0000	Local Grants	\$45,000	\$0	\$0	\$0	\$0	\$0	\$0
585.0001	Beverly Hills Contract	\$489,752	\$501,540	\$3,381	\$504,921	\$507,193	\$519,874	\$522,000
585.0002	Bingham Farms Contract	\$113,172	\$117,870	\$0	\$117,870	\$120,817	\$123,233	\$125,698
585.0003	Bloomfield Hills Contract	\$299,784	\$305,480	\$605	\$306,085	\$312,207	\$318,451	\$324,820
	Total Contract Revenue	\$902,708	\$924,890	\$3,986	\$928,876	\$940,217	\$961,558	\$972,518
648.0001	Sale of Items	\$2,387	\$2,000	\$2,000	\$4,000	\$4,500	\$5,000	\$5,500
648.0002	Vending machine fees	\$941	\$600	\$400	\$1,000	\$1,000	\$1,000	\$1,000
653.0003	Video Game Fees	\$163	\$250	\$0	\$250	\$250	\$250	\$250
653.0006	Fines	\$40,520	\$46,000	-\$21,000	\$25,000	\$24,000	\$23,000	\$22,000
653.0007	Room Rentals	\$30,434	\$18,000	\$0	\$18,000	\$18,000	\$18,000	\$18,000
653.0008	Hot Picks Fees	\$700	\$700	\$200	\$900	\$800	\$700	\$600
653.0009	Proctor fees	\$2,020	\$1,200	\$1,300	\$2,500	\$2,500	\$2,500	\$2,500
653.0010	Program fees	\$2,543	\$2,000	-\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
653.0011	Copy machine fees	\$1,262	\$1,200	\$200	\$1,400	\$1,500	\$1,600	\$1,700
653.0012	Computer printer fees	\$9,360	\$9,000	\$0	\$9,000	\$9,000	\$9,000	\$9,000
653.0013	Fax fees	\$240	\$200	\$150	\$350	\$250	\$250	\$250
	Total Patron Use Revenue	\$90,570	\$81,150	-\$17,750	\$63,400	\$62,800	\$62,300	\$61,800
664.0000	Investment income	\$81,925	\$52,290	\$19,000	\$71,290	\$52,000	\$66,000	\$78,000
	Total revenue	\$ 4,490,831	\$ 4,533,580	\$24,146	\$ 4,557,726	\$ 4,696,733	\$ 4,787,291	\$ 4,872,271

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

**ADOPTED THIS 16<sup>th</sup> DAY OF MARCH, 2020**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2020-2021 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 16, 2020, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the Birmingham Eccentric newspaper on March 15, 2020; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 13, 2020; and

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

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

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2020-2021.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED THIS 16<sup>th</sup> DAY OF MARCH, 2019.**

\_\_\_\_\_  
Frank Pisano  
Secretary, Board of Directors  
Baldwin Public Library





YOUTH ROOM  
EXPANSION &  
RENOVATION  
UPDATE

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## Project Progress

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It's been an exciting month for our Youth Room project! Since the February 17 Board meeting, the following tasks have been completed:

- Rough mechanical overhead, low-voltage speaker wiring and data wiring, and sprinkler installation have been completed.
- Drywalling began on March 3.
- A mason restored the limestone and brick on the original exterior wall.
- The original exterior window glass was repaired.
- Glass installers are caulked the glass panels in the curtain wall, which will take 2 weeks to cure.
- Electrical rough-ins are ongoing.
- Panel energization and installation of a switch in the new electrical box was completed successfully after-hours on March 6.
- Electricians have begun hanging pendant fixtures on exposed ceiling.
- The restroom sinks will need to be reinforced with steel stanchions anchored to the floor. This will delay the opening of the restrooms by a few weeks.
- The landscaping company should be able to start installing the retaining wall soon.
- Carpet installation will begin in early April. LDA will begin moving in furniture once the carpet installation is finished. Outdoor landscaping will be complete by June 15.



*Newly repaired limestone base on the original 1927 exterior wall.*



*Looking toward Shain Park.*



*Looking toward the new play area and the Story Room wall.*





*Looking north toward the Circulation staff office wall. The window has been preserved and the new split HVAC system is housed behind the drywall.*



*Looking southeast toward the new play area and northern wall of the Story Room.*



*Looking east toward the new built-in display wall that will house the aquarium.*



*Looking south into the new coat and stroller storage room.*

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



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## Upcoming Events of Interest

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Library events running from March 13 through March 31 have been cancelled due to health concerns regarding the novel coronavirus COVID-19. Later in the month, we will re-assess April programs. Please visit [www.baldwinlib.org](http://www.baldwinlib.org) for more updates.

