

# LIBRARY BOARD MEETING

JUNE 21, 2021

Melissa Mark  
PRESIDENT

Frank Pisano  
VICE PRESIDENT

Jennifer Wheeler  
SECRETARY

Ashley Aidenbaum

Karen Rock

James W. Suhay

Rebekah Craft  
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

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

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Term expires 2021

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Committees

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**VICE PRESIDENT**

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Committees

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Term expires 2023

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Policy Committees

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Committees

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Term expires 2021

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Committees

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Term expires 2023

Building, Finance, and  
Strategic Planning  
Committees



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# AGENDA



## Baldwin Public Library Board Meeting

Monday, June 21, 2021 at 7:30 p.m.

Zoom Virtual Meeting

### *Agenda*

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

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

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

#### I. Consent Agenda

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

- A. Approval of May 17, 2021 Board Meeting Minutes p. 7
- B. Approval of May 2021 vendor payments in the amount of \$72,494.02, including payments in excess of \$6,000. p. 11
- C. Approval of total expenses in the amount of \$255,106.90. p. 15

#### II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 59
- D. Upcoming events of interest (Jaclyn Miller) p. 66

#### III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 14

**Suggested motion:** To approve the appropriation and amendment to the fiscal year 2020-2021 budget as follows:

#### Expenditures :

Buildings	271-790.000-977.0000	\$400,000
Contribution to Fund Balance	271-000.000-400.0000	(400,000)
Total Expenditures		\$ -0-

B. Building Committee (Jim Suhay)	p. 21
<b>Suggested motion:</b> To approve the issuance of a Request for Proposals (RFP) for architectural services, based on a draft, on page 23, for the proposed expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library.	p. 23
C. Policy Committee (Jennifer Wheeler)	p. 46
<b>Suggested Motion:</b> To adopt the Fines & Fees Policy, as found on page 47 of this packet.	p. 47
<b>Suggested Motion:</b> To adopt the Hours of Service Policy, as found on page 52 of this packet.	p. 52
IV. Library Report	p. 53
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 64
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. Unfinished Business	
VII. New & Miscellaneous Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 66
B. 'Learn.Connect.Discover.' June 2021 Newsletter	p. 68
C. EIN Presswire, "Zip Us Up! Call for Artists"	p. 72
D. Downtown News Magazine, "Birmingham approves budget, lower millage"	p. 75
E. Downtown News Magazine, "Baldwin Library pop-up used books, media sale"	p. 77
F. Birmingham-Bloomfield Eagle, Vol. 19, No. 14, "Baldwin Library Hosts Book Sale This Weekend"	p. 78

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 held in person and virtually on Monday, July 19, 2021 at 7:30 p.m. in the Library's lower level Rotary Room.

***Motion:*** *To adjourn the June 21, 2021 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  
May 17, 2021**

Call to Order and Roll Call:

The meeting, held via Zoom, was called to order by President Melissa Mark at 7:30 p.m.

Library Board present: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Karen Rock (Birmingham, MI), Jim Suhay (Birmingham, MI).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Administrative Assistant; H Jennings, Head of Adult Services

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: One.

This meeting was held online, via Zoom.

Wheeler 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** Pisano

**2nd** Aidenbaum

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Mark noted her optimism in the future and her hopes for the Library's return to normal operations. She met with Craft, Miller, and Rock on Thursday, May 13 to discuss the future of the Library's outreach strategy. Mark would like to better ascertain the sectors of the community who are non-library users, or do not use Library resources to the fullest, to better target initiatives to connect with those community members. Craft has identified 60 organizations and small businesses that the Library can engage with, commit toward assisting in community outreach, and take part in the activities of the Library. Mark stated that the Library must meet the needs to the contract area community, and can do so in part through outreach within Birmingham Public Schools and through the support of small businesses within the Birmingham Shopping District. Mark reiterated the importance of engaging community members in person to increase Library participation and cooperation throughout the contract area.

**Board comments:** Aidenbaum noted the necessity of community outreach and gave her support.

**Staff Anniversaries:** Pisano recognized the following staff anniversaries: Nadia Bertala (4 years of service), H Jennings (4 years), Jody Jennings (2 years), Briana Ratchford (2 years), and Robbie Terman (3 years).

**Staff Introduction – H Jennings, Head of Adult Services:** Jennings stated how proud and excited she is to be Head of Adult Services at Baldwin, and to engage in the types of outreach Mark discussed in the President’s Report. She noted Baldwin is the “heart of Downtown Birmingham” and that it is integral to the community. Jennings also remarked on her professional trajectory, and noted that she first started as a page at Baldwin in 1999.

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 38-39 of the May Board packet. These events will be held virtually, as in-person Library programs have been cancelled for the foreseeable future.

