

LIBRARY BOARD MEETING

SEPTEMBER 21, 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



LEARN.CONNECT.DISCOVER.

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Aidenbaum, Ashley M.
PRESIDENT

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Term expires 2021

Communications and
Personnel Committees

Mark, Melissa S.
VICE PRESIDENT

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Term expires 2021

Communications, Building
and Personnel Committees

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Term expires 2023

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Term expires 2023

Finance and Policy
Committees

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Term expires 2023

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Personnel, and Policy
Committees

Blank, Roni
STUDENT REPRESENTATIVE
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Term expires February 2021

Stephenson, Storm
STUDENT REPRESENTATIVE
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Term expires February 2021



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AGENDA

Baldwin Public Library Board Meeting

Monday, September 21, 2020 at 7:30 p.m.

Zoom Virtual Meeting

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.

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

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

I. Consent Agenda

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

- A. Approval of August 17, 2020 Board Meeting minutes. p. 7
- B. Approval of August 2020 vendor payments in the amount of \$221,809.21, p. 11
including payments in excess of \$6,000.
- C. Approval of total expenses in the amount of \$403,778.73. p. 15

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 41
- D. Upcoming events of interest (Rebekah Craft) p. 90

III. Board Committee Reports

- A. Finance Committee (Bob Tera) p. 14
- B. Building Committee (Jim Suhay) p. 17
- C. Personnel Committee (Jennifer Wheeler) p. 25

IV. Library Report and Renovation Update p. 33

- A. Including a discussion of the Youth Room expansion & renovation
- B. Including a discussion of the Library's reopening to the public
- C. Summer Reading Reports p. 54

V. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney, President)
- B. Beverly Hills (Lee Peddie, Beverly Hills Village Council)
- C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)

V. Unfinished Business

VI. New & Miscellaneous Business

- A. Proposed Library goals for FY 2020-21 p. 60

Suggested motion: Motion to approve the proposed Library goals for FY 2020-21, as listed on pages 58--63 of this Board packet.

- B. Nomination of Martha Baldwin to be honored on the National Votes for Women Trail and to authorize placement of the marker on the north side of the Library building, along Martin Street. p. 66

Suggested motion: To support the nomination of Martha Baldwin to be honored on the National Votes for Women Trail and to authorize the placement of the marker honoring her on the north lawn of the Baldwin Public Library building, should the Birmingham City Commission also agree.

VIII. Items Removed from Consent Agenda

IX. Information Only

- A. Upcoming events of interest p. 90
- B. September 2020 Learn.Connect.Discover issue p. 92
- C. Program for Grams Discovery Room Dedication Ceremony p. 96
- D. Forgotten Harvest Donation Acknowledgement p. 97
- E. Downtown News Magazine, "Homeless man killed by hit and run driver" p. 98
- F. Library Journal, "Board Barriers - Trustees must represent their whole communities" p. 99

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

The next regular meeting of the Library Board will be on Monday, October 19, 2020 at 7:30 p.m.

Motion: To adjourn the September 21 Board Meeting.

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
VIRTUAL REGULAR MEETING
August 17, 2020**

Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 7:31 p.m.

Library Board present: Ashley Aidenbaum, Melissa Mark, Frank Pisano, Jim Suhay, Bob Tera, Jennifer Wheeler; and Student Representatives Roni Blank and Storm Stephenson

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software.

Blank read aloud the Library's Mission Statement.

All present recited the Pledge of Allegiance following establishment of quorum.

1. Consent Agenda:

Motion to approve the consent agenda.

1st Tera
2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Aidenbaum expressed gratitude and acknowledged the efforts of staff during the pandemic to serve Birmingham and the Library's contract communities.

Board comments: None.

Student Representative Project Update: Stephenson reported on the Oreo taste test program he organized for teens, which was held on August 13. Stephenson had packaged Oreos that teens picked up at the Library. There were several Oreo cookie flavors for program participants to taste and discuss via Zoom. The virtual program attracted eight participants, and the discussion lasted 40 minutes. The favorite flavors were mint and lemon.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Linda Beyer (11 years of service), Anne Davey (13 years), Paul Gillin (7 years), Mick Howey (3 years), Tony Lowe (15 years), Kathleen McBroom (3 years), Terry Meyer (8 years), Daniel Patton (3 years), Kristen Tait (19 years), Nicholas Tupper (2 years), and Sarah von Oeyen (8 years).

Upcoming events of interest: Craft reported upcoming events at the Library, full details of which can be found on pages 62-63 of the August Board packet. These events will be held virtually, as physical-presence Library programs have been cancelled for the foreseeable future.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee held a Zoom meeting on Monday, August 10. Present were Pisano, Suhay, Tera, Koschik, and Craft. Full minutes of this meeting can be found on pages 18 of the August Board packet. The status of nearly \$300,000 in Youth Room donations that are currently in a money market account was discussed

The next meeting of the Finance Committee will take place on Monday, September 14, 2020, at 4:30 p.m. via Zoom.

Building Committee:

Suhay reported that the Construction Committee held working sessions on July 20, July 27, August 3, August 10, and August 17. Minutes of these meetings can be found on pages 21-30 of the August Board packet.

On August 10, the Committee discussed several suggestions for the children's garden focal-point tree. The Committee has decided to purchase a *Fagus sylvatica* 'Tricolor' (Tricolor Beech) for this location.

Irrigation installation, final grading, and planting in the children's garden will occur throughout the next two weeks. Fencing will be installed during the third week of September, and then the terrace and garden will open to the public. Library staff will work with LDA and Karen Swanson to ensure that the signage we order fits within the \$12,000 budget it was originally given.

Suhay also noted that the warranty for interior construction began on August 1, designated as the official date of substantial completion. A separate completion date will be established for the exterior. The warranty will expire on July 31, 2021.

The next working session of the Construction Committee will take place on Monday, August 24 at 1:30 p.m. via Zoom.

4. Library Report and Discussion of COVID 19 Measures:

Full details of the Library Report may be found on pages 31-55 of the August Board packet.

Koschik stated that the Diversity & Inclusion Committee will meet on September 9, and a report will be presented at the September 2020 Board Meeting.

Mr. Chris Billmeyer has secured the naming rights of the Discovery Room with a donation of \$60,000. It will be called the "The Grams Discovery Room." This is in memory Chris' wife Janice, who passed away in 2019. Her grandchildren called her "Grams." This room will be utilized for a variety of programs and will also serve as a

venue for annual programs that celebrate the special relationship between child and grandparents. In addition, Mr. Billmeyer has agreed to furnish this room with a child-friendly rug and a Big Book holder. There will be a small dedication ceremony in September.

Anne Davey and Karen Koyle have both announced their retirements from their Circulation II positions. Carlton Elam, who started as Operations Assistant at the beginning of this year, and Mary McMillan, who has worked in Circulation since 2014, have been promoted to their positions. Cameron Porter had been hired just prior to the COVID-related closure, and has started working as both a Page and an Operations Assistant.

On August 4, the voters of the City of Bloomfield Hills renewed the Library millage by a two-to-one margin. Koschik noted there were 40 library millage elections statewide that day, with 36 of them passing. All millage renewals passed.

Craft reported that re-opening continues to proceed smoothly. More furniture has been moved out of public spaces to emphasize the “grab and go” nature of the current reopening stage.

MeLCat resumed service on August 10, 2020. Funds from the IMLS CARES Act PPE grant (\$500) are being used to purchase hand sanitizer and nitrile gloves. Funds from the other IMLS CARES Act grant (\$1,764) are being used to purchase five mobile internet hotspots. In September the Library will begin circulating five “web to go” kits, which will include a Chromebook and a mobile hotspot.

The Summer Reading program achieved 6,813 goals by Baldwin patrons. The Friends of the Library committed to pay ten cents per goal in donations to Forgotten Harvest, for a total of \$681.

The Friends’ annual newsletter will be mailed out next week. This year marks the Friends 70th anniversary. Craft acknowledged the incredible time and effort spent by the Friends to support the Library for the past 70 years. The Friends’ November book sale will likely have to be cancelled.

Mark asked Craft if the computer desks have been moved apart to encourage further social distancing and if we are increasing the time limit on computer use. Craft responded that Library staff is holding fast to the 30-minute usage limit, but patrons who request more time are being allowed an additional 15 minutes. Those limits are working well.

Mark noted that we need to keep volunteers engaged and connected with the Library. Koschik noted that, with several employees on unpaid leave, there is limited department coverage and lower-than-usual supervisory capacity for volunteers. Aidenbaum suggested utilizing volunteers virtually as people who greet and support Zoom program participants and late-joiners. She also suggested that volunteers could provide book reviews or express themselves about other library-related passions, which can be passed on through social media and eNewsletters.

5. Liaisons

Friends : There was no report.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business:

Motion to approve the 2021 Library calendar as found on page 61 of the August 2020 Board packet.

1st Tera

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Aidenbaum announced that she had appointed Wheeler to the Personnel Committee.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 62-105 of the August Board packet.

10. General Public Comment Period: None

11. Adjournment:

Motion to adjourn the meeting.

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:26 p.m. The next regular meeting is scheduled for Monday, September 21, 2020 at 7:30 p.m.

Frank Pisano, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	007745	ALL COVERED	1,585.00
	009126	AMAZON CAPITAL SERVICES INC	5,661.49
	009202	AQUARIUM DESIGN INC	200.00
	000843	BAKER & TAYLOR BOOKS	9,059.23
	000902	CENGAGE LEARNING INC	28.79
	004269	CENTER POINT LARGE PRINT	54.54
	004680	DALTON COMM. CLEANING CORP	495.00
	000575	DEMCO, INC	117.64
	008338	ELM USA, INC.	414.95
	000585	FARMINGTON COMM. LIBRARY	992.00
	005651	FINDAWAY WORLD, LLC	314.40
	008164	GARY EISELE	80.62
	008827	KANOPY, INC	752.00
	005550	LEE & ASSOCIATES CO., INC.	178.14
	007927	MICHELLE HOLLO	1,522.50
	002013	MIDWEST TAPE	8,727.41
	000678	OCLC, INC.	9,827.43
	000481	OFFICE DEPOT INC	118.89
	006785	OVERDRIVE, INC.	14,005.53
	007823	PITNEY BOWES GLOBAL FINANCIAL	472.53
	007098	SHAW SYSTEMS & INTEGRATION	3,952.50
	006347	SOUTHERN COMPUTER WAREHOUSE	558.75
	009024	THE D.M. BURR GROUP	3,221.32
	005806	ULINE	831.12
	000158	VERIZON WIRELESS	102.69
274836	000158	VERIZON WIRELESS	106.68
274847	006638	ACTION MAT & TOWEL RENTAL	43.50
274853	009202	AQUARIUM DESIGN INC	200.00
274856	000843	BAKER & TAYLOR BOOKS	139.99
274874	009024	THE D.M. BURR GROUP	3,221.32
274875	000575	DEMCO, INC	214.20
274892	000249	GUARDIAN ALARM	197.41
274905	MISC	LANDSCAPE FORMS, INC.	12,316.11
274916	002013	MIDWEST TAPE	51.60
274922	000481	OFFICE DEPOT INC	301.68
274948	008327	THE DAILEY COMPANY	94,047.00
274951	005806	ULINE	201.62
274968	000403	AMERICAN LIBRARY ASSOCIATION	80.00
274977	000843	BAKER & TAYLOR BOOKS	1,183.74
274988	003904	CAPITAL ONE BANK	3,351.11
274997	007615	CINTAS CORPORATION-K11	209.05
274999	000627	CONSUMERS ENERGY	220.10
275004	000575	DEMCO, INC	214.37
275011	003613	EBSCO INFORMATION SERVICES	94.27
275012	004493	ELITE IMAGING SYSTEMS	754.32
275021	006666	GRID 4 COMMUNICATIONS INC.	288.15
275026	007211	HOME DEPOT CREDIT SERVICES	151.52
275027	MISC	HOPE COLLEGE	35.00

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
275038	002013	MIDWEST TAPE	1,375.42
275046	MISC	NICOLSON ASSOCIATES	3,050.00
275049	000481	OFFICE DEPOT INC	317.06
275071	009026	WELLS FARGO VENDOR FIN SERV	677.87
275080	MISC	ANTHONY NOTARAINNI	83.54
275081	006759	AT&T	1,032.46
275084	000843	BAKER & TAYLOR BOOKS	2,070.99
275087	009213	BAYSCAN TECHNOLOGIES	522.00
275088	000525	BIRMINGHAM PUBLIC SCHOOLS	7.50
275094	000902	CENGAGE LEARNING INC	115.16
275104	000179	DTE ENERGY	9,071.75
275130	000249	GUARDIAN ALARM	4,620.00
275147	008356	MIDWEST COMPUTER RESOURCES, INC.	502.00
275148	002013	MIDWEST TAPE	1,404.55
275153	000481	OFFICE DEPOT INC	139.11
275161	000746	ROCHESTER HILLS PUBLIC LIBRARY	18.99
275163	004072	SHOWCASES	28.70
2755	000517	BEIER HOWLETT P.C.	504.90
2766	000795	LIBRARY DESIGN ASSOCIATES, INC.	15,370.00
		Total:	221,809.21

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

September Finance Committee Report

The Baldwin Public Library Board's Finance Committee met virtually on Monday, September 14, 2020, at 4:30 p.m. Present were Frank Pisano, Jim Suhay, Bob Tera, Doug Koschik, and Rebekah Craft.

- Koschik went over the financial statement for August, the second month of FY 2020-21.
 - Building improvements and furnishings will be considerably higher than budgeted for FY 2020-21 since some of the costs associated with the Youth Room project are being paid out of the current fiscal year, instead of last fiscal year, because of COVID-19-related delays in the project.
 - Michigan's State Librarian expects that state aid to public libraries will probably not be reduced in FY 2020-21, despite the State's projected budget deficit. Penal fines, however, will probably be lower than the Library had budgeted in March.
 - Parking expenses will be down for this year. Staff parking will continue to be free through the end of 2020.
 - In response to changing demand, Library staff is purchasing fewer physical items for the collection, but putting more money into digital items.
 - The City of Birmingham's health care consultants have estimated the Library's health care expenditures for FY 2020-21. The expenditures will be slightly less the amount the Library had budgeted in March.
- Craft discussed August Trust expenditures with the Friends of the Baldwin Public Library's funds.
- Pisano discussed updates from the City Investment Committee and Retirement Board Committee meetings he attended.
- The Committee discussed salary increases for staff this year. Koschik will compile a report, and the Committee will discuss the matter further at its October meeting.
- The Committee discussed donations received for the Youth Room project.
- The next virtual meeting of the Finance Committee will take place on Monday, October 12, 2020, at 4:30 p.m.

FINANCIAL REPORT: August 2020

This report references the Revenue and Expense Report 2020-21, found on the following page. At 16.67% of the way through fiscal year 2020-2021, the Library has spent 20.0% of its budget and received 77.4% of its revenue. By this point of the year, the Library was budgeted to have spent 13.8% of its budget and to have received 77.6% of its revenue.

Payments were made to The Dailey Company (\$94,047) for the Youth Room Renovation; Library Design Associates (\$15,370) for the Youth Room Renovation; Overdrive (\$14,005.53) for electronic materials; Baker & Taylor (\$12,453.95) for print materials; Landscape Forms, Inc. (\$12,316.11) for youth garden furniture; Midwest Tape (\$11,558.98) for audio visual materials/Hoopla; OCLC, Inc (\$9,827.43) for ILS Cataloging services/EXProxy Hosting; DTE Energy (\$9,071.75) for electricity; and The D.M. Burr Group (\$6,442.64) for janitorial services.

Two pay periods were recorded in August.