### **After-Hours Egg Hunt for Teens**

*Friday, April 3, from 8:00 p.m. to 9:00 p.m.*

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

### **Lilo & Stitch Luau!**

*Saturday, April 4, from 1:00 p.m. to 3:30 p.m.*

Aloha! Wear your favorite Hawaiian outfit and join us for a showing of Lilo & Stitch followed by crafts, activities, and a costume contest. Brought to you by the Kids Library Society. Registration required for the children.

### **Wildflowers in Michigan Gardens**

*Tuesday, April 7, from 7:00 p.m. to 8:00 p.m.*

Join Master Gardener Cheryl English for a lecture on native wildflowers in your garden.

### **Birding with the Audubon Society**

*Wednesday, April 8, from 7:00 p.m. to 8:00 p.m.*

Learn about the basics of birding in Michigan and beyond from Don Burlett of the Oakland Audubon Society.

### **Morel Hunting, with Tess Burzynski**

*Monday, April 13, from 7:00 p.m. to 8:00 p.m.*

Learn to find this delicious and elusive wild mushroom with help from an expert instructor at Fungi Freights Urban Lab and Environmental Studio.



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

## NOTICE OF PUBLIC HEARING

Monday, March 16, 2020  
7:30 p.m.  
2020-2021 Budget Hearing

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 16, 2020, at 7:30 p.m., in the Rotary Tribute and Donor Rooms of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI.

This public hearing is being held to consider the 2020-2021 budget for the Baldwin Public Library.

### **The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.**

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

By 5:00 p.m. on Friday, March 13, 2020 you may obtain a copy of the proposed budget by going to the Library's website ([www.baldwinlib.org](http://www.baldwinlib.org)), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Robert Stratton (248-554-4684).

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

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

DATE POSTED: March 3, 2020

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).*

## **Friends of Baldwin Library holding fundraiser**

Friday, March 6, 2020 | [downtownpublications.com](http://downtownpublications.com)

The Friends of the Baldwin Public Library are hosting their third annual Books, Bags and Bagels event Sunday, March 22, from 1 to 3 p.m., where shoppers can find gently used handbags, totes and books.

Throughout the sale, shoppers and visitors are invited to browse and discover gently used handbags and totes priced at a dollar and higher. The sale will also offer a collection of high quality used books, as well as bagels and coffee. All proceeds will support the Friends of the Baldwin Public Library in their ongoing efforts to support programs, services and the annual summer reading program at the library. In 2019, the group donated over \$45,000 to Baldwin Public Library after raising money through annual memberships and book sales.

"We have been collecting sale items for several months now and are hoping for a great turnout from the community. We are looking forward to raising even more money for the library with this new type of fundraising event," said LaToya Stroker, event chair.

The group is accepting donations at the library's circulation desk in the lobby for the bag sale through Friday, March 20. Any purse, designer or otherwise, in a gently used condition, is welcome. All donations are tax deductible.

Established in 1950, Friends of the Baldwin Public Library is a non-profit association supporting and enhancing the goals of the library. The Friends of the Baldwin Public Library seek to enrich the community and the library by encouraging citizens of all ages to enjoy and support the library.

## **Library to debut design, wayfinding changes**

Friday, March 6, 2020 | by Lisa Brody, [downtownpublications.com](http://downtownpublications.com)

Following a strategic plan process, a new roof, lobby floor, interior design plan which includes a new Commons area and wayfinding, the Bloomfield Township Public Library is ready to throw open its doors and celebrate with the community on Saturday, March 14, the completion of these projects.

The free event, open to the public, will include brief remarks and simple refreshments starting at 9 a.m.

Carol Mueller, library director, said the projects began in 2015, when the board of directors began a strategic planning process that included planners speaking to more than 400 residents as well as key stakeholders to find out what they needed to focus on.

Among other items, a rejuvenation of the roof began in August 2019 and was completed in November 2019, she said. "That was a priority as we had leaks in the center of the library, as it was original roof in that area, since 1987," Mueller said.

Another issue the library had been dealing with for four years was the library's lobby floor, which had deteriorated down to the subfloor.

"There was no tile left in some places – it was just dust," Mueller said.

The library board studied numerous surfaces and substances, and finally settled on natural limestone for its endurance. "The lobby can get over 1,000 visitors in a day," Mueller said, noting the limestone flooring should last 30 to 40 years.

Patrons had pointed out to staff over the years that it was difficult to find restrooms in certain areas, so wayfinding was an issue they sought to solve, as well as adding and changing the seating in areas.