Vendor payments in excess of \$6,000:

The Dailey Company	\$94,047.00
Library Design Associates, Inc.	\$15,370.00
Overdrive	\$14,005.53
Baker & Taylor Books	\$12,453.95
Landscape Forms, Inc.	\$12,316.11
Midwest Tape	\$11,558.98
OCLC, Inc.	\$9,827.43
DTE Energy	\$9,071.75
The D.M. Burr Group	\$6,442.64
Total vendor payments in excess of \$6,000	<u>\$185,093.39</u>
Balance of vendor payments less than \$6,000	<u>\$36,715.82</u>
Total vendor payments	<u>\$221,809.21</u>

City of Birmingham allocations:

Payroll Period Ending 08/08/20	\$77,198.57
Payroll Period Ending 08/22/20	\$81,855.06
Employee Health Care Payroll Deduction 08/22/20	(\$669.88)
Fixed Past Retirement Health Care Cost	\$6,929.92
Retirement Cost	\$7,821.00
Total Payroll	<u>\$173,134.67</u>
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Total City of Birmingham allocations	<u>\$182,504.52</u>

Reconciling adjustments:

Urban/Landscape Eick from Trust	(\$500.00)
Hope College (Mel Patron Fine and Payment)	(\$35.00)
Credit Card Processing Fee	
Total Recon Adjustments	<u>(\$535.00)</u>

Total expenses for the month \$403,778.73

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2020-21
August 2020

	Approved 2020-2021 Budget	Current Month Budget August 2020	Current Month Actual August 2020	Variance For Month	Y-T-D Budget 2020-2021	Y-T-D Actual 2020-2021	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2019-2020	2nd Month of the year 16.67%
REVENUES										
TAXES	\$3,546,616	\$0	\$0	\$0	\$3,546,616	\$3,556,640	\$10,024	100.3%	\$3,385,950	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	\$0	\$0	\$0	0.0%	(\$140)	0.9%
COUNTY AND STATE REVENUE	\$110,100	\$0	\$0	\$0	\$0	\$0	\$0	0.0%	\$0	0.0%
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$940,217	\$77,391	\$77,391	\$0	\$77,391	\$77,391	\$0	8.2%	\$0	0.0%
PATRON USE REVENUE	\$62,800	\$5,233	\$53	(\$5,180)	\$10,466	(\$14)	(\$10,480)	0.0%	\$13,547	16.7%
INVESTMENT INCOME	\$52,000	\$4,333	\$0	(\$4,333)	\$8,666	\$0	(\$8,666)	0.0%	\$4,732	9.1%
TOTAL REVENUE	\$4,696,733	\$85,707	\$77,444	(\$8,263)	\$3,643,139	\$3,634,017	(\$9,122)	77.4%	\$3,404,089	75.1%
EXPENSES										
PERSONNEL SERVICES	\$2,545,924	\$180,000	\$173,135	(\$6,865)	\$340,000	\$332,404	(\$7,596)	13.1%	\$351,171	14.8%
SUPPLIES	\$107,000	\$8,917	\$11,119	\$2,202	\$17,834	\$19,875	\$2,041	18.6%	\$13,609	14.2%
CONTRACTED SERVICES	\$293,450	\$24,000	\$23,804	(\$196)	\$42,000	\$39,817	(\$2,183)	13.6%	\$37,669	9.8%
TECHNOLOGY & MAINTENANCE	\$140,000	\$11,000	\$10,441	(\$559)	\$13,000	\$11,947	(\$1,053)	8.5%	\$48,546	39.3%
UTILITIES	\$96,000	\$10,000	\$9,292	(\$708)	\$18,000	\$17,794	(\$206)	18.5%	\$21,108	20.7%
OTHER CHARGES	\$83,270	\$1,500	\$1,043	(\$457)	\$9,500	\$8,185	(\$1,315)	9.8%	\$17,993	23.7%
BUILDING IMPROVEMENTS & FURNISHINGS	\$103,000	\$8,583	\$134,708	\$126,125	\$17,166	\$284,155	\$266,989	275.9%	\$5,414	0.2%
COLLECTIONS	\$656,700	\$45,000	\$40,237	(\$4,763)	\$99,725	\$90,862	(\$8,863)	13.8%	\$97,707	15.1%
TOTAL EXPENSES	\$4,025,344	\$289,000	\$403,779	\$114,779	\$557,225	\$805,038	\$247,813	20.0%	\$593,219	9.6%
VARIANCE	\$671,389	(\$203,293)	(\$326,335)	(\$123,042)	\$3,085,914	\$2,828,979	(\$256,935)			
FUND BALANCE-BEGINNING OF YEAR						\$903,800.46				
FUND BALANCE-CURRENT						\$3,732,779.17				

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 \$3,556,640 in Birmingham tax revenue, \$2,883,691 is for operating expenses, and \$672,949 is for funding the Youth Room expansion and renovation.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date August 3, 2020, 1:30 – 2:15 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek
Phase 2 Construction Committee: F. Pisano, J. Suhay, M. Mark
City of Birmingham (City): M. Morad, B. Johnson
Luckenbach Ziegelman Gardner (LZG): J. Gardner, R. Ziegelman, K. Swanson
Dailey Company (Dailey): D. Meyers, D. Bernard, P. Danko
Library Design Associates (LDA): K. Haning

Building Construction

- Meyers gave an update.
 - The fence post footings were installed on Friday and Saturday.
 - A surveyor is coming tomorrow to add topography stakes to the garden to smooth out the slope. BPL would like to review the slope before plantings are added.
 - Landscapers will begin installing pavers on Wednesday. Then they will add underground irrigation. Next week, landscapers add topsoil and plants. The fence will be installed the second or third week of September.
 - Door 108 will be replaced tomorrow. Besam will make adjustments to the automatic door operators to make the doors stay open longer for small children and patrons using strollers. Johnson and Morad will look at the code and make sure that the doors comply.
- Punch-list items – Dailey is waiting on electrical fixtures to be installed. Masters Millwork completed their punch-list items. The exterior windows will be cleaned once the exterior landscaping has been completed.

Landscape Progress Update

- Suhay and Gardner found a suitable tricolor beech for the garden at Christensen's Plant & Hardscape Centers.

FFE Update

- LDA was out last Wednesday and Thursday to move shelving to create wider aisles and also to relocate the magazine shelving to the west wall.
- Outstanding punch-list items include:
 - Trim is on order for three reading hideaways in the picture book shelving.
 - BCI will be replace the incorrectly made tables.
 - Carpet installers will replace the carpeting that was under the magazine shelving in its old location.
 - Tack panels are on order. They will be installed in the hallway and also on the walls behind the reference desk and above the new magazine shelving.

- The stained glass installation is running behind schedule. It will be installed after August 24.
- Shade brackets will need to be adjusted in order to hang the blinds correctly. LDA is working with LZG on the design of the brackets.

Signage Update

- Craft ordered the YOUTH letters (from Demco) for over the Youth Room entry.
- ASI sent an updated cost estimate for shelving signage. BPL will review it.
- BPL will work within the \$12,000 budget for signs. Haning will supply Koschik with a quote for installing the signage.

The next working session will be held on Monday, August 24 at 1:30 p.m., via a Zoom virtual meeting.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date August 24, 2020, 1:30 – 2:00 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek
Phase 2 Construction Committee: M. Mark, F. Pisano, J. Suhay
City of Birmingham (City): M. Morad
Luckenbach Ziegelman Gardner (LZG): J. Gardner, R. Ziegelman
Dailey Company (Dailey): D. Meyers, P. Danko
Library Design Associates (LDA): K. Haning

Building Construction & Landscaping Update

- Meyers reported that all of items on his punch list have been taken care of, with the exception of a few electrical items. The under-mount cabinet lighting arrived today and will be installed this week.
- The installation of the pavers on the terrace was completed today. The Committee discussed how best to finish the terrace edging. There is a gap between the tiles and the edges of the building on the east and west sides of the terrace. One possibility is to add a dry, crushed aggregate. BPL does not want to add any plants along the edge.
- The grading of the children's garden will begin tomorrow. A final inspection of the grading will be done on Wednesday morning.
- This week, the planting of shrubs will begin along the building, behind the retaining wall.
- Irrigation will be added later this week.
- Sidewalk repair and installation will be completed the week after Labor Day.
- The sod and larger plants will be added next week. Danko suggested having several people on site at the time of the tree planning to settle on the final orientation of the tricolor beech.

FFE Update

- The maple canopy top for the magazine shelving is still in production.
- This week, the tack panels will be hung behind the reference desk and in the hallway.
- The stained glass piece above the stacks will be installed next week.
- The stained glass piece to be hung above the reference desk has been delayed and will be installed at a later date, to be decided.
- The shade brackets will be hung this week.
- The corrected BCI furniture just began production and should arrive in 8-12 weeks.
- Haning will work with Craft and Klimmek to order sign holders for the stacks. No final decision has been made yet.

- The shades will be installed by mid-September. The louvers will be installed 4-6 weeks after that.

The next working session will be held on Monday, August 31 at 1:30 p.m., via a Zoom virtual meeting. There will be no meeting on Monday, September 7, which is Labor Day.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date August 31, 2020, 1:30 – 2:30 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek
Phase 2 Construction Committee: M. Mark, F. Pisano, J. Suhay
City of Birmingham (City): M. Morad
Luckenbach Ziegelman Gardner (LZG): J. Gardner, R. Ziegelman, K. Swanson
Dailey Company (Dailey): D. Meyers, P. Danko
Library Design Associates (LDA): K. Haning

Building Construction & Landscaping Update

- Dailey is waiting for all electrical fixtures to come in before updating the electrical items on the punch list.
- The intensity of the light output in the chandeliers in the Children's play area will need to be increased. Right now, the light output is too dim.
- Dailey is waiting on one shelf from the millwork company to be installed in the Discovery Room.
- Landscaping progress
 - Irrigation will start to be installed on Tuesday, and the sod should be laid on Wednesday.
 - Concrete submittals are forthcoming. The exposed aggregate concrete should be installed next week.
 - The fence should be installed on September 17. The antique Baldwin gate is in relatively good condition and may not need a new coat of paint. The gate will lead to the grassy lawn on the north side of the building.
 - The RFP called for 3# pots of globe arborvitae (Hetz). The existing plant sizes are smaller than requested. Dailey is working with Great Oaks to source larger plants.
- The exterior handicap button will be installed outside the terrace door once the bronze column cover (8" diameter) is installed.

FFE Update

- LDA's installers came out on Friday and performed the following work:
 - Carpet tiles were replaced where the magazine shelving used to be.
 - Two replacement tack panels were installed above the aquarium.
 - New tack panels were installed behind the reference desk.
 - Missing steel canopy tops were installed.
 - 24 new steel shelves, of the correct depth, were swapped for existing shelving.
 - Two grommets were installed in the staff office desk.
 - One missing compact shelving shelf was installed.

- "L" brackets were dropped off for the motorized blinds, but not installed.
- Next week, the stained glass piece will be installed over the 66" high non-fiction shelves.
- The maple canopy top for the magazine shelving, the replacement end panel, and the work surface for the self-check station will ship on September 25.
- The BCI table replacements will be shipping in about 3 weeks.
- The shade brackets have been painted and will need to be hung.
- Mark requested that the red canopy top be steamed or ironed.
- The total cost of the end panel signs, including shipping and installation, is \$10,360.
- Haning will work with Swanson and Library staff to come up with a signage solution for the six end panels covered by stainless steel columns.
- The donor wall plaques will be installed on September 9.

The next working session will be held on Monday, September 14 at 1:30 p.m., via a Zoom virtual meeting. There will be no meeting on Monday, September 7, which is Labor Day.

Construction Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date Monday, September 14, 2020, 1:30 – 2:15 p.m.
location Virtual Zoom Meeting
attending Baldwin Public Library (BPL): D. Koschik, R. Craft, S. Klimmek
Phase 2 Construction Committee: F. Pisano, J. Suhay
City of Birmingham (City): B. Johnson, M. Morad
Luckenbach Ziegelman Gardner (LZG): J. Gardner, R. Ziegelman, K. Swanson
Dailey Company (Dailey): D. Meyers, P. Danko
Library Design Associates (LDA): K. Haning

Building Construction & Landscaping Update

- Electrical work is going on today and tomorrow: installation of lights in the garden, installation of lights above the aquarium, etc. Some work has been delayed because the electrical supplier has sent the wrong parts.
- Concrete sidewalk slabs will be poured on Wednesday and Thursday of this week. Then Meyers will have the work inspected.
- Next Monday, Great Lakes will install the seat caps on the east side of the building.
- The overflow scupper from the roof to the terrace will be used only when all of the roof drains are blocked and we have heavy rain—in other words, only in extreme emergencies. Johnson is checking into whose responsibility it is to clean out the roof drains on a regular basis—the City's or the Library's.
- Meyers will have Great Oaks check into whether the midget arborvitae on the southwest side of the building are planted deep enough.
- Meyers will consult with Great Oaks about the bent and withered tips on the taller arborvitae around the garden. Those arborvitae currently do not look good. Danko suggested a little hand pruning.
- The garden fence will be installed next week.
- Meyers will take care of putting in the gravel and epoxy around the edges of the terrace.
- The bronze column cover (8" diameter), for the terrace, is scheduled to be shipped by October 1. The fence is supposed to be installed around the end of September.
- The exterior handicap button will be installed outside the terrace door once the bronze column has been installed.
- Library members of the Construction Committee and Gardner will inspect the landscaping and create an initial punch list. Suggested dates for the inspection are Wednesday, Sept. 23, between 11:30 and 3:00, and Thursday, Sept. 24, between 8:30 and 3:00. Those participating will contact Koschik to let him know which dates and times they are available.

- Sometime in October, the Construction Committee and Gardner will do a final inspection of construction, landscaping, and FFE, and will create final punch lists for each.

FFE Update

- On Wednesday, the stained glass will be installed above the middle range of shelving in the Youth Room.
- In October, the remaining two panels of stained glass will be installed above the Youth Reference Desk.
- The red canopy will be steamed and smoothed out during the week of September 28.
- That same week, the remaining work on the magazine rack and neighboring section of shelving will be completed.
- Shades will be installed on September 25.
- The signage at the end of shelving ranges is still being discussed. Swanson and Haning discussed various options for the place where columns stand at the end of a row of shelving.
- The BCI table replacements will take several weeks to arrive.

The next working session will be held on Monday, September 28, at 1:30 p.m., via a Zoom virtual meeting. There will be no meeting on Monday, September 21.

Personnel Committee Report

The Personnel Committee has been tasked with hiring a replacement for Library Director Doug Koschik, who will be retiring on January 15, 2021, after 30 years of service to the Library.

The job posting and job description are included on the following pages and the position closes on Friday, September 18. The job has been posted on the following sites:

- BPL's employment webpage
- The Library Network Job Board (Southeast Michigan)
- Michlib-I listserv (Michigan)
- University of Michigan iSchool iTrack job posting system
- LinkedIn
- Library Journal Job Zone (Premium listing - cost: \$550)
- Michigan Non-Profit Association (Cost: \$125)
- American Library Association Job Board (Premium listing with Diversity Upgrade - cost: \$599)

Position: Director of the Baldwin Public Library

Background:

The Baldwin Public Library is the municipal library of Birmingham, Michigan—located in Oakland County, north of Detroit. Through contractual agreements, the Library also serves the communities of Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. With a service population of 35,350 people, it is a Class V library. In addition to an annual operating budget of \$4 million, it has a \$1.8 million trust. Its staff consists of 20 full-time employees and 67 part-time employees. The total number of full-time-equivalent staff is 34.7.

The Baldwin Library prides itself on providing:

- Excellent service
- Wide-ranging collections
- Extensive and varied programs
- Diversity and inclusion
- Welcoming environment

The Baldwin Library is just completing Phase 2 of a three-phase building improvement project and anticipates moving on to Phase 3 in the near future.

Reports to: Six-member, elected governing Library Board

Minimum Qualifications:

- Master's Degree in Library Science from an ALA-accredited school
- Permanent Professional Certificate from the Library of Michigan, as required by state law for a Class V library, or the ability to obtain such a certificate within three months of date of hire
- Five years of professional librarian experience, including administrative and supervisory responsibilities in a public library
- Completion of a successful background check

Duties and Responsibilities:

The Director serves as the chief executive officer of the Baldwin Library and is responsible for the administration and daily operations of all library functions within the mission, goals, and policies established by the Library Board.

See <https://www.baldwinlib.org/wp-content/uploads/2020/08/Baldwin-Public-Library-Director-Job-Description-8-17-20.pdf> for the full description of job duties, qualifications, and other details.

Salary:

Minimum of \$94,000 depending on qualifications and experience. Full benefit package, including defined contribution retirement plan.