"At peak times, there were not enough seats – we had people sitting on the floor," Mueller said.

A decision was made, following space and needs assessments, to relocate the media collection and reimagine the resulting space to meet a variety of needs, such as studying alone and in small groups, meeting with other community members, as well as reading in a comfortable spot.

The library board chose architect Jim Mumby from Quinn Evans and Geraldine Drake from AECOM to lead the board and staff through a repurposing of the space.

"One idea was to move the collections back to their original respective collections – the adult services and youth services – we did that last May of 2019," Mueller said.

The resulting area became the new commons space.

In summer 2019, the space was used to test several different furniture pieces. "We brought in various furniture

that patrons tried out and they voted on which they liked for which uses," she said.

Drake led library staff and trustees through the design process to create a vision statement and, ultimately, a layout of the ideal warm and welcoming space. "It was important to library administration and trustees to include library users and the community in this process. Together we developed ways to collect feedback and used it to select the types of furniture you see today," Drake said. "We were very pleased with the way this feedback led to the current design."

The commons space adds 73 new seats in various configurations, including booths, tables, pods, and a built-in bench. Dozens of easy-to-access electrical outlets were also installed in the area.

"That is what we are celebrating, along with the roof and the new lobby floor," Mueller said of the March 14 event. "And to thank patrons for their patience and patronage."

# BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

## **Baldwin Public Library Trust Meeting**

Monday, March 16, 2020

Rotary Tribute & Donor Rooms

Immediately following regular Board meeting

### **Agenda**

Call to order and establishment of a quorum

I. Consent Agenda

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

A. Approval of the February 17, 2020 minutes p. 71

B. Acceptance of the February 2020 receipts of \$4,302.52 p. 77

C. Approval of the February 2020 disbursements of \$10,799.80 p. 78

II. New and Miscellaneous Business

III. General Public Comment Period

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

IV. Adjournment

Motion: To adjourn the March 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 Monday, April 20, 2020.



**BALDWIN LIBRARY BOARD MINUTES,  
TRUST MEETING  
February 17, 2020**

1. Call to Order

The meeting was called to order by President Ashley Aidenbaum at 8:38 p.m.

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

Absent and excused: Jennifer Wheeler.

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 Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously.

3. New and Miscellaneous Business: None

4. General Public Comment Period: None

5. Adjournment:

**Motion:** To adjourn the meeting.

1st Tera

2nd Mark

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

Nays: None.

Absent and excused: Wheeler.

The motion was approved unanimously. The meeting was adjourned at 8:39 p.m. The next regular meeting will be on Monday, March 16, 2020.



## Baldwin Public Library Trust: February 2020

February receipts totaled \$4,303.52. February disbursements totaled \$10,799.80.

The current value of the Trust is \$1,725,053.17, divided up in the following way:

Total endowment investments*	\$1,101,124.60
Endowment funds distributed for use	<u>\$74,066.66</u>
Total endowment funds	\$1,175,191.26
General spendable funds	\$287,220.90
Restricted funds**	\$247,303.12
Naming rights for Rotary Tribute Room	\$9,337.89
Naming rights for Thal Reference Desk	<u>\$6,000.00</u>
Total non-endowment funds	\$549,861.91
Total endowment funds	\$1,175,191.26
Total non-endowment funds	<u>\$549,861.91</u>
Total of all Trust funds	\$1,725,053.17

\* The principal of the endowment funds is \$836,459.98.

\*\*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 \$226,922.17 in receipts plus \$7,800.00 in pledges, for a grand total of \$234,722.17. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of February 29, 2020, the amount of money in the Trust that is undesignated stands at \$336,871.29.

**Baldwin Public Library Trust**  
**Portfolio Performance Benchmarks**  
**As of February 29, 2020**

<b><u>Index</u></b>	<b><u>2020: YTD</u></b>	<b><u>2019: Entire Year</u></b>
S&P 500 (Equity benchmark)	-6.42%	28.88%
Global Aggregate (Bond benchmark)	-0.14%	6.63%
Blended Return of Both Benchmarks*	-6.28%	23.32%
Baldwin Trust's Portfolio Return	-6.65%	20.55%
<b>Trust's Portfolio Performance Compared to Blended Return of Benchmarks</b>	<b>-0.37%</b>	<b>-2.77%</b>

\*Since November 2017, the blended return has been calculated according to the Baldwin Trust's current allocation of 75% equities and 25% fixed income, cash, and cash alternatives.