Application Deadline: September 18, 2020

Application Process:

- Fill out the Library's application form, which you can find at:
<https://www.baldwinlib.org/employment>
- Include a cover letter, a resume, and three professional references
- Enclose a writing sample illustrating your analytical skills and ability to persuade an audience

You **must** email the **complete** application package to:

Baldwin Public Library Board of Directors
c/o Doug Koschik and Melissa Mark
doug.koschik@baldwinlib.org and
melissa.mark@baldwinlib.org

The subject line should read: Application for Director Position – [Your Name]

In addition, you may (but do not have to) mail the complete application package to:

Baldwin Public Library Board of Directors
c/o Doug Koschik and Melissa Mark
Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

Position Start Date: January 2021

Classification: Library Director

Reports to: Library Board of Directors

The Director serves as the chief executive officer of the Library and is responsible for the administration of all Library functions within the goals, guidelines and policies established by the governing and elected Library Board. This responsibility includes the organization and dissemination of information and services through the effective utilization of Library resources.

The Director is expected to provide a leadership role within the Library, the community and the library profession. The Director and the President of the Library Board serve as the official representatives of the Library.

Primary Job Duties:

General Administration and Management:

- Manages and supervises all Library operations
- Manages and supervises the Baldwin Public Library Trust
- Provides direction in the development of short- and long-range Library plans
- Serves in a leadership capacity in all Library operations—routine, periodic and one-time
- Formulates and recommends policies to the Library Board
- Implements Library policies and procedures
- Submits an annual budget to the Library Board in a timely way and directs and monitors expenditures
- Provides monthly financial planning data to the Library Board to assist in establishing short- and long-term financial priorities
- Orients new trustees and serves as a resource for trustee activities
- Employs management techniques effectively in directing, planning, organizing, staffing, coordinating, budgeting, and evaluating the Library's operation
- Directs the maintenance of the Library building and grounds and recommends future space needs
- Establishes and maintains a staff manual of Library procedures

Planning, Organization and Evaluation:

- Plans, organizes, coordinates and directs a balanced program of Library service to meet the immediate and long-range goals of the Library and the community
- With input from staff, develops annual institutional goals and objectives
- Evaluates the effectiveness of Library services in relation to the changing needs of the community
- Provides for critical review of internal Library operations such as acquisitions, circulation, etc.

- Analyzes data affecting the Library's operation such as legal, physical and statistical factors
- Investigates new trends, specific library programs and facilitates testing of new techniques, materials, and equipment to improve the operation of the Library

Personnel Management:

- Provides leadership to and serves as a role model for staff
- Develops staff job descriptions, recommends and administers personnel policies
- Hires, evaluates, promotes and terminates staff
- Defines expectations for staff performance and sets goals for service and programming; works to promote high staff morale
- Supervises planning for optimum utilization of personnel
- Provides in-service programs for employee training and development, encouraging staff input
- Encourages staff professional growth at all levels by supporting participation in professional associations, workshops, seminars and activities
- Acts as a consultant, mediator and facilitator for staff
- Prepares for emergencies and helps maintain a safe work environment
- Promotes and implements diversity and inclusion.

Community and Professional Development:

- Maintains a good working relationship with the City of Birmingham, with whom the Baldwin Library shares many services, such as payroll, finance, and human resources.
- Maintains a good working relationship with Baldwin's contract communities, who supply over 20% of the Library's operating revenue
- Recommends and administers public relations programs
- Represents the Library and speaks before community, civic and other groups regarding the objectives and activities of the Library
- Establishes and maintains effective working relationships with other governmental agencies, civic and community groups and the general public
- Serves as official representative of the Library in actions that legally bind or politically influence the Library
- Supports and facilitates the work of the Friends of the Library
- Attends professional and other meetings to maintain contact with other professional and library-related agencies
- Participates in professional development opportunities to enhance managerial skills and maintains an awareness of new trends and developments in the library field

Performs all related work as required.

Qualifications:

- Master's Degree in Library Science from an ALA-accredited school
- A Permanent Professional Certificate from the Library of Michigan as required by state law for a Class V library, or the ability to obtain such a certificate within three months of date of hire
- Five years of professional librarian experience, including administrative and supervisory responsibilities in a public library
- Thorough knowledge of the philosophy and techniques of all facets of public library service
- Ability to think analytically and to develop new services
- Ability to exercise initiative and independent judgment
- Considerable knowledge of computers, data communications especially in regards to library applications
- Ability to prepare comprehensive reports and present ideas clearly and concisely in written and oral form
- Ability to make administrative decisions, develop policies and supervise staff
- Effective interpersonal skills consisting of creative and diplomatic management abilities
- Demonstrated dynamic leadership skills
- Ability to motivate, establish and maintain effective working relationships with associates, supervisors, volunteers, other community agencies, governmental bodies and the general public
- A desire to meet and serve the public

Mental Requirements:

- Is accurate
- Able to maintain confidentiality of library records and administrative matters
- Uses good organizational skills.
- Able to work independently and assume responsibility.
- Is flexible, works under short time constraints, and meets deadlines
- Able to interact and work effectively with customers, supervisors, co-workers and volunteers
- Able to make administrative decisions and interpret and follow policies and guidelines

Physical Requirements:

- Able to communicate with others in person and on the telephone
- Able to view and produce written and electronic documents
- Able to access and retrieve library materials that vary in weight, size and shape and may be located at heights ranging from floor-level to overhead-level
- Able to access various locations within the Library and attend meetings in locations away from the building

- Able to lift and move items of light or moderate weight
 - Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
-

LIBRARY REPORT

Key Metrics Dashboard

Strategic Plan Status Report

Services and Programs

Marketing and Public Relations

Financial Stability

Personnel and Organization

Diversity & Inclusion

Community Relationships and Partnerships

Facilities and Technology

Photos

Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: August 2020

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 20-21 End of Q4 Target
Financials					
Revenues	\$ 77,444	\$ 7,289	\$ 3,643,139	\$ 3,399,547	
Expenses	\$ 403,779	\$ 369,267	\$ 805,038	\$ 553,340	
Circulation					
Circ (Charges & Renewals)	48,138	53,275	84,481	113,425	104,305
Self-Check Usage	61.9%	16.8%	48.2%	17.2%	
% of Circ by Residents*	94.0%	87.6%	95.4%	87.5%	92.0%
% of Circ by Non-Residents	6.0%	12.4%	4.6%	12.5%	8.0%
Interlibrary Loans					
Items borrowed	716	974	716	1,670	
Items loaned	457	985	457	2,304	
Technology Usage					
Database Sessions	2,769	1,446	4,574	3,033	3,303
Downloadable Content	12,797	10,213	25,785	20,648	30,898
Public Computer Usage	697	1,281	1,156	2,662	
Wireless Sessions	4,743	23,787	9,486	43,647	15,000
Program Attendance					
Adults	419	285	553	668	
# of Programs for Adults	27	20	54	42	
Teens	68	78	114	152	
# of Programs for Teens	5	6	10	14	
Youth	174	2,019	296	5,952	
# of Programs for Youth	33	30	68	95	
Computer Classes	35	34	82	69	
# of Computer Programs	6	10	13	18	
Online Video Views	310	27	758	42	
Idea Lab Certifications	-	7	-	13	
Idea Lab Visits	-	328	-	630	
Total Program Attendance	1,006	2,778	1,803	7,526	4,413
Total # of Programs	71	66	145	169	155
Outreach Attendance	-	702		868	
# of Outreach Programs	-	10		18	
Gate Count					
	10,194	24,327	18,483	50,894	90,488
Volunteer Hours					
	7	258	17	744	217
Social Media					
	New Users	New Users LY			
Website Hits/Pageviews	20,632	22,474	43,476	46,815	66,705
e-Newsletter Subscribers	-29	4	11529	2023	
Facebook Page Likes	19	29	2493	2223	2494
Twitter Followers	-1	6	1297	1245	1314
Instagram Followers	51	44	1657	1211	1635

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

Strategic Plan Status Report

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

Diversity and Inclusion

Diversity & Inclusion Committee Goals

- A. Improve Baldwin's collections and programs with the following. Establish benchmarks in all cases.
 - a. Audit existing collections to make sure that they are all-encompassing and represent minority viewpoints.
 - b. Re-work catalog records to make titles representing minority viewpoints more easily findable.
 - c. Offer more inclusive programs and materials.
 - d. Market these programs and materials in the Library's newsletters and social media posts.
- B. Re-consider procedures and practices that staff has identified as potentially problematic, such as overdue fines, allowing non-residents to place holds, and providing resident status to non-residents who are students in the schools of our service area. Recommend changes.
- C. Establish a methodology for developing a diversity statement that also addresses staff diversity, and then draft such a diversity statement.
- D. Identify which Library policies need to be re-examined and set a timeline for the review.
- E. Identify proactive community groups and professional organizations, including those that support underrepresented communities, and develop closer relationships with them so that they and the Library can leverage support for each other.
- F. Research various kinds of cultural diversity training and implement such training in 2021.
- G. Review and evaluate the Library's strategic plan, including its mission statement, value statement, and core values. If warranted, suggest immediate changes to elements of the plan, like core values. [A complete re-do of the strategic plan might be warranted in FY 2021-22 or FY 2022-23.]
- H. Include a new section in the monthly Library Report. In that section, identify steps that have been taken to further the goal of inclusion and diversity.

A Diversity and Inclusion Committee has been formed to begin working on the above items. The Committee members include:

- Doug Koschik, Director
- Rebekah Craft, Associate Director
- Rosemary Retford, Youth Librarian
- H Jennings, Adult Librarian

- Jeff Jimison, Idea Lab Supervisor
- Kathleen McBroom, Adult Librarian

The Committee met on September 9 and 16, and will continue to meet weekly to accomplish the goals set forth by the Library Board. At the first meeting, the Committee revised the FY2020-21 goals to begin making diversity and inclusion a foundation at Baldwin. Much as technology is incorporated into all of the work done at Baldwin, the Committee would like diversity and inclusion practices to be integral to all of the Library's programs, services, and employment practices.

On September 16, the Committee began brainstorming ways that the Library can improve community outreach to future Library users, how Library staff can begin encouraging students from all backgrounds to consider a career in librarianship, and how we can adjust some of our policies and practices to become more inclusive.

Services and Programs

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

Historical Marker Celebrating Martha Baldwin

Leslie Pielack, Director of The Birmingham Museum, would like to apply for a historical marker for Martha Baldwin, and she thinks the marker, if we receive it, should be placed on the grounds of the Library. Koschik agrees, and believes that it would be appropriate to place the marker somewhere on the "historical" side--i.e., the north side--of the building, along Martin Street.

The marker would acknowledge Martha Baldwin, who founded the Baldwin Public Library, as an important figure in the women's suffrage movement. The marker honoring her would be part of the National Votes for Women Trail, which is being sponsored by the Pomeroy Foundation. The idea is to provide a physical site for the marker at a location associated with the individual, much like the National Register of Historic Sites markers. There is no cost for the marker or its installation.

The Museum will prepare and send in the application. It needs permission from the owner of the property on which the marker would be placed. Since the property on which the Baldwin Library stands is owned by the City of Birmingham, the Birmingham City Commission will make the final decision on this matter. But, first, it would like to hear whether the Library Board supports the idea and where the Library Board would like to see the marker located.

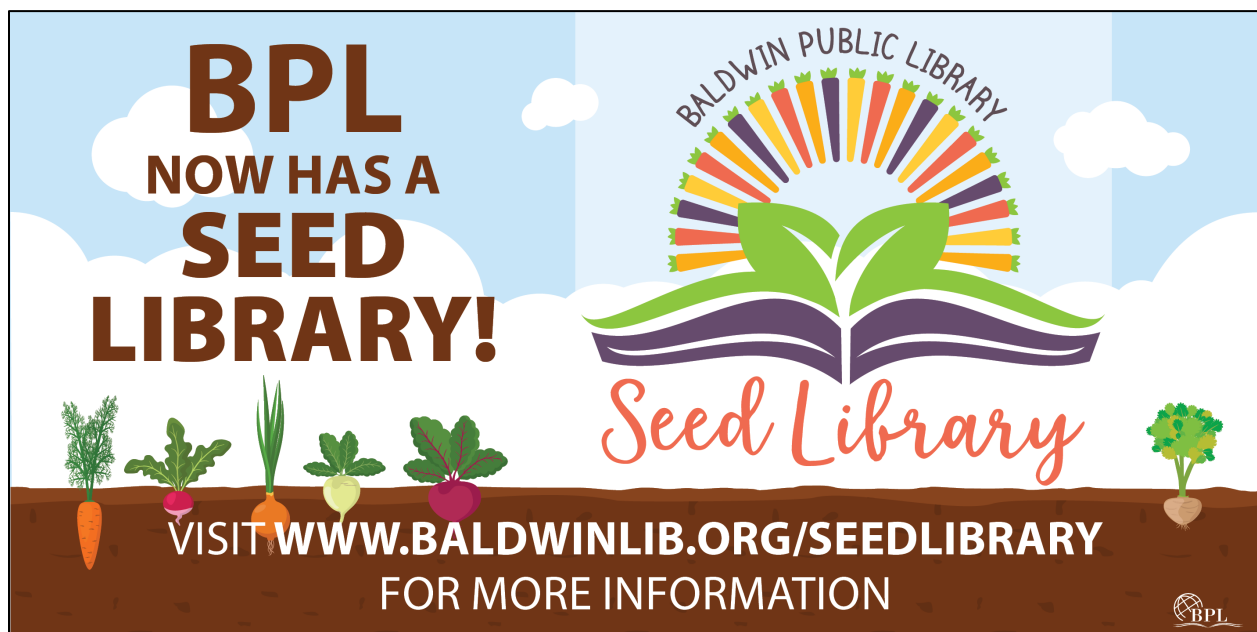
Information and photos about the project can be found on pages 68-88 of this Board packet. A motion to support the nomination of Martha Baldwin is located in the New & Miscellaneous Business section of the meeting agenda.

Seed Library

Baldwin's Seed Library opened on August 31. More information can be found on the Library's website at <https://www.baldwinlib.org/seedlibrary/>. The Seed Library was planned and established by Adult Services librarian Mick Howey.

To borrow from the Seed Library

1. Visit the library and select the seeds you would like to grow.
2. Please limit your selection to 10 packets.
3. Take your seeds home and grow, grow, grow!
4. Take photos of your progress and tag them on Instagram with #bplseedlibrary.
5. At harvest time, please save one plant of each variety for seed. For more information on how to save seed from specific plants go to: <https://www.seedsavers.org/learn>.

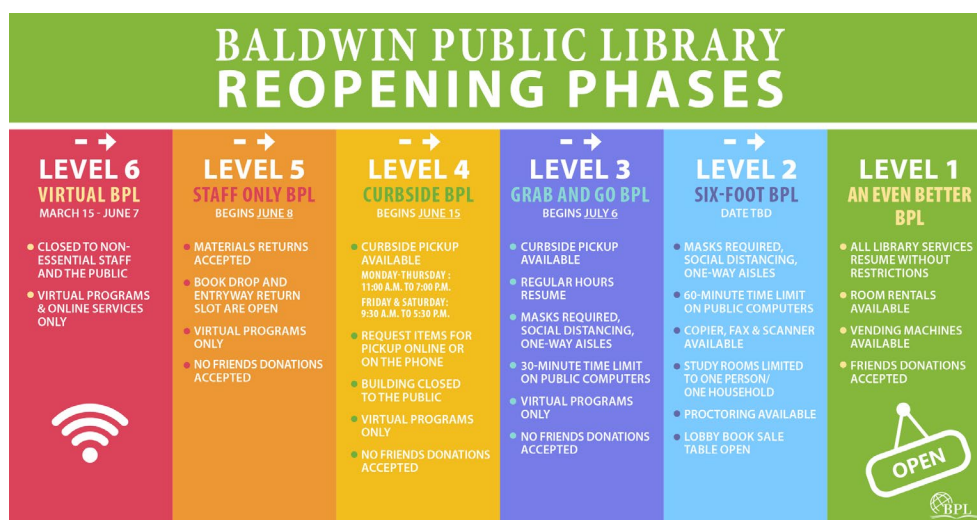


Summer Reading

The 2020 Summer Reading program concluded on August 8. A full report on the summer reading program can be found on pages 54 to 56 of this Board Packet.

Curbside Pickup

BPL launched Curbside Pickup on September 16, 2019. Though we did not anticipate how essential curbside pickup would be during the COVID-19 pandemic, we are grateful that we had the framework set in place and staff trained when the library closure began in March.



COVID-19 Response

Level 3: Grab and Go BPL

The public has been allowed into the building for short periods of time as of July 6, with masks and social distancing required. Regular Library hours will resume. There is a 30-minute time limit at public computers. Curbside delivery will continue during the following hours:

- Monday to Thursday: 11:00 a.m. – 7:00 p.m.
- Friday & Saturday: 9:30 a.m. – 5:30 p.m.
- Sunday: 1:00 p.m. – 4:00 p.m.

Level 2: Six-Foot BPL

The start date of Level 2 is still to be determined. There will be a 60-minute time limit at public computers. The photocopier, fax, and scanner will be available, as will study rooms. Proctoring will become available again, and the book sale table in the lobby will be open for business.

Level 1: An Even Better BPL

The start date of Level 1 is still to be determined. All library services will resume, including in-person programs. Room rentals will be available, and donations to the Friends of the Library book sale will be accepted.

Library Re-Opening

The Library has received bids for installing automatic door openers for the bathrooms on the lower and second levels, which currently do not have them. They will eliminate the need for contact between people and door surfaces.

The Library is in the process of adding five “Internet To Go” Kits to the collection. The kits consist of a wifi hotspot, Chromebook, mouse, and case. The kits will begin circulating in October.

On September 21, we will resume collecting payment for printing and copying. Charges are \$.15 for black and white prints and \$1.00 for color prints. All money will be collected in coin boxes, and the only staff member who will be handling cash is the bookkeeper.

Financial Stability

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

Financial Oversight

Koschik is monitoring both the Library's budget and the performance of its Trust funds in order to make sure that the Library does not fall into financial danger because of the COVID-19 pandemic.

The Grams Discovery Room

Doug Koschik, Rebekah Craft, Melissa Mark, Frank Pisano, Jim Suhay, Jennifer Wheeler, and the family and friends of Mr. Chris Billmeyer gathered together on the Youth Terrace to dedicate the Grams Discovery Room on Sunday, September 13. A photo of the ceremony can be found on the following page. A framed photo of Janice Billmeyer and her granddaughter has been hung in the Grams Discovery Room. The inscription next to the photograph reads:

For Janice, family was always the thing that mattered most. Loving wife to Chris and mother to Drew and Jake, Janice was truly the foundation of her family. When her first grandchild, Emma, was born, Janice took on her most cherished role: Grams. The special bond between Emma and Janice was crystal clear to anyone who had the pleasure of watching them interact. And while Janice did not have the chance to develop the same relationship with each additional grandchild, the love she felt was equally deep. By supporting the Grams Discovery Room at the Baldwin Library, the Billmeyer family hopes to create a space where Janice's grandkids will always feel the connection to their Grams.



Marketing and Public Relations

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

New Releases and Upcoming Events

Craft submitted the following press release to local media outlets:

- Sign up for a Library Card at the Baldwin Library

eNewsletters

Robert Stratton has compiled and distributed the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events, and Library Board News).

Normally, Baldwin mails out four print issues of the *Learn.Connect.Discover* newsletter each year. Due to the COVID-19 pandemic, staff switched the format of the newsletter to a monthly digital newsletter, which allows the librarians to be more nimble with programming. At the end of September, a digital copy of the October 2020 newsletter will be emailed to every Baldwin patron with an email address on file. Additionally, 450 print copies of the newsletter will be mailed to current patrons who do not have an email address on file. We will keep issuing monthly digital issues of the newsletter until the Library reaches Level 1 of its Pandemic Response Plan.

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:

- *Learn.Connect.Discover* September and October digital issues
- Posters and fliers to promote upcoming Youth programs
- Baldwin staff name plates
- Books Unboxed graphics
- Library Card Month graphics
- Seed Library graphics
- Teens Top 10 Banner
- Posters to advertise Mango Languages, CreativeBug, eBooks, Tumblebooks, Brainfuse, and other databases

Personnel and Organization

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

Volunteer Hours

7 volunteer hours were utilized in the month of August.

Communications with Staff

Virtual all-staff meetings were held on August 19 and September 15. The next meeting will be held on October 6.

Staff Updates

Brandon Bolek-Toubeaux, Technical Assistant III, will reach 19 years of service on September 18.

Petra Campbell, Mobile Circulation Assistant, reached 1 year of service on September 17.

David Dapkus, Circulation Assistant, reached 3 years of service on September 14.

Patricia Henricks, Circulation Assistant, reached 3 years of service on September 1.

Jessica Hoeck, Circulation Assistant, reached 3 years of service on September 5.

Jeff Jimison, Idea Lab Supervisor, reached 3 years of service on September 8.

James Keegan, Mobile Circulation Assistant, reached 1 year of service on September 15.

Barby Nixon, Adult Services Substitute Librarian, will reach 18 years of service on September 23.

Josh Rouan, Technical Services Coordinator, will reach 20 years of service on September 19.

Vicki Sower, Adult Services Librarian, reached 13 years of service on September 5.

Lynn Szykiel, Mobile Circulation Assistant, reached 1 year of service on September 15.

Elizabeth Volpe, Circulation Assistant, reached 15 years of service on September 16.

Hiring

Baldwin is in the process of hiring new pages to assist with shelving. Due to the departure or promotion of a few pages, we are in need of new staff in the Circulation Department. The interviews took place during the week of September 14, and new staff will begin in early October.

Retirement Announcement

Doug Koschik, Director, will retire on January 15, 2021, after 30 years of service to Baldwin. The job posting for his position was sent out, statewide and nationally, on August 20. Applications were due by September 18.

Wesley Stamps

On August 8, Wesley Stamps, a long-time patron of the Baldwin Library, was killed in a hit-and-run crash on Woodward Avenue. An article about the tragedy can be found on page 98 of this Board packet. Koschik attended his funeral on August 13, and several Library Board members and staff members made memorial contributions to his family. In addition, the Friends of the Baldwin Library Board contributed \$100, in his name, to the Library.

Community Relationships and Partnerships

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

City of Birmingham

Koschik has attended weekly City of Birmingham staff meetings. The meetings are now being held via Zoom. Craft submitted content to the City of Birmingham for inclusion in its monthly *Around Town* email newsletter and its quarterly print 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 virtually on the second Monday of each month at 1:00 p.m. The Library's non-fiction book club is also meeting virtually on the second Thursday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the meeting.

Birmingham Rotary Club

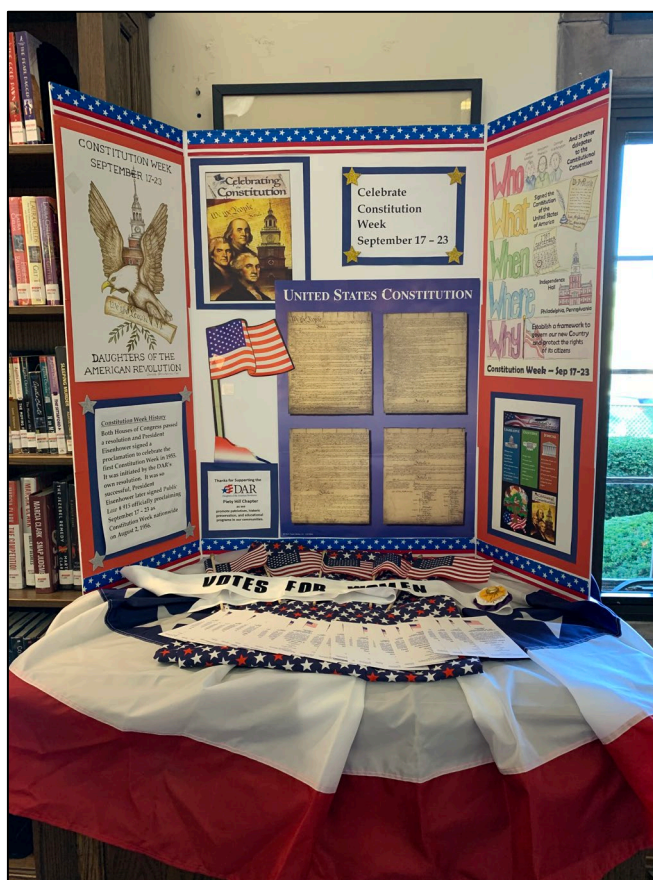
Birmingham Rotary Club meetings are currently being held at the Springdale Golf Course. Koschik is attending.

Friends of the Baldwin Public Library

The Friends held their first board meeting of the fiscal year on September 8. Craft attended the virtual meeting. They are exploring new avenues for fundraising. They mailed their yearly membership renewal request to members on September 11.

Constitution Week Display: Piety Hill Chapter of the DAR

Birmingham's Piety Hill chapter of the Daughters of the American Revolution set up a Constitution Week display, shown below, in the Grand Hall, on the east side next to the Mystery shelving. The materials will be on display through September 23.



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.

Sculpture

The concrete pad for the sculpture, Michigan Spring by Jim Miller-Melberg, was poured on September 9, 2019. One year later, on September 16, the sculpture was finally installed. We are grateful to the estate of Mr. Miller-Melberg for selecting Baldwin as the recipient of this sculpture. We appreciate the

hard work of Assistant City Planner Brooks Cowan, the Public Arts Board, and the City of Birmingham Department of Public Works for coordinating the sculpture selection and installation process.



Quarterly Bed Bug Inspection

Quarterly bed bug inspections resumed on September 10. No bed bugs were found in the building.

Idea Lab

Here is an update from Idea Lab Supervisor Jeff Jimison:

Yes, the last few months have been unusual, but we carry on. The Idea Lab is open, in a sense. While the physical space of the lab is not open to the public, we are gradually introducing services that will give our patrons many of the same opportunities they once had.

- Currently we are accepting requests for 3D prints through the online submission form found on our website. 3D Prints are currently free of charge while we establish a secure way to handle online payments.
- We're still offering interesting avenues for participation through our virtual programs and take-and-make kits. This week we've been giving out kits for 3D-printed Spring-Powered cars. Next week we'll be hosting a "foam dart launcher" program, using an experimental new format: Patrons will collect supplies for the project in advance, then meet virtually to assemble the project as a group. We have virtual lab hours available twice a week wherein patrons can pay me a virtual visit, and ask any maker-related questions they may have. Our "Idea Lab Live" series showcases interesting lab activity in weekly online video broadcasts.
- Coming soon, we will be allowing many of our tools and equipment to circulate. Patrons will be able to check out many of the familiar lab tools, just as they would a book or DVD. The die cutter, heat press, embroidery machine, format conversion equipment, hand tools, power tools ... basically everything we have! All will be available to check out. The only notable exception is the laser cutter; it must remain stationary.
- At some point in the near future, we hope to accommodate remote laser requests, wherein we will accept laser jobs from patrons. This is still early in the works.

As Baldwin Library navigates through its phased reopening plan, Idea Lab services are liable to change, fluctuate, and grow. The uncertain nature of our current existence prevents us from forming a clear picture of the future. But one thing is certain: whatever the future brings, we will continue offering the very best of makerspace services to our patrons!

Landscaping along the southwest walkway

On September 4, staff from Great Oaks Landscaping and Administrative Assistant Robert Stratton, removed daylilies, planted globe arborvitaes, relocated boxwood shrubs, and mulched the garden bed along the southwest corner's sidewalk. Robert Stratton is developing a plan for adding perennials to the flowerbeds along the walkway. At some point in the future, we will need to redo the landscaping on the southwest corner and northern side of the building.



Youth Room Expansion & Renovation

Since its opening on July 22, the new Youth Room has received much praise. Finishing touches continue on the project, and the exterior garden, terrace, and landscaping are nearing completion.

Below are photos showing the progress that has been made in the Youth Room since August 14.



The terrace furniture was delivered and set in place.



Plantings, mulch, sod, fence footings, and lighting bases were added to the garden.



The garden as viewed from Martin Street.



Plantings were added around the perimeter of the Youth Room in the retaining wall.



Plantings were added along the handicap ramp.



Landscape lights were added to The Littles' Garden.



Five new fish were added to the aquarium in late August and the new YOUTH letters were hung on the red entryway to the Youth room.



A self-check station was added to the Youth Room and has been extremely popular, especially during COVID. Self-check usage surged to 62% in August.



The donor wall was installed on September 10. It honors all community members who donated \$1,000 or more to the Youth Room project. Robert Stratton coordinated the work on this distinctive plaque.



The Grams Discovery Room door has been labeled on the doorway and is located adjacent to the donor wall.



The above framed photo of Janice Billmeyer hangs inside the Grams Discovery Room entry.



The Grams Discovery Room is currently being used to record Youth virtual programs and also serves as a staging area for “take and make” kit preparation.



The stained glass windows, which originally hung on the windows facing Shane Park, were installed over bookshelves.

Baldwin Public Library – Adult Summer Reading 2020

Summary Report

BPL's Adult Services department hosted a different kind of Summer Reading program in summer of 2020. The disruption caused by the COVID-19 pandemic had a significant impact on the Library's operations which naturally affected all aspects of Summer Reading. We could not have an in-person kickoff; marketing had to be almost entirely online via social media, website, and email marketing; we could not host in-person programs; and we selected a new summer reading module (Beanstack). That said, BPL staff pivoted to develop and deliver a creative and engaging Adult Summer Reading program and saw adult participation reach levels comparable to the past five years. This summer 147 adults participated in Summer Reading – about 75% of last year's record participation of 198 readers.

Community	Participants
Birmingham	58
Beverly Hills	49
Troy	11
Bloomfield Hills	7
Bloomfield Twp.	7
Other	6
Southfield	4
Royal Oak	3
West Bloomfield	2

The majority of participants resided in our service area, but we also saw participants from other communities like Troy, Bloomfield Township, Southfield, Royal Oak, and West Bloomfield.

Of the 147 participants, 29 completed the full challenge – or about 20%. 60 readers logged at least one book and collectively read 483 books (an average of 8 books per logging reader!). The adult participants also wrote 161 book reviews. Some reviews were short and sweet, others were more in-depth and contemplative.

Some of the most popular titles which were read and reviewed by multiple participants included:

- *Little Fires Everywhere*, by Celeste Ng
- *The Ballad of Songbirds and Snakes*, by Suzanne Collins
- *White Fragility*, by Robin DiAngelo
- *A Burning*, by Megha Majumdar
- *I'm Still Here: Black Dignity in a World Made for Whiteness*, by Austin Channing Brown

In order to show support to local restaurants, the Library purchased gift cards to Commonwealth, Griffin Claw, and Dick O'Dow's to give away as grand prizes. The winners were excited to win in August.

Thank you to the Friends of the Library who supported Adult Summer Reading through programs, supplies, prizes, and book club books.

Baldwin Public Library – Teen Summer Reading 2020

Summary Report

BPL's Adult Services department hosted a modified Summer Reading Program for teens in 2020 due to the COVID-19 pandemic. Typically in May BPL's Teen Services Librarian visits every middle and high school in the Birmingham Public Schools district in order to teach students about Teen Summer Reading and encourage them to enroll. Often, dozens of students will register at these events. With schools closed and the state under a mandatory Stay-at-Home order throughout the spring, staff were unable to perform this in-person outreach. This type of outreach is critically important to teen engagement with Summer Reading.

That said, staff pivoted to a fully virtual program administered through a new platform (Beanstack), and launched Summer Reading on time in June. A total of 151 teens registered for this year's program, about half of last year's participation. The reduced participation is attributable entirely to the pandemic – both the inability to perform outreach, as well as the burnout many teens were experiencing with virtual programming by the time summer started.

The majority of participants resided within Baldwin's four communities, but residents from other communities participated as well. The breakdown of participants by community is shown in the table below.

Community	Participants
Birmingham	69
Beverly Hills	29
Bloomfield Twp.	10
Bloomfield Hills	9
Other	9
West Bloomfield	8
Southfield	6
Troy	4
Franklin	4
Royal Oak	3
Bingham Farms	2

Of the 151 registered teens, 44 completed the entire challenge – a completion rate comparable to prior years. The participants enjoyed earning the badges in Beanstack's module, earning a total of 972 badges. What's most impressive is that the teens spent a whopping 2,728 hours reading this summer – an average of 18 hours per participant!

Special thanks to Elisabeth Phou, BPL's Teen Services Librarian, for planning and delivering a unique summer reading program for BPL's teen patrons.