Investment and Cash Report								
	Prior Month	Current						
	Balance 01/31/20	Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value
<b>Chemical Bank Checking:</b>								
Endowment Money								
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$5,847.79	\$52,854.25	\$5,847.79		
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 Fundraising	\$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								
General Spendable Funds	(\$1,415.87)	\$0.00	\$0.00	\$1,666.00	\$33,150.93	\$6,766.20		\$3,684.33
	\$83.64	\$0.00	\$0.00	\$3,286.01	\$5,493.87	\$3,286.01		\$83.64
TOTAL *	(\$1,332.23)	\$0.00	\$0.00	\$10,799.80	\$91,499.05	\$15,900.00	\$0.00	\$3,767.97
<b>Chemical Bank Money Market:</b>								
Endowment Budgeted Funds								
Endowment Investment Funds	\$73,820.34	\$0.00	\$5,000.00	\$0.00	\$0.00	\$7,600.00	(\$5,847.79)	\$75,572.55
2012 Books & Bites at Baldwin Fundraiser	\$7,650.00	\$0.00	\$6,850.00	\$0.00	\$0.00	\$0.00	(\$7,600.00)	\$50.00
2013 Books & Bites at Baldwin Fundraiser	\$17.94	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$2,154.75
2017 Books & Bites at Baldwin Fundraiser	\$276.87	\$0.00	\$0.00	\$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	\$0.00	\$0.00	\$22,516.82
2018 Books & Bites at Baldwin Fundraising	\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,618.99
2018 Youth Room Fundraising	\$176,575.35	\$2,000.00	\$29,750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$178,575.35
Ileane Thal Reference Desk		\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Restricted Funds	\$21,224.27	\$0.00	\$20,183.28	\$0.00	\$0.00	\$0.00	(\$6,766.20)	\$14,488.07
General Spendable Funds	\$13,517.10	\$2,303.52	\$5,751.81	\$0.00	\$0.00	\$0.00	(\$3,286.01)	\$12,534.61
	\$343,372.43	\$4,303.52	\$73,535.09	\$0.00	\$0.00	\$7,600.00	(\$23,500.00)	\$331,775.95
TOTAL								
<b>Raymond James &amp; Associates:</b>								
Endowment Fund Investments	\$1,152,198.06					\$0.00	(\$94.50)	\$1,087,414.83
Endowment Cash	\$27,396.19					\$94.50	\$0.00	\$27,491.77
Sub-total Endowment Funds	\$1,179,594.25					\$94.50	(\$94.50)	\$1,114,906.60
General Spendable Funds Cash	\$714.19					\$0.00	\$0.00	\$714.21
General Spendable Mutual Funds	\$284,173.50					\$0.00	\$0.00	\$273,888.44
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00
Sub-total General Spendable Funds	\$284,887.69					\$0.00	\$0.00	\$274,602.65
	\$1,464,481.94					\$94.50	(\$94.50)	\$1,389,509.25
TOTAL								
Total All Funds	\$1,806,522.14	\$4,303.52	\$73,535.09	\$10,799.80	\$91,499.05	\$23,594.50	(\$23,594.50)	\$1,725,053.17