As always, huge thanks goes to the Friends of the Library who supported Teen Summer Reading through programs, supplies, prizes, and paperback prize books.

Baldwin Public Library – Youth Summer Reading 2020

Summary Report

This past summer, BPL's Youth Services department hosted the first ever completely virtual Summer Reading Program for children from birth through those entering 6th grade. There were a total of 400 registered readers. This summer's theme was "Imagine Your Story." The majority of participants resided within Baldwin's four communities, but residents from other communities participated as well. The breakdown of participants by community is shown in the table below.

Community	Participants
Birmingham	179
Beverly Hills	157
Bloomfield Hills	10
Bingham Farms	0
Southfield	3
Troy	12
West Bloomfield	4
Franklin	3
Bloomfield Township	17
Other	15

Registration was down this year for a variety of reasons including the closure not just of the Youth Room, but the entire Library. Youth Services staff usually visit the public elementary schools to advertise Summer Reading but were unable to do so this year due to COVID-19 and the closure of the schools. BPL used a new program Summer Reading platform this year called Beanstack. Patrons were able to log all of their reading online and Youth Librarians were able to use Curbside Pickup services and email to deliver prizes safely.

This year, participants had thirty activities to complete, such as reading twice in one day, listening to an audiobook, or creating a mythical creature. They earned a puzzle piece for every five activities they completed. There were six puzzle pieces total, making a complete puzzle. Kids earned a free book for completing 15 activities and entry into the Grand Prize Drawing by completing all thirty activities. They earned 117 books and 637 puzzle pieces. This year, sixty children completed the Summer Reading Challenge and earned entry into the Grand Prize Drawings to win one of four great prize baskets.

Despite the Library closure and limited resources, Youth Staff continued to offer programs in a variety of mediums for all ages. They hosted 103 of programs for youth with attendance and video views totaling 2,004 participants! Programs included online book clubs, writing letters to children, creating at home scavenger hunts, recording daily story times, and sending home craft and STEM kits.

We want to thank The Friends of the Baldwin Public Library for their support of Youth Summer Reading. Not only did they donate all the prize books, but for every point earned in Summer Reading (for Youth, Teens, and Adults), the Friends donated 10 cents to Forgotten Harvest to feed the hungry. Participants earned 6,813 points, raising \$681 for Forgotten Harvest. Our goal was 5,000 points and our readers surpassed our goal by more than one thousand points.

Baldwin Public Library: Friends Funds	
August 2020 Expenditures	
Adult Services	
Crafts to Go Kits	\$ 66.34
Summer Reading Prizes	\$ 150.00
Total	\$ 216.34
Teen Services	
Oreo Taste Test Program Supplies	\$ 17.49
Summer Reading Prizes	\$ 125.00
Book Club Books	\$ 65.73
Craft to Go Kits	\$ 27.99
Total	\$ 236.21
Youth Services	
Kit Supply Bags	\$ 54.47
Total	\$ 54.47
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 507.02
August 2020 Balances	
Adult Services	\$ 852.03
Teen Services	\$ 498.95
Youth Services	\$ 2,870.09
Outreach & Equipment	\$ 1,598.72
Total Balance	\$ 5,819.79
August Book Sale Proceeds	\$0.00
Submitted by Rebekah Craft on September 14, 2020	

NEW BUSINESS

PROPOSED BALDWIN PUBLIC LIBRARY ACTION PLAN FOR FY 2020-21

Draft – September 15, 2020

Mission Statement

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

Long-Term Vision

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

Strategic Goals and Objectives

I. Goal: Diversity and Inclusion—Establish a staff Diversity and Inclusion Committee, which will make recommendations to the Administration and Library Board. The Committee's goals are the following, some of which would require action by Administration and the Library Board.

- A. Improve Baldwin's collections and programs with the following. Establish benchmarks in all cases.
 - a. Audit existing collections to make sure that they are all-encompassing and represent minority viewpoints.
 - b. Re-work catalog records to make titles representing minority viewpoints more easily findable.
 - c. Offer more inclusive programs and materials.
 - d. Market these programs and materials in the Library's newsletters and social media posts.
- B. Re-consider procedures and practices that staff has identified as potentially problematic, such as overdue fines, allowing non-residents to place holds, and providing resident status to non-residents who are students in the schools of our service area. Recommend changes.

- C. Establish a methodology for developing a diversity statement that also addresses staff diversity, and then draft such a diversity statement.
- D. Identify which Library policies need to be re-examined and set a timeline for the review.
- E. Identify proactive community groups and professional organizations, including those that support underrepresented communities, and develop closer relationships with them so that they and the Library can leverage support for each other.
- F. Research various kinds of cultural diversity training and implement such training in 2021.
- G. Review and evaluate the Library's strategic plan, including its mission statement, value statement, and core values. If warranted, suggest immediate changes to elements of the plan, like core values. [A complete re-do of the strategic plan might be warranted in FY 2021-22 or FY 2022-23.]
- H. Include a new section in the monthly Library Report. In that section, identify steps that have been taken to further the goal of inclusion and diversity.

II. Goal: Services and Programs—Focus on fresh, dynamic services and programs that meet Library users' changing needs.

- A. Make sure that adequate funding is available for each physical and digital collection and that materials of use and interest to our communities are purchased. Examine statistics to determine the best areas in which to increase budget allocations and purchasing quantities.
- B. Meet collection withdrawal goals.
- C. Move some financial resources from physical materials to the purchase of more electronic resources, which are experiencing the highest rate of circulation increase.
- D. Evaluate subscription databases and online services for usage, and determine also whether they are representative of the entire community. Recommend retention, elimination, and addition, as necessary.
- E. Evaluate programs, both virtual and in-person, for effectiveness, and determine whether the range of programs offered serves the entire community. Recommend the retention and elimination of programs, as well as the development of new ones.
- F. Improve Baldwin's collections and programs with the following. Establish benchmarks in all cases.
 - a. Audit existing collections to make sure that they are all-encompassing and represent minority viewpoints.
 - b. Re-work catalog records to make titles representing minority viewpoints more easily findable.

- c. Offer more inclusive programs and materials.
- d. Market these programs and materials in the Library's newsletters and social media posts.
- G. Investigate adding STEM/maker kits to the Youth circulating collection safely.
- H. Explore possibility of Adult Services circulating technology collections: chromebooks, wi-fi hotspots, etc.
- I. Develop new virtual computer and Idea Lab classes.

III. Goal: Marketing and Public Relations—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.

- A. Continue to work with the graphic designer to create marketing materials to promote the Library and its services. Make sure that the marketing is representative and inclusive of the entire community.
- B. Explore innovative strategies to encourage non-library-users, including those from underrepresented communities, to use the Library.
- C. Market the programs and materials recommended by the Diversity and Inclusion Committee in the Library's newsletters and social media posts.
- D. Evaluate the Library's website to make sure it is serving all of Baldwin's communities, including the deaf community.
- E. Keep the public informed of steps taken by the Library in the face of the coronavirus pandemic.

IV. Goal: Financial Stability—Develop and implement a solid financial plan that maximizes existing resources and actively pursues cost efficiencies and additional revenue streams.

- A. Maintain a balanced operating budget even in the midst of the coronavirus pandemic, which has an impact on revenues and expenses.
- B. Explore grants, and apply for them when feasible.
- C. Continue working with the Michigan Architectural Foundation (MAF), which has provided funds to the Library.
- D. Allocate sufficient funds to implement inclusivity initiatives.

V. Goal: Personnel and Organization—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.

- A. Develop appropriate and flexible policies and procedures to keep staff safe during the coronavirus pandemic, even while providing the greatest feasible number of services to the public. This includes offering the option of staff working from home, when feasible.
- B. Use best practices to ensure diversity and inclusion in all personnel practices, especially the hiring of new staff. Encourage staff retention and develop paths for promotion.
- C. Explore opportunities with local universities, including offering internships.
- D. Assist the Library Board in updating Library policies, especially policies highlighted for review by the Diversity and Inclusion Committee.
- E. Continuously evaluate and update internal procedures as necessary.
- F. Encourage staff at all levels to attend relevant virtual conferences and workshops.
- G. Encourage staff at all levels to take advantage of training via webinars and online courses.
- H. Provide opportunities for staff to present findings at departmental, all-staff, and Library Board meetings.
- I. Hold regular all-staff meetings.
- J. Hold virtual educational events for staff on important topics.
- K. Explore full- and part-time staffing and make adjustments as deemed advisable.
- L. Explore salary increases for FY 2020-21.
- M. Consider carrying out a formal compensation audit.
- N. Investigate ways to engage volunteers virtually.

VI. Goal: Community Relationships and Partnerships—Strengthen relationships with stakeholders and expand partnership opportunities with community organizations for everyone's mutual benefit.

- A. Develop and maintain partnerships with all parts of our communities and minimize any overlaps in programs and services with them.
 - a. Maintain the current good relationships with the Friends of the Baldwin Public Library, Birmingham City government, Baldwin's contract communities (Beverly Hills, Bingham Farms, and the City of Bloomfield Hills), public and private schools in the area—preschool through college-level, The Community House, Next, The Birmingham Museum, Birmingham Bloomfield Chamber of

Commerce, Birmingham Shopping District, YMCA, Rotary Club and other service organizations, senior living facilities, Storytellers Guild, Michigan Architectural Foundation (MAF).

- b. Develop positive relationships with other organizations, including, potentially, Oakland Literacy Council, Oakland Family Services, religious organizations, prisons, and organizations for people with disabilities.
- c. Consider ways by which Library volunteers could assist these organizations virtually.

VII. Goal: Facilities and Technology—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.

- A. Finish the Youth Room expansion and renovation.
- B. Keep the building clean and sanitized during the coronavirus pandemic.
- C. Add hands-free door openers to the four restrooms that lack them. Consider hands-free door openers for other rooms in the building.
- D. Install a hands-free drinking fountain with a water-bottle filling station.
- E. Consider ways to make the building a more flexible and welcoming space for all patrons, including, but not limited to, those with sensory sensitivities.
- F. Monitor the City as it carries out building maintenance and improvement.
- G. Monitor the Library's cleaning company to ensure that the facility is thoroughly cleaned and sanitized for daily use.
- H. Make sure that City and Library staff keep the outside of the building clean and beautiful.
- I. Continue to maintain and improve technology for staff and the public.
- J. Upgrade audiovisual technology in the Jeanne Lloyd and Delos Board Rooms.
- K. Reorganize the IT area to be more functional
- L. Explore upgrading our virtual server appliance to keep up with the computing demands of the library.

VIII. Goal: Keep Baldwin proactive

- A. Keep up-to-date on the Governor's executive orders and all best practices related to the coronavirus pandemic, and make appropriate decisions on whether to keep the Library building open or closed, which services to offer in the building, and what safety measures to require of staff and visitors.

- B. When the Library building is closed or available for only limited services, plan and effectively carry out online Library services that fulfill patrons' needs and wants.
- C. Commit to a culture and mindset that promotes proactivity, inclusivity, and diversity. Integrate this culture and mindset into all Library and Board procedures and operations.
- D. Identify and measure the wants and needs of potential users throughout Baldwin's service area.
- E. Investigate new products, programs, and services, and implement them when feasible.
- F. Evaluate the effectiveness of existing services, both qualitatively and quantitatively, and keep, modify, or discontinue the services, as appropriate.
- G. Adjust the budget and, when possible, the building to accommodate constantly changing services and technology.
- H. Inform the Library Board and Friends of the Library Board of important developments and trends in the library field.



Doug Koschik <doug.koschik@baldwinlib.org>

National Votes for Women Trail/Pomeroy Marker Program

1 message

Leslie Pielack <LPielack@bhamgov.org>
 To: pfau.nvwt@gmail.com
 Bcc: Doug.Koschik@baldwinlib.org

Thu, Sep 3, 2020 at 12:39 PM

Hello Ann,

Earlier this summer I was in contact with Bobbi Ebsen regarding a potential National Votes for Women (Michigan) marker in Birmingham for Martha Baldwin.

I would like to begin the application process and have got the go-ahead from the Baldwin Public Library administration to pursue placement of a marker, if approved, on their site.

What do I need to do to coordinate with you at this point?

I am including a summary about Martha Baldwin below for your reference.
 Leslie

We have a great candidate to consider for the Trail-Martha Baldwin. She was inducted into the (Michigan Women Forward) Michigan Women's History Hall of Fame in 2019. A quick summary:

- *Is a great example of a woman who worked tirelessly to improve the lot of women and children, to advocate for public policy and their welfare as a class, and to promote and support educational reform as a teacher and principal in Detroit as well as in Birmingham (including helping to fund a high school with an eye toward equal treatment of young women)*
- *Was active in the Michigan Equal Suffrage Association (MESA) from 1901 to her death in 1913, was an officer and national delegate and served on several committees*
- *Helped organize the Women's Suffrage Organization of Oakland County in 1912 and was a Vice President*
- *Grew up and lived in Birmingham, Michigan throughout her life, so is truly a local hero*
- *Several historic sites associated with her still stand, well-preserved:*
 - *Her house on Maple Road in Birmingham*
 - *The Baldwin Public Library in downtown Birmingham*
 - *Her burial site at historic Greenwood Cemetery in Birmingham*
- *In addition, the Birmingham Museum has a number of objects in its collection that belonged to Martha, and some objects are also in the collection of the Baldwin Public Library, including her personal diary.*

--
Leslie Pielack

Director

Birmingham Museum

248-530-1682



_____ (date)

_____ (property owner name) owns the
property at _____
(address) and gives the National Collaborative of Women's History Sites permission to install a
Suffrage Centennial Marker on my property should they receive funding from The William G.
Pomeroy Foundation. The National Collaborative for Women's History Sites is not responsible
for maintenance of sign or damage caused by the sign.

Sincerely,

_____ (signature of property owner)

_____ (printed name of property owner)

William G.
Pomeroy
Foundation[®]

 *For History.*  *For Life.[®]*

Today's Presenters



Paula Miller
Executive Director
William G. Pomeroy Foundation



Marsha Weinstein
President
National Collaborative for
Women's History Sites



Susan Hughes
Historian and Archivist
William G. Pomeroy Foundation



Steve Bodnar
Communications Manager
William G. Pomeroy Foundation

About the Pomeroy Foundation

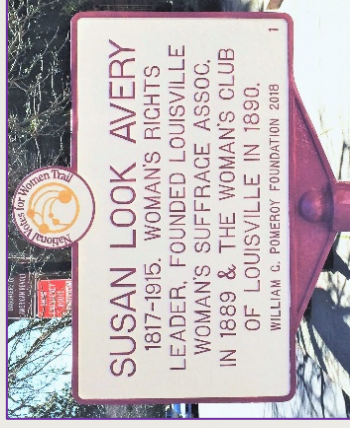
Our two main initiatives:

- To help diversify Be the Match Registry by supporting bone marrow drives in diverse communities
- To help people celebrate their community's history through historic signage grant programs
 - Funded 800+ markers & plaques across NYS and beyond. Grown to six signage programs, including National Women's Suffrage Marker Program



Bill Pomeroy

National Women's Suffrage Marker Program



- 19th Amendment centennial in 2020
- NCWHS and Pomeroy Foundation launch marker program commemorating centennial
- Markers highlight sites on the National Votes for Women Trail (NVWT)

State Coordinators

You have a vital role!

- Select the most important suffrage sites in your state & recruit a local partner for each one
- Work with local partner to complete Pomeroy Foundation Nomination Form
- Promote the program to get best possible submissions and greatest impact

Women's Suffrage Marker Criteria

- Must show enduring engagement in suffrage activities
- Location cannot be so extensively altered as to destroy significance
- Date or dates must be part of marker text
- Markers installed where they're easily read

Who Are Local Partners?

Groups or individuals who can help complete nominations by accessing and researching primary sources to verify historical facts

Some examples: genealogical organizations, historic commissions and boards, historical museums, historical societies (and historians), local libraries, municipalities and public historians.

How Local Partners Will Benefit

- Join a significant national effort
- Speaking opportunity at marker dedication
- Publicity for local partner's organization (and community), plus a social media shout out
- Name of partner's organization featured on wgpfoundation.org local partner webpage

Application Process – Part 1


Once marker subject is proposed, State Coordinators work with local partner to complete nomination form

Forms must include possible proposed marker inscription and primary sources list confirming historical significance of subject

Application Process – Part 1, Continued

- Submit completed Nomination Form to the NVWT Advisory Board Chair, Judith Wellman:

historicalnewyork@me.com



William G. Pomeroy Foundation® & Votes for Women
National Women's Suffrage Centennial
Historic Marker Grant Program

In honor of the 2020 centennial celebration of women's suffrage in the United States, the William G. Pomeroy Foundation is partnering with the National Votes for Women Trail to provide grants to erect Historic Markers commemorating the people, places or things instrumental to women gaining the right to vote in the United States.

STATE WHERE MARKER WILL BE PLACED: _____

Contact Information:

Name: _____

Address: _____

Phone: _____ Email: _____

Organization (if applicable): _____

Marker Inscription Guidelines: Title Line 15 Characters, 5 Body Lines 27 Characters per Line, Spaces and Punctuation = 1 character each.
Proposed Marker Inscription: (a date or dates must be included in the text)

Title Line: 15 Characters:
Line 1: _____
Line 2: _____
Line 3: _____
Line 4: _____
Line 5: _____

Proposed Location of Marker:
Address: _____
County: _____

GPS Coordinates please enter the GPS Coordinates where the sign will be installed. (Decimal Degrees Required) To find correct coordinates, go to www.google.com/maps and type in the address. To be certain you have the correct address, check the satellite view (the left arrow on the screen). Zoom in to find the exact location where the marker will be installed. Right click and go to "Where is this" in the drop down menu. The correct GPS coordinates will show in the white box at the bottom of the screen. Incorrect GPS coordinates will delay the application from being processed.

Please indicate why a marker should be installed at this location: Ex: former home of person being commemorated:
In one sentence or less, describe what is being commemorated:
Historic Significance: In an attached page, briefly describe (500 words or less) how your proposed marker is historically significant to women gaining the right to vote in the United States.

Primary Sources: Please list the primary sources you plan to submit to prove what is on the marker:

Signature: _____ Date: _____

Application Process – Part 2

- Marsha works with NVWT staff to provide approved nominations to Pomeroy Foundation
- Upon nomination form approval, State Coordinator or local partner will provide primary source documentation and Land Use Permission Letter to Marsha at: mweinst413@gmail.com

Application Process – Part 2, Continued

Land Permission Letter

Signed by landowner to verify NCWHS has permission to install marker. If a municipality or another agency owns the land, use their official letterhead.

Letter example:

(Date)

I (Property Owner name) own the property at (address) and I give the National Collaborative for Women's History Sites permission to install a National Women's Suffrage Historic Marker on my property should they receive funding from the William G. Pomeroy Foundation®.

Sincerely,

(Property owner's signature)

Application Process – Part 3

- NVWT submits final application to Pomeroy Foundation with all necessary materials
- Once grant is awarded, State Coordinators should:
 - cooperate with local partner to install the marker
 - sponsor marker unveiling ceremony
 - publicize the suffrage site in your state

Primary Sources

Why Primary Sources?

- If the Pomeroy Foundation funds a marker, you can be assured that the facts presented are indisputable.
- That means we need primary sources to support the accuracy of the text on a marker.

Primary Sources vs. Secondary Sources

Primary sources: give more accurate picture by being as close as possible to the actual events.

- Examples: diaries, photographs, census records, deeds, legal filings, and news reports published at the time of the event.



82

Secondary sources: analyze, report, summarize or interpret data.

- Examples: reference books (such as encyclopedias and local history publications), textbooks, magazine articles, and newspaper articles analyzing past events.

Our Primary Sources Tip Sheet:

<https://www.wgpfoundation.org/app/uploads/2019/02/primarysources022019.pdf>

Publicizing in Your State

- When possible, reach out to news outlets on an individual basis. The more personalized, the better.
- Pitch multiple media outlets. Most news websites have contact info and instructions on how to send them tips and PR.
- Get to know the reporter(s) in your area. Be a resource for other news stories they're working on.

Publicizing in Your State

Let Marsha and Steve know about plans and publicity for marker dedications as far in advance as possible.

If you have questions or need assistance, contact me:

steve@wgpfoundation.org

315-913-4068

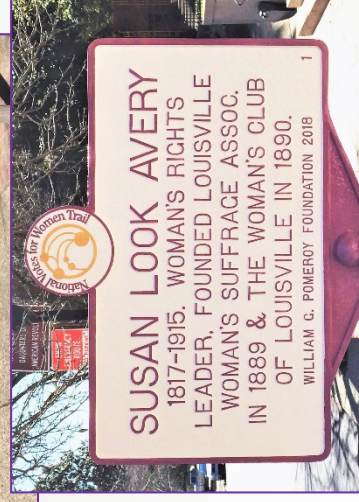
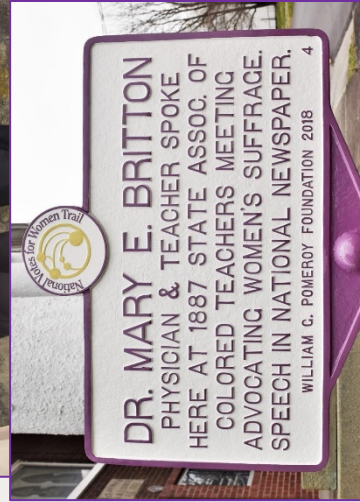
First Dedication Ceremonies



St. James
AME Church,
Danville, KY



Woman's Club
of Louisville,
Louisville, KY



Susan Look Avery Marker Dedication Video

Louisville honors trail blazing suffragette



Susan Look Avery was a suffragette who started the Woman's Club of Louisville and helped women win the right to vote. She was honored with a marker that is the first of 250 that will go up across the country.

WHAS11
ON YOUR SIDE
abc

Video Link:

<https://goo.gl/2oeEU8>

Questions



COMMEMORATING THE
CENTENNIAL OF WOMEN'S
SUFFRAGE ACROSS THE
UNITED STATES

WILLIAM G. POMEROY FOUNDATION®

Thank you



Contact

William G. Pomeroy Foundation
info@wgpfoundation.org
315-913-4060

INFORMATION ONLY

Upcoming Events of Interest

All live, in-person Library events have been cancelled due to health concerns regarding the novel coronavirus COVID-19. Please visit www.baldwinlib.org for more updates.

Virtual Story Times

Watch story times with Baldwin's librarians online each week at www.baldwinlib.org/storytime

- **Mondays** - Sing & Sign with Miss Donna. Best for ages 18 months to 3 years.
- **Tuesday** - Wiggle & Rhyme with Miss Stephanie. Best for ages 0 months to 2 years.
- **Wednesday** - Syntha's Stories. Best for ages 3 years to 5 years.
- **Friday** - Fun-tastic Fridays with Miss Caroline. Best for ages 3 years to 5 years.

Tails From Beyond the Paw Print, with Dr. Micky Golden Moore, Ph.D.

Tuesday, September 22 at 7:00 p.m.

So often people are left to grieve the loss of a beloved animal companion in silence and isolation. Many well-meaning colleagues, friends, and family members may not understand the distress and sadness that comes after the death of a pet. Dr. Micky Golden Moore understands this, and created the pet loss support group, Beyond the Paw Print, to offer compassion, validation, and support to those who have lost a beloved companion animal. In this presentation Micky will tell her personal story of pet loss and how it inspired her to start the Beyond the Paw Print support group. Those members' stories ultimately inspired her to write her book, "Tails from Beyond the Paw Print." Along with some of the stories featured in the book, she will share insights to help you cope with the unique kind of grief that accompanies the loss of a cherished pet, and answer questions from attendees at the end of the presentation. The Zoom invitation and meeting link will be emailed to registered attendees on the day of the event.

Little Explorers

Wednesday, September 23 – All day

Children ages 18 months to five years can create, touch, and play with a monthly sensory kit designed to support fine and gross motor skills, cognitive development, and problem solving skills. Fill out the form found under "More Information" and we'll email you once a month when the next kit is available. The first kit will be available starting on Wednesday, September 23. If you sign up after Friday, September 18, you will receive a kit starting in October.

Virtual Kids Library Society – Grades 3 to 5

Thursday, September 24 at 7:00 p.m.

Grades 3 to 5. Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Email Ms. Rosemary at rosemary.retford@baldwinlib.org if you are interested in a virtual version of KLS.

Using Digital Magazines

Monday, September 28 at 4:00 p.m.

Learn how to check out digital magazines using the Library's RB Digital app. BPL card is required. The Zoom class link and instructions will be emailed to registered attendees on the day of the class.

Prelude to the Detroit Race Riot of 1943

Monday, September 28 at 7:00 p.m.

Author Gerald Van Dusen discusses how the construction of the Birwood Wall and the Sojourner Truth Housing Project created racial strife just before the 1943 race riot in Detroit. Registration required.

Taste Test Challenge – Grades 3 to 6

Wednesday, September 30 at 7:00 p.m.

Grades 3 to 6. Pick up your bag of surprise foods via curbside pickup starting Friday, September 25. Join us via Zoom to snack and talk about the flavors on Wednesday, September 30 at 7:00 p.m. Registration required. Zoom link will be emailed on the day of the program.

Teen Virtual Book Club: *Akata Witch* by Nnedi Okorafor

Thursday, October 1 at 7:00 p.m.

This month's book is "Akata Witch" by Nnedi Okorafor. The first 10 teens to register will receive a free paperback book, thanks to the Friends of Baldwin Public Library. This book is also available to listen to on Hoopla. Grades 7-12. Registration required. The Zoom link will be emailed on the day of the discussion.

Become a Blogger

Saturday, October 3 at 2:30 p.m.

Learn how to create a blog for personal or professional use. In the class we will set up an account on a blogging website, learn about various blogging platforms, and tips for successful blogging. Once registered, you will receive a Zoom link a half hour before class.

Selling Online

Saturday, October 10 at 2:30 p.m.

In this class, we will:

- Navigate the eBay website.
- Search for items that are of interest to us.
- List an item for sale.

A half hour before class, you will be notified with directions on how to log into the Zoom session.

Teen Advisory Board Virtual Meeting

Thursday, October 15 at 4:00 p.m.

TAB members plan events and programs, suggest improvements to the Teen department, and promote the Library throughout the community. TAB will also give you an opportunity to talk about books, movies, music, and video games with other teens. One hour of community service is available for attending a meeting, if you need it for school.

Open to grades 6-12. Registration required. The Zoom link will be emailed on the day of the program.

LEARN CONNECT DISCOVER

SEPTEMBER 2020 NEWSLETTER

- 1 SEPTEMBER IS LIBRARY CARD SIGNUP MONTH
- 2 PROGRAMS FOR CHILDREN AND TEENS
- 3 PROGRAMS FOR ADULTS
IDEA LAB, COMPUTER CLASSES
- 4 LETTER FROM THE DIRECTOR
BACK TO SCHOOL LEARNING



September is Library Card Signup Month

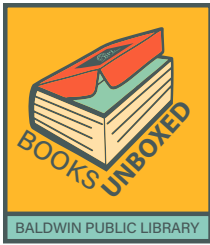
SIGN UP ONLINE AT BALDWINLIB.ORG/CARD AND THEN VISIT THE CIRCULATION DESK TO PICK OUT YOUR NEW CARD. CHOOSE FROM SIX NEW DESIGNS. REPLACEMENT CARDS ARE AVAILABLE FOR CURRENT CARDHOLDERS, TOO!



BALDWIN PUBLIC LIBRARY ► SERVING THE COMMUNITIES OF
BIRMINGHAM, BEVERLY HILLS, BINGHAM FARMS & BLOOMFIELD HILLS

SEPTEMBER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6



GRADES 4 TO 12

Join our new, free subscription book service and receive a surprise library book tailored to your preference each month!

Visit www.baldwinlib.org/youth to subscribe now.

TAKE & MAKE MONDAYS

Register here for your free craft kit to do at home, available via our curbside pickup service. New crafts will be available every other week starting on September 14.

LITTLE EXPLORERS

Children ages 18 months to five years can create, touch, and play with a monthly sensory kit designed to support fine and gross motor skills, cognitive development, and problem solving skills. **Fill out this form** and we will email you once a month when the next kit is available. *The first kit will be available starting on Wednesday, September 23.*



Visit Beverly Park and walk the 0.4-mile trail and read the book that is displayed on permanent posts throughout the park. Experience a new story every month April to December.

VIRTUAL KIDS LIBRARY SOCIETY



**THURSDAY, SEPTEMBER 24
AT 7:00 P.M.
GRADES 3 TO 5**

Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Email Ms. Rosemary at rosemary.retford@baldwinlib.org if you are interested in a virtual version of KLS.

BOOK SCAVENGERS DIY HOME EDITION

Do you miss Ms. Susan's Library Scavenger Hunts? We do, too! Fill out this **online form** and Ms. Susan will email you a do-it-yourself home scavenger hunt every other Tuesday.

SEPTEMBER VIRTUAL PROGRAMS

TO VIRTUALLY ATTEND THE FOLLOWING PROGRAMS, VISIT WWW.BALDWINLIB.ORG/CALENDAR TO REGISTER AND SEE ALL THE PROGRAM DETAILS.

BEDTIME TALES: DOWN ON THE FARM

Don't forget to wear your pajamas for this virtual edition of our evening story time. *The story time and craft supplies will be available starting on Wednesday, September 16 for those who register.*

MO MADNESS

Join librarians Rosemary and Syntha for virtual stories featuring Gerald, Piggie, and Pigeon! *Video and craft supplies will be available starting on Thursday, September 17 for those who register.*

STEM CHALLENGE: UV ANIMAL SHELTER

Create an animal using UV beads. Can you build a shelter that protects your animal from UV radiation? Test it out in sunlight to find out! *Supplies and instructions will be available starting on Monday, September 21 for those who register.*

TASTE TEST CHALLENGE

GRADES 3 TO 6
Pick up your bag of surprise foods via curbside pickup **starting Friday, September 25**. Join us via Zoom to snack and vote for your favorite on **Wednesday, September 30 at 7:00 p.m.** **Registration required.** *Allergens may be present. Zoom link will be emailed on the day of the program.*

BOOK CLUBS

MORE BOOK CLUBS FOR GRADES 1 TO 6 ARE COMING IN OCTOBER. VISIT WWW.BALDWINLIB.ORG/BOOK-CLUBS FOR DETAILS.

MOTHER/DAUGHTER BOOK CLUB

TUESDAY, SEPTEMBER 15 AT 7:00 P.M.
Email Ms. Susan at susan.dion@baldwinlib.org if you are interested in a virtual book club for girls in grades 4 to 6 and their moms.

BOOKS AND BAGELS

TUESDAY, SEPTEMBER 22 AT 7:00 P.M.
Email Ms. Susan at susan.dion@baldwinlib.org if you are interested in a virtual book club for all students in grades 4 to 6.

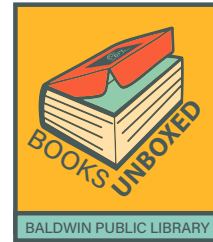
WEEKLY STORYTIMES

VISIT OUR STORY TIME PAGE AT BALDWINLIB.ORG/STORYTIME FOR OUR DAILY OFFERINGS.

SEPTEMBER PROGRAMS FOR TEENS

GRADES 6 TO 12

THE TEEN SCENE IS BACK, AND WE NEED YOUR HELP DECORATING THE BULLETIN BOARD! DO YOU LIKE TO DRAW MANGA, OR CREATE FAN ART, OR EVEN JUST DOODLE? **WE WANT YOUR ART ON DISPLAY**, BECAUSE BALDWIN'S TEEN SCENE IS ALL ABOUT YOU.



GRADES 4 TO 12

Join our new, free subscription book service and receive a surprise library book tailored to your preference each month!

Visit www.baldwinlib.org/teen to subscribe now.



CRAFTS TO GO: BEADED LIZARD KEYCHAINS

GRADES 6 TO 12

During the month of September, pick up a craft kit with supplies and instructions to make a beaded keychain. *Find kits in the Teen Scene or at the Adult Reference Desk.*

VIRTUAL TEEN BOOK CLUB

THURSDAY, SEPTEMBER 3 AT 7:00 P.M.