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
FEBRUARY 29, 2020**

		Prior Month Balance 01/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/29/20
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$298,488.43	\$2,303.52	\$5,701.81	\$3,286.01	\$5,493.87	\$0.00	\$0.00	(\$10,285.04)	\$287,220.90
<b>Restricted Funds:</b>										
Memorials/Tributes										
2012 Books & Bites at Baldwin Fundraiser		\$8,261.02	\$0.00	\$460.00	\$0.00	\$308.22				\$8,261.02
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
		\$176,575.35	\$2,000.00	\$29,750.00	\$0.00	\$0.00				\$178,575.35
Friends										
Adult Services Programs		\$1,734.27	\$0.00	\$4,173.28	\$217.56	\$8,651.92				\$1,516.71
Young Adult Programs		\$2,921.50	\$0.00	\$3,200.00	\$304.71	\$5,479.67				\$2,616.79
Youth Services Programs		\$5,292.89	\$0.00	\$7,500.00	\$1,143.73	\$15,183.13				\$4,149.16
Outreach & Equipment		\$1,598.72	\$0.00	\$4,900.00	\$0.00	\$3,527.99				\$1,598.72
<b>Sub-total Restricted</b>		\$246,969.12	\$2,000.00	\$49,983.28	\$1,666.00	\$33,150.93	\$0.00	\$0.00	\$0.00	\$247,303.12
<b>Rotary Room Fund</b>										
Naming Rights-Principal		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
Maintenance Funds		\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>Total Gift and Tribute Funds</b>		\$560,795.44	\$4,303.52	\$61,685.09	\$4,952.01	\$38,644.80	\$0.00	\$0.00	(\$10,285.04)	\$549,861.91
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
General Funds		\$50,119.18	\$0.00	\$0.00	\$468.79	\$10,900.03	\$0.00			\$49,650.39
Adult Large Print		\$1,071.10	\$0.00	\$0.00	\$308.33	\$2,149.92	\$0.00			\$762.77
Adult Services Department		\$10,520.40	\$0.00	\$0.00	\$42.27	\$1,755.48	\$0.00			\$10,478.13
Adult Audio Visual		(\$101.94)	\$0.00	\$0.00	\$0.00	\$754.96	\$0.00			(\$101.94)
Adult Reference		\$3,103.79	\$0.00	\$0.00	\$1,566.63	\$18,103.13	\$0.00			\$1,537.16
Adult Programs		\$5,701.04	\$0.00	\$0.00	\$2,000.00	\$2,850.00	\$0.00			\$3,701.04
Adult Architecture		\$1,271.11	\$0.00	\$0.00	\$0.00	\$144.33	\$0.00			\$1,271.11
Youth Services Department		\$2,182.14	\$0.00	\$0.00	\$0.00	\$8,772.44	\$0.00			\$2,182.14
Youth Programs		\$106.65	\$0.00	\$0.00	\$226.80	\$815.18	\$0.00			(\$120.15)
Professional Development		\$497.90	\$0.00	\$0.00	\$0.00	\$5,138.03	\$0.00			\$497.90
Staff Appreciation		\$5,443.08	\$0.00	\$5,000.00	\$1,234.97	\$1,470.75	\$0.00			\$4,208.11
<b>Sub-total</b>		\$79,914.45	\$0.00	\$5,000.00	\$5,847.79	\$52,854.25	\$0.00	\$0.00		\$74,066.66
<b>Total Endowment Investments</b>		\$1,165,812.25	\$0.00	\$6,850.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$64,687.65)	\$1,101,124.60
<b>Total Endowment Funds</b>		\$1,245,726.70	\$0.00	\$11,850.00	\$5,847.79	\$52,854.25	\$0.00	\$0.00	(\$64,687.65)	\$1,175,191.26
<b>Total All Trust Funds</b>		\$1,806,522.14	\$4,303.52	\$73,535.09	\$10,799.80	\$91,499.05	\$0.00	\$0.00	(\$74,972.69)	\$1,725,053.17

**TRUST RECEIPTS**  
**February 29, 2020**

**Trust Money Mkt General Funds:**

Anne Calomeni	\$250.00
Anonymous	\$2,000.00
Chemical Bank Interest Income	\$53.52

**2018 Youth Room Fundraising:**

Christopher and Michelle Hollo	\$1,000.00
Elizabeth and Robert Gibbs	\$1,000.00

**Memorial Fund:**

**Trust Money Mkt Endowment Fund:**

<b>Total Receipts</b>	<hr/> <b>\$4,303.52</b>
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**Register of Claims**  
**Baldwin Public Library**  
300 W. Merrill Street  
Birmingham, MI 48009

Page: 1/1

Check Number	Vendor #	Vendor	Amount
5300	004867	BALDWIN PUBLIC LIBRARY TRUST	14.08
5301	005005	BOOK BEAT	367.50
5302	003904	CAPITAL ONE BANK	1,690.79
5305	009030	SYNTHA GREEN	25.44
5306	008945	H JENNINGS	54.99
5307	MISC	LA'RON WILLIAMS	800.00
5308	MISC	LISA CHRISTIE	40.00
5309	MISC	SHEER MAGIC PRODUCTIONS	395.00
5310	009126	AMAZON CAPITAL SERVICES INC	38.45
5311	000843	BAKER & TAYLOR BOOKS	391.23
5312	004867	BALDWIN PUBLIC LIBRARY TRUST	44.52
5313	000902	CENGAGE LEARNING INC	227.92
5314	004269	CENTER POINT LARGE PRINT	80.41
5315	004604	GORDON FOOD	13.78
5316	004219	DENNIS GREEN	300.00
5317	009030	SYNTHA GREEN	43.51
5318	MISC	KAREN DYBIS	150.00
5319	004220	FRED KLEIN	300.00
5320	000797	THE LIBRARY NETWORK	1,566.63
5321	004218	RICHARD MCMULLAN	300.00
5322	008354	DAVID MOSHER	300.00
5323	006432	ELISABETH PHOU	78.75
5324	000486	PLANTE & MORAN PLLC	3,350.00
5325	000757	SCHOLASTIC INC	226.80
		Total:	10,799.80

**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.**

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**Secretary of the Baldwin Public Library Board**