GRADES 7 TO 12

This month's book is *March, Book One* by John Lewis. *The first 10 teens to register will receive a free paperback book, thanks to the Friends of Baldwin Public Library.* This book (along with books 2 and 3) is also available to read on Hoopla. **Registration required. The Zoom link will be emailed on the day of the discussion.**



VIRTUAL TEEN ADVISORY BOARD MEETING

THURSDAY, SEPTEMBER 17 AT 4:00 P.M.

GRADES 6 TO 12

TAB members plan events and programs, suggest improvements to the Teen department, and promote the Library throughout the community. TAB will also give you an opportunity to talk about books, movies, music, and video games with other teens, as well as an hour of community service for school if you need it.

Registration required. The Zoom link will be emailed on the day of the program.



BOOK CLUBS

FOR ADULTS

ALL BPL BOOK CLUBS WILL MEET VIRTUALLY USING ZOOM UNTIL FURTHER NOTICE. FOR MORE INFORMATION, OR TO RECEIVE AN INVITATION TO ONE OF THE MEETINGS, PLEASE EMAIL ADULT.REFERENCE@BALDWINLIB.ORG.



WEDNESDAY, SEPTEMBER 9 AT 2:00 P.M.

FROM HERE TO ETERNITY
BY CAITLIN DOUGHTY



THURSDAY, SEPTEMBER 10 AT 10:00 A.M.

THE WORLD ACCORDING TO FANNIE DAVIS BY BRIDGETT DAVIS



SUNDAY, SEPTEMBER 13 AT 1:00 P.M.

"THE PAINTED VEIL" (PG-13, 2006) and the book of the same name, by W. Somerset Maugham.



MONDAY, SEPTEMBER 14 AT 1:00 P.M.

THE GLASS HOTEL
BY EMILY ST. JOHN MANDEL



TUESDAY, SEPTEMBER 15 AT 7:00 P.M.

THERE, THERE BY TOMMY ORANGE



WEDNESDAY, SEPTEMBER 23 AT 7:00 P.M.

SULA BY TONI MORRISON

THE IDEA LAB

DUE TO ITS SMALL SPACE, IDEA LAB SERVICES ARE BEING REDESIGNED TO ADHERE TO PUBLIC HEALTH GUIDELINES. PLEASE VISIT THE WEBSITE AT BALDWINLIB.ORG/IDEALAB FOR THE MOST UP TO DATE INFORMATION, AND THANKS FOR YOUR PATIENCE!

VIRTUAL LAB HOURS

TUESDAYS, FROM 11:00 A.M. TO NOON

Get help with your projects or talk shop with Jeff, our Idea Lab Supervisor. Check the Library's event calendar for information about how to join the virtual meetings.

IDEA LAB LIVE ON INSTAGRAM

THURSDAYS, SEPTEMBER 10 & 17 AT 7:00 P.M.

Hang out with Jeff on IG Live as he rebuilds an older 3D printer from the bottom up. Follow the Library on Instagram at [@baldwinlib](https://www.instagram.com/baldwinlib).

TAKE AND MAKE: LASER CUT CAR KIT

Starting September 8, pick up a kit to build your own rubber band powered car with laser-cut parts made in the Idea Lab.

BLASTER MASTERS!

THURSDAY, SEPTEMBER 24 AT 7:00 P.M.

Register for this virtual class where Jeff will teach you to make your own foam dart blaster. **Registration required. Registrants must pick up supplies prior to the event.**

SEPTEMBER PROGRAMS FOR ADULTS



FRIDAY FIVE @ 5 - ON FACEBOOK!

Join a new member of BPL's staff on BPL's Facebook page every Friday at 5pm where we will recommend five interesting things - books, movies, or anything!

SEPTEMBER 11: SARAH HIGHLIGHTS 5 NOVELS SET IN MICHIGAN

SEPTEMBER 18: REBEKAH SHARES 5 GREAT NOVELS SET AROUND THE WORLD

SEPTEMBER 25: MARIA REVEALS HER 5 FAVORITE ROMCOMS

GREAT BOOKS DISCUSSION GROUP

All meetings take place via Zoom.

Email maria.williams@baldwinlib.org to join.

SEPTEMBER 2 AT 6:45 P.M. : EDITH WHARTON'S *HOUSE OF MIRTH*

SEPTEMBER 16 AT 6:45 P.M. : ANTON CHEKHOV SELECTED STORIES

SOCRATES CAFE

SUNDAY, SEPTEMBER 20 AT 2:00 P.M.

Socrates Cafe continues to meet for conversation via Zoom. To join, please email avpratt@aol.com.

TAILS FROM BEYOND THE PAW PRINT, WITH DR. MICKY GOLDEN MOORE, PH.D
TUESDAY, SEPTEMBER 22 AT 7:00 P.M.

This Zoom virtual presentation offers insight for those seeking to better understand the grief that accompanies the passing of a beloved animal companion. **Registration required.**

PRELUDE TO THE RACE RIOT OF 1943
MONDAY, SEPTEMBER 28 AT 7:00 P.M.

In this Zoom virtual presentation, Author Gerald Van Dusen discusses how the construction of the Birwood Wall and the Sojourner Truth Housing Project created racial strife just before the 1943 race riot in Detroit. **Registration required.**

CRAFTS & GO

WATERCOLOR PET PORTRAITS

Starting **September 1** pick up a kit with washable markers, watercolor paper, and a sheet protector to create a unique "painting".

STRING ART

Starting **September 15** pick up a kit and wrap thread around nails to create a cozy sign with lots of texture.



BPL PPL - A LIBRARY PODCAST

Baldwin is pleased to present BPL PPL, a library podcast. Find it on Spotify or Apple Podcasts. The first episode is all about creativity, we hope you enjoy it.

SEED LIBRARY

Come grow with us! Take seeds from BPL's seed library to grow vegetables and flowers at home. Visit baldwinlib.org/seedlibrary for more information.

LEARNING IN RETIREMENT

The Library's dedicated lifelong learning program, Learning in Retirement, will return virtually in October. If you're interested, contact Adult Services Librarian Vicki Sower at vicki.sower@baldwinlib.org.

COMPUTER & TECHNOLOGY CLASSES

REGISTRATION IS REQUIRED FOR ALL COMPUTER CLASSES. ONCE REGISTERED, YOU WILL RECEIVE A ZOOM LINK A HALF HOUR BEFORE CLASS.

EMAIL WITH CONFIDENCE: GMAIL

WEDNESDAY, SEPTEMBER 9 AT 2:00 OR 7:00 P.M.

If you are new to using email or just want to learn how to use it more effectively, this is the class for you. We will set up an email account, send attachments and much more.

BUILD A WEBSITE

SATURDAYS, SEPTEMBER 12, 19 & 26 AT 2:00 P.M.

Create a basic website for yourself or for your business in this three-session class.

USING LIBBY

MONDAY, SEPTEMBER 14 AT 4:00 P.M.

A librarian will teach you how to access our curated collection of ebooks and eaudiobooks through the Overdrive app: Libby! *BPL card is required.*

MICROSOFT WORD: AN INTRODUCTION

WEDNESDAY, SEPTEMBER 16 AT 2:00 OR 7:00 P.M.

Learn the fundamentals of word processing with Microsoft Word.

USING KANOPY

MONDAY, SEPTEMBER 21 AT 4:00 P.M.

Learn how to stream movies instantly from home or on the go with Kanopy. *BPL card is required.*

GOOGLE DOCS

WEDNESDAY, SEPTEMBER 23 AT 2:00 OR 7:00 P.M.

Learn about Google Docs, a powerful alternative to Microsoft Word.

USING DIGITAL MAGAZINES

MONDAY, SEPTEMBER 28 AT 4:00 P.M.

A librarian will teach you to use RBDigital to access full color magazines online or with your smartphone or tablet. *BPL card is required.*

TWITTER 101

WEDNESDAY, SEPTEMBER 30 AT 2:00 OR 7:00 P.M.

Become a Twitter pro as we create an account, compose tweets, connect with friends, and more.

WWW.BALDWINLIB.ORG
248-554-4650

BACK TO SCHOOL LEARNING *With* THE BALDWIN PUBLIC LIBRARY

LET BALDWIN HELP YOU WITH YOUR BACK TO SCHOOL LEARNING.
CHECK OUT THE FOLLOWING RESOURCES, WHICH CAN BE FOUND
ONLINE AT WWW.BALDWINLIB.ORG/RESEARCH.

LIVE TUTORING FROM 2:00 P.M. – 11:00 P.M. SEVEN DAYS A WEEK

brainfuse



BALDWINLIB.ORG/RESEARCH

START THE CONVERSATION WITH MANGO LANGUAGES

LEARN TO SPEAK OVER 71 LANGUAGES WITH
SELF-PACED, CONVERSATIONALLY-BASED LESSONS.

SPANISH
FRENCH
ENGLISH
JAPANESE
GERMAN
MANDARIN
ITALIAN
YIDDISH
RUSSIAN
BENGALI
IGBO
ICELANDIC
ARABIC
HAWAIIAN
HINDI



BALDWINLIB.ORG/RESEARCH

ONLINE VIDEO TUTORIALS TEACHING

CAD WINDOWS
ACCOUNTING
WRITING MAC
PODCASTING
VIDEO EDITING &
PRODUCTION



WEB DEVELOPMENT
WORD PROCESSING
ANIMATION
SPREADSHEETS
AND MORE

BALDWINLIB.ORG/RESEARCH

LEARN HOW TO PAINT, KNIT, CROCHET, SEW, SCREEN PRINT,
AND MORE WITH CREATIVEBUG VIDEO TUTORIALS.



BALDWINLIB.ORG/RESEARCH

LIBRARY HOURS:

MONDAY TO THURSDAY
9:30 a.m. to 9:00 p.m.

FRIDAY & SATURDAY
9:30 a.m. to 5:30 p.m.

SUNDAY:
12:00 to 5:00 p.m.

LIBRARY CLOSED: SEPTEMBER 5 TO 7 · LABOR DAY WEEKEND

LETTER FROM THE DIRECTOR

GRAB AND GO

Because of the **COVID-19 pandemic**, a number of public libraries in the area remain closed to the public, but Baldwin has been open since July 6. Its services, however, are somewhat curtailed.

- We are at the "Grab and Go" stage, which means that people who enter the building need to get their business done and **leave within 45 minutes**.
- Inside the building, people must **wear masks and maintain a six-foot separation** from each other.
- Our official occupancy is set at **25% of normal occupancy**, which translates into no more than 55 patrons in the building at any given time—and only 20 patrons in the Youth Room.
- **Public computer usage** is limited to 30 minutes.
- Most **seating** has been temporarily removed.
- **Curbside pickup** is available for people who would prefer to avoid entering the building: <https://www.baldwinlib.org/curbsidepickup/>
- We are **not accepting any donations** for the Friends of the Library book sale.
- The building is **cleaned and sanitized** on a continual basis.
- Returned materials are **quarantined** for five days before they are shelved.
- All **programs and book clubs** are taking place online.
- We encourage people to make use of Baldwin's many **virtual resources**: e-books, e-audiobooks, e-videos, research databases, etc.
- **MeLCat**, Michigan's statewide interlibrary system, is operational again, but most college and university libraries are not yet participating.

Baldwin's expanded Youth Room is now open to the public and drawing rave reviews. **One prominent feature** of the Youth Room is a large program room, which Baldwin's librarians have decided to call the Discovery Room. I am pleased to announce that Mr. Chris Billmeyer, of Bloomfield Hills, has given a generous donation to the Library in return for the **naming rights** of this space. The room will honor the memory of Mr. Billmeyer's late wife Janice, who shared a love of reading with her grandchildren. The grandchildren always called her "Grams," and therefore the room will be known as the **"Grams Discovery Room."** It will also serve as the venue for annual programs that celebrate the special relationship between grandchildren and grandparents. We are very grateful to Mr. Billmeyer for his generosity.



Doug Koschik

Doug Koschik, Library Director

doug.koschik@baldwinlib.org

248-554-4681

LIBRARY BOARD

Frank Pisano, Ashley Aidenbaum, Bob Tera, Jim Suhay, Melissa Mark, Jennifer Wheeler
THE LIBRARY BOARD WILL MEET VIRTUALLY ON MONDAY, SEPTEMBER 21 AT 7:30 P.M.



LEARN. CONNECT. DISCOVER.

BALDWIN PUBLIC LIBRARY ▶ 300 WEST 95TH AVE., BIRMINGHAM, MI 48009

ADULT SERVICES: 554-4650
CIRCULATION/RENEWALS: 554-4630
YOUTH SERVICES: 554-4670
WWW.BALDWINLIB.ORG

Baldwin Public Library

DEDICATION CEREMONY GRAMS DISCOVERY ROOM

In Honor of Janice Billmeyer

Sunday, 13 September, 2020 - 2:00 P.M.
National Grandparents Day

REMARKS

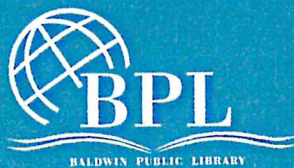
Doug Koschik
Director,
Baldwin Public Library

Missy Mark
Vice President,
Baldwin Public Library
Board of Directors

OPEN COMMENTS

RECEPTION ON TERRACE

Light refreshments



For Janice, family was always the thing that mattered most. Loving wife to Chris and mother to Drew and Jake, Janice was truly the foundation of her family. When her first grandchild, Emma, was born, Janice took on her most cherished role: Grams. The special bond between Emma and Janice was crystal clear to anyone who had the pleasure of watching them interact. And while Janice did not have the chance to develop the same relationship with each additional grandchild, the love she felt was equally deep. By supporting the Grams Discovery Room at the Baldwin Library, the Billmeyer family hopes to create a space where Janice's grandkids will always feel the connection to their Grams.



BOARD OF DIRECTORS

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Eric Dietz
Tim Dumond
Mark Ellis
Warren C. Evans
Stan Finsilver
Cynthia Ford
Kristina Robinson Garrett
Katherine Gorman
Daniel Kaufman
Tracey Kenty
Kevin Kernen
Jason Lee
Hugh Mahler
Ken McClure
Dave McNulty
Melinda Mernovage
Eileen Newell
Camille Nicita
Andrew Ottaway
Jason Paulateer
Lisa C. Peracchio
Sam Rozenberg
Darcee Scavone
Stephen Swartz
Margaret Trimer
Nathan Upfal
Lorna G. Utley
Diane Wolfenden
Genna Young
Neal F. Zalenko

Chief Executive Officer
Kirk Mayes

Founder
Dr. Nancy Fishman

August 26, 2020

Mr. Doug Koschik
Baldwin Public Library
300 West Merrill Street
Birmingham, MI 48009-1483

Dear Mr. Koschik:

Thank you so much for your \$500.00 gift in honor of Friends of the Baldwin Public Library. Your generous gift will go directly to support our efforts to provide nutritious food for food-insecure children, families and seniors through emergency distributions throughout the tri-county area.

While the need for food in metro Detroit is always high, the impact of the COVID-19 pandemic is causing extreme hardship and rapidly increasing food insecurity for many children, families, and seniors throughout our community. Forgotten Harvest is working with nonprofit, government, and community leaders to deliver food in the most effective and safest way possible given this unprecedented situation. ***We could not provide so much food for hungry families without this support.***

Again, thank you for your generosity. By partnering with Forgotten Harvest, you are truly making a difference by making sure that at-risk children, families and seniors get the fresh food they need.

Sincerely,

Kirk Mayes
Chief Executive Officer

P.S. Forgotten Harvest is a 501(C)(3) nonprofit organization and donations are tax deductible to the extent allowed by law. EIN: 38-2926476 No goods or services were provided in exchange for this contribution.

Homeless man killed by hit and run driver

Published on August 14, 2020 | By Lisa Brody and Dana Casadei

Birmingham police are investigating a fatal hit and run crash that occurred on Woodward Avenue at Forest in the early morning hours of Saturday, August 8.

The crash killed Wesley Earl Stamps, 40, known around Birmingham as “Kirk” or “Wes.” He had been homeless, suffering from mental illness and living in the downtown area for several years, with family in Southfield. Several local restaurants fed him on a regular basis, and he was well known to police.

According to Birmingham police, around 1:50 a.m. on August 8, Stamps was crossing Woodward near Forest, but was not using a crosswalk. A northbound vehicle struck Stamps, killing him immediately. The driver stopped briefly, then fled the scene eastbound on Maple from Woodward.

Police investigators believe the suspect vehicle is a 2013-2017 Chevrolet Tahoe, dark or maroon in color. The vehicle will have moderate left front-end damage.

The Birmingham Police Department was assisted in their investigation by the Southeast Oakland County Crash Investigation Team (SOCCIT), which is comprised of Auburn Hills, Birmingham, Bloomfield Hills, Bloomfield Township, Clawson and Troy police departments.

Anyone with information about this crash and its investigation is asked to call the Birmingham Police Department at 248.530.1870 or detective Simpson at 248.530.1770.



Trustees must represent their whole communities

Board Barriers

WHILE EXACT demographics are hard to come by, the informal consensus seems to be that members of most public libraries' board of trustees or directors are largely white, well-off, and older. Meanwhile, the communities they represent are often far more diverse. As the library field increasingly recognizes the importance of equitable representation among not just staff, but librarians; not just librarians, but managers; and not just managers, but top leadership; we must not forget representation on the board.

As the ultimate policy-setting and leadership-hiring authority, it's crucial that the library board be *of* and *by*, not just *for*, all the people that the library serves. As the saying goes, "nothing about us, without us." While the law mandates public meetings, and many boards are diligent about seeing public input above and beyond the requirements, there's still a crucial distinction between merely having a voice and having a vote.

To achieve that requires reexamining "how we've always done it" for structural barriers to participation. Scheduling is one such issue. Daytime meetings, for example, favor retirees and those who don't work outside the home or who have flexible schedules. Friday nights and Saturdays exclude Orthodox Jews. While it's not possible to optimize for everyone, varying the schedule ensures no one always gets left out.

Examine the total time requirement too; is it feasible for someone with a full time job and family? Where are meetings held? Is the space accessible to wheelchair users? Is it nearer one side of town than the other? On public transit routes? Are meetings captioned or interpreted in sign language? Is there an audio induction loop?

Childcare is another potential barrier. Children's services are crucial to public libraries' mission, but parents are often pressed for both time and money. Providing childcare during meetings shows their contribution is valued, as well as making it practically possible.

Remote meetings, popularized during the pandemic, are likely to continue, at least in hybrid form, as they make participation accessible to those for whom travel is a burden. However, they can be less accessible to those without broadband connections. Can the library provide hotspot and device loans to those who want to attend?

How are new members recruited to an appointed board, or asked to run for an elected one? If informally through the social networks of existing members, valuable

potential contributors may be overlooked. When librarians Lina Bertinelli, Madeline Jarvis, Kathy Kosinski, and Tess Wilson conducted a national survey identifying barriers to board service, one major reason millennials didn't serve was they hadn't been asked. Even something as simple as how meeting notices and minutes are posted—online or in person? In what languages? Video or transcript?—can impact who knows about the board's meetings and feels welcomed to join in.

A few libraries even require members of the board to make a donation, an even higher bar. The rationale for this practice, more common among nonprofits, is that it demonstrates commitment. But commitment should not come at the cost of cultural heterogeneity. Given that nearly 40 percent of Americans don't have \$400 for an emergency, a donation requirement effectively shuts out nearly half of library users from library governance.

Structural barriers to board membership aren't just a loss for the individuals shut out. The loss of their perspectives, and those of their friends and neighbors, weakens the board's ability to effectively understand and deliver what patrons need. And when there's controversy or a tough call to be made, it weakens the board's credibility with community members who don't see enough, if any, people at the table who share their lived experience.

Not every board will be able to address these changes, if needed, all at once. Some may require approval from local government; others will require additional funding. Some changes may not be feasible or even desirable in every locale. The key is to look for who is not present and ask why; to apply the equity and inclusion lens that more libraries are learning to use for staff and patrons to governance too.

Meredith Schwartz, Editor-in-Chief
mschwartz@mediasourceinc.com

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, September 21, 2020
Zoom Virtual Meeting
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 August 17, 2020 minutes | p. 103 |
| B. Acceptance of the August 2020 receipts of \$60,836.81 | p. 110 |
| C. Approval of the August 2020 disbursements of \$3,047.97 | p. 111 |

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

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, October 19, 2020.

Motion: To adjourn the September 21 Trust Meeting.

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

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



**BALDWIN LIBRARY BOARD MINUTES,
VIRTUAL TRUST MEETING
August 17, 2020**

1. Call to Order

The meeting, held via Zoom, was called to order by President Ashley Aidenbaum at 8:27 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

This meeting was held online, via Zoom software.

2. Consent Agenda

Motion to approve the consent agenda, which included the Trust minutes, and receipts and disbursements.

1st Tera

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

Mark inquired if the total of \$238,672.52 in accumulated fundraising efforts for the Youth Room expansion and renovation included the \$60,000 donation from Mr. Chris Billmeyer. Koschik confirmed that the Billmeyer donation was received after this report was generated. The \$60,000 in this donation will be included in the September Trust meeting report.

Koschik announced that Baldwin Public Library was named as one of the beneficiaries of the Jane M. Van Dragt Trust. Ms. Van Dragt passed away in March. The distribution from her estate will probably be received at the end of 2020 or start of 2021. At that point, there will be a further announcement. Koschik stated that he is very grateful to Ms. Van Dragt for having remembered the Library in her will.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Tera

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:32 p.m. The next regular meeting will be on Monday, September 21, 2020.

Frank Pisano, Secretary

Date

Baldwin Public Library Trust: August 2020

August receipts totaled \$60,836.81. August disbursements totaled \$3,047.97.

The current value of the Trust is \$1,925,620.71, divided up in the following way:

Total endowment investments*	\$1,166,461.18
Endowment funds distributed for use	<u>\$125,075.56</u>
Total endowment funds	\$1,291,536.74
General spendable funds	\$302,372.10
Restricted funds**	\$316,373.98
Naming rights for Rotary Tribute Room	\$9,337.89
Naming rights for Thal Reference Desk	<u>\$6,000.00</u>
Total non-endowment funds	\$634,083.97
Total endowment funds	\$1,291,536.74
Total non-endowment funds	<u>\$634,083.97</u>
Total of all Trust funds	\$1,925,620.71

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

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

Through August 31, 2020, fundraising efforts for the Youth Room expansion and renovation, net of expenses, resulted in \$295,872.52 in receipts plus \$2,800.00 in pledges, for a grand total of \$298,672.52. This includes money received from all Youth Room-related events, including the 2017 and 2018 Books and Bites fundraisers.

As of August 31, 2020, the amount of money in the Trust that is undesignated stands at \$371,883.39.

Bill Duffy passed away in February. Because of the pandemic, his memorial service was delayed until September 9. Both Doug Koschik and Frank Pisano attended. Bill and his wife Nancy have been generous supporters of the Library over the years.

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of August 31, 2020

<u>Index</u>	<u>2020: YTD</u>	<u>2019: Entire Year</u>
S&P 500-Equity Benchmark (75%)	8.34%	28.88%
Global Aggregate-Bond Benchmark (25%)	5.90%	6.63%
Blended Return of Both Benchmarks*	7.73%	23.32%
Baldwin Endowment Funds' Portfolio	4.33%	20.55%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-3.40%	-2.77%

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

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Chemical Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of August 31, 2020, the breakdown was as follows:

Raymond James Endowment Funds Account	\$ 1,180,243.18
Raymond James General Funds Account	290,876.12
Chemical Bank Checking Account	4,254.54
Chemical Bank Money Market Account	<u>450,246.87</u>
Total	\$ 1,925,620.71

Our Chemical Bank checking account and money market account have no stock or bond investments at all, and are non-volatile. All of the funds donated for the Library's Youth Room expansion and renovation are in our Chemical Bank money market account and are therefore safe from market fluctuation.

Investment and Cash Report									
	Prior Month Balance 07/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 08/31/20
Chemical Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$672.72	\$12,625.62	\$672.72			\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$1,050.59	\$1,050.59	\$1,050.59			\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2017 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2018 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Restricted Funds	\$4,422.51	\$0.00	\$0.00	\$507.02	\$2,018.48	\$339.05			\$4,254.54
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$317.64	\$861.99	\$317.64			\$0.00
Subtotal - Restricted Funds	\$4,422.51								\$4,254.54
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$500.00	\$500.00	\$500.00			\$0.00
TOTAL *	\$4,422.51	\$0.00	\$0.00	\$3,047.97	\$16,856.68	\$2,880.00	\$0.00		\$4,254.54
Chemical Bank Money Market:									
Endowment Budgeted Funds	\$127,254.17	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$672.72)		\$126,581.45
Endowment Investment Funds	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$50.00
2012 Books & Bites at Baldwin Fundraiser	\$17.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17.94
2013 Books & Bites at Baldwin Fundraiser	\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$1,050.59)		\$1,104.16
2015 Books & Bites at Baldwin Fundraiser	\$276.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$276.87
2017 Books & Bites at Baldwin Fundraiser	\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,516.82
2018 Books & Bites at Baldwin Fundraiser	\$25,618.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99
2018 Youth Room Fundraising	\$188,525.70	\$60,000.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$248,525.70
Ileane Thal Reference Desk	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Restricted Funds	\$10,165.32	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$339.05)		\$9,826.27
Restricted Fund - Covid	\$4,550.33	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$317.64)		\$4,232.69
General Spendable Funds	\$11,159.17	\$836.81	\$870.45	\$0.00	\$0.00	\$0.00	(\$500.00)		\$11,495.98
TOTAL	\$392,290.06	\$60,836.81	\$60,870.45	\$0.00	\$0.00	\$0.00	(\$2,880.00)		\$450,246.87
Raymond James & Associates:									
Endowment Fund Investments	\$1,074,339.56	\$0.00	\$0.00			\$0.00	\$0.00	\$46,165.45	\$1,120,505.01
Endowment Cash	\$59,737.67	\$0.00	\$0.00			\$0.00	\$0.00	\$0.50	\$59,738.17
Sub-total Endowment Funds	\$1,134,077.23	\$0.00	\$0.00			\$0.00	\$0.00	\$46,165.95	\$1,180,243.18
General Spendable Funds Cash	\$714.22	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$714.22
General Spendable Mutual Funds	\$281,936.32	\$0.00	\$0.00			\$0.00	\$0.00	\$8,225.58	\$290,161.90
Stock Donated for Youth Room Fundraising	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$0.00
Sub-total General Spendable Funds	\$282,650.54	\$0.00	\$0.00			\$0.00	\$0.00	\$8,225.58	\$290,876.12
TOTAL	\$1,416,727.77	\$0.00	\$0.00			\$0.00	\$0.00	\$54,391.53	\$1,471,119.30
Total All Funds	\$1,813,440.34	\$60,836.81	\$60,870.45	\$3,047.97	\$16,856.68	\$2,880.00	(\$2,880.00)	\$54,391.53	\$1,925,620.71

AUGUST 31, 2020

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
AUGUST 31, 2020**

		Prior Month Balance 07/31/20	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 08/31/20
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$293,809.71	\$836.81	\$870.45	\$500.00	\$500.00	\$0.00	\$0.00	\$8,225.58	\$302,372.10
Restricted Funds:										
Memorials/Tributes										
2012 Books & Bites at Baldwin Fundraiser		\$8,261.02	\$0.00	\$0.00	\$0.00	\$0.00				\$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	\$1,050.59	\$1,050.59				\$1,104.16
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
Covid Project		\$188,525.70	\$60,000.00	\$60,000.00	\$0.00	\$0.00				\$248,525.70
		\$4,550.33	\$0.00	\$0.00	\$317.64	\$661.99				\$4,232.69
Friends	Adult Services Programs	\$1,068.37	\$0.00	\$0.00	\$216.34	\$409.80				\$852.03
	Young Adult Programs	\$735.16	\$0.00	\$0.00	\$236.21	\$675.12				\$498.95
	Youth Services Programs	\$2,924.56	\$0.00	\$0.00	\$54.47	\$933.56				\$2,870.09
	Outreach & Equipment	\$1,598.72	\$0.00	\$0.00	\$0.00	\$0.00				\$1,598.72
	Sub-total Restricted	\$258,249.23	\$60,000.00	\$60,000.00	\$1,875.25	\$3,731.06	\$0.00	\$0.00	\$0.00	\$316,373.98
Rotary Room Fund										
	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
	Ileane Thal Reference Desk	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Total Gift and Tribute Funds		\$567,396.83	\$60,836.81	\$60,870.45	\$2,375.25	\$4,231.06	\$0.00	\$0.00	\$8,225.58	\$634,083.97
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$69,511.31	\$0.00	\$0.00	\$0.00	\$671.93	\$0.00			\$69,511.31
	Adult Large Print	\$3,173.11	\$0.00	\$0.00	\$0.00	\$82.63	\$0.00			\$3,173.11
	Adult Services Department	\$15,737.13	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$15,737.13
	Adult Audio Visual	\$374.04	\$0.00	\$0.00	\$380.72	\$493.04	\$0.00			(\$6.68)
	Adult Reference	\$8,398.06	\$0.00	\$0.00	\$0.00	\$10,567.83	\$0.00			\$8,398.06
	Adult Programs	\$8,142.79	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00			\$8,142.79
	Adult Architecture	\$2,454.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$2,454.16
	Youth Services Department	\$6,946.51	\$0.00	\$0.00	\$241.31	\$387.59	\$0.00			\$6,705.20
	Youth Programs	\$797.93	\$0.00	\$0.00	\$50.69	\$50.69	\$0.00			\$747.24
	Professional Development	\$5,786.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$5,786.58
	Staff Appreciation	\$4,426.66	\$0.00	\$0.00	\$0.00	\$121.91	\$0.00			\$4,426.66
	Sub-total	\$125,748.28	\$0.00	\$0.00	\$672.72	\$12,625.62	\$0.00	\$0.00		\$125,075.56
Total Endowment Investments		\$1,120,295.23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$46,165.95	\$1,166,461.18
Total Endowment Funds		\$1,246,043.51	\$0.00	\$0.00	\$672.72	\$12,625.62	\$0.00	\$0.00	\$46,165.95	\$1,291,536.74
		\$1,813,440.34	\$60,836.81	\$60,870.45	\$3,047.97	\$16,856.68	\$0.00	\$0.00	\$54,391.53	\$1,925,620.71

TRUST RECEIPTS
August-20

Trust Money Mkt General Funds:

Barbara Suhay - Honoring Maria Williams and Book Clubs	\$200.00
Kappa Alpha Theta - Honoring Maria Williams And Good Reads	\$100.00
Steve Eick Marketing and Sales - Garden	\$130.00
Tina M. and R. David Eick - Garden	\$125.00
Ssuzanne E and Jeffrey C. Wera - Garden	\$125.00
Lynda E. and William R. O'Neill - Garden	\$120.00
Chemical Bank-Interest Income for August	\$36.81

2018 Youth Room Fundraising:

United Jewish Foundation for Chris Billmeyer	\$60,000.00
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Friends Adult Programs:

Friends Teen Programs:

Friends Youth Programs:

Friends Outreach & Equipment:

Memorial Fund:

Staff Appreciation Fund:

Trust Money Mkt Endowment Fund:

Total Receipts	\$60,836.81
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09/02/2020 01:18 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 08/01/2020 - 08/31/2020

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
08/14/2020	LIBRY	5377	009126	AMAZON CAPITAL SERVICES INC	153.34
08/14/2020	LIBRY	5378	000843	BAKER & TAYLOR BOOKS	53.90
08/14/2020	LIBRY	5379	001086	CITY OF BIRMINGHAM	500.00
08/14/2020	LIBRY	5380	000902	CENGAGE LEARNING INC	1,016.21
08/14/2020	LIBRY	5381	004604	GORDON FOOD	9.99
08/14/2020	LIBRY	5382	006432	ELISABETH PHOU	132.50
08/27/2020	LIBRY	5383	009126	AMAZON CAPITAL SERVICES INC	538.51
08/27/2020	LIBRY	5384	000843	BAKER & TAYLOR BOOKS	224.75
08/27/2020	LIBRY	5385	000902	CENGAGE LEARNING INC	34.38
08/27/2020	LIBRY	5386	004604	GORDON FOOD	54.47
08/27/2020	LIBRY	5387	002013	MIDWEST TAPE	179.92
08/27/2020	LIBRY	5388	007792	MARIA WILLIAMS	150.00

LIBRY TOTALS:

Total of 12 Checks:	3,047.97
Less 0 Void Checks:	0.00
Total of 12 Disbursements:	3,047.97