### 3. Board Committee Reports

#### **Finance Committee:**

Pisano reported that the Finance Committee met on Tuesday, May 11 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, Miller, Paul Gillin (Library Bookkeeper), and Ron Carpenter (Financial Advisor, Raymond James). Full minutes of this meeting can be found on page 16 of the May Board packet.

Carpenter recommended the transfer of \$61,376.08 from the Library’s Trust Endowment Funds to be used for Library programs and services in FY 2021-2022. A motion will be heard in the following Trust meeting regarding this transfer.

The next meeting of the Finance Committee will take place on Monday, June 14, 2021, at 4:00 p.m. in the Delos Board Room. Pisano noted the public is always welcome and encouraged to attend. A Zoom link has been included in the public notice for those who wish to participate virtually.

#### **Building Committee:**

Suhay reported that the Building Committee met on Wednesday, April 21 and Wednesday, May 5 in the Delos Board Room. Present April 21 were Mark, Pisano, Suhay, Craft, and Miller. Present May 5 were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of these meetings can be found on pages 19-21 of the May Board packet.

In utilizing expenditures from the Van Dragt Trust donation, Suhay stated that Craft and Miller have gone out of their way to get the best value for the money, and noted their diligence in obtaining quotes.

The next meeting of the Building Committee will be held on Wednesday, June 2 at 4:00 p.m. in the Delos Board Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

### 4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 23-34 of the May Board packet.

Craft noted that April 2021 circulation statistics have exceeded that of April 2020 – a cause for celebration, as circulation numbers have generally been lower throughout the pandemic.



On Thursday, May 13, the CDC lifted their recommendation of mask use for fully vaccinated individuals. On Saturday, May 15, MDHHS lifted their mask requirements for fully vaccinated individuals. The Library will await updated MiOSHA guidelines before lifting mask use requirements within the building, and will adapt to new recommendations and regulations as they come out.

Craft expects to hear from Fire Chief Paul Wells for updates on operating expectations from the City, which the Library will follow. City Manager Tom Marcus will determine whether City Boards will return to in-person meetings, or hybrid meetings.

The Library management team will meet on May 18 to discuss steps to further reopen the Library, responding to CDC and MDHHS guidelines, and MiOSHA guidelines, if they are updated beforehand. Craft is happy to see daily case numbers below 100 in Oakland County, and reports 87% of staff are fully vaccinated.

Craft presented the Library's proposed FY 2021-2022 budget at the City Budget Hearing on May 1, and the City will be voting on the budget in late May or early June. She reported that the presentation went well.

There are two new part-time Adult Services Librarians at Baldwin: Megan Novak and Jennifer Hassell. Novak recently graduated from Wayne State with a Masters in Library Science and worked as an intern for Baldwin's Adult Services. Hassell is also a Wayne State graduate with a certificate in archival administration, and worked previously at Farmington Community Library, Oakland Community College, and Southfield Public Library.

Miller reported that the IDEA Taskforce met on May 12 and continues to meet biweekly. Programs, book displays, and Beanstack reading recommendations have been used in coordination with a monthly thematic calendar. May focused on Asian American Pacific Islander Heritage Month; June will focus on Pride Month. For July, a new book has been unveiled for a staff book club: *From the Desk of Zoe Washington* by Janae Marks, which will be discussed in coordination with the documentary series *The Innocence Files*. The Taskforce will be sourcing software to perform diversity audits of the Library's collection of materials.

Baldwin patrons can now use their Library card to check out a daily Michigan Activity Pass for use at 13 Metropark locations and over 400 other participating attractions in the Southeast Michigan area.

Reference material shelving has been relocated to allow for adequate walkways around the computer area.

Head of Youth Services Stephanie Klimmek has recorded and ran training sessions for staff on Beanstack. Beanstack is online software which can be used to create reading challenges, reading lists, and goals for patrons, so that Librarians can award badges and prizes to those who meet those challenges. Beanstack will be used for this year's Summer Reading program.

Baldwin has a new Microfilm/Microfiche reader available soon for patron use, which will replace an older machine. Staff are receiving training on the machine, and Miller noted the reader seems to be quite intuitive to use.

## 5. Liaisons

Friends: Carney reported that the Friends held their Annual Meeting on Tuesday, May 11. Officers were elected during this meeting. Carney will remain as President; Deborah Mohatarem will continue as Vice President and Chair of Book Sales; Jennifer Peterson will continue as Treasurer until a replacement for this position can be

found; and LaToya Stroker will be Secretary. Former Board President Pamela DeWeese has rejoined the Friends Board. Six people have come forward with interest in joining the Friends Board, including former Library Board Trustee David Underdown.

The Friends are planning their Pop-up Book Sale for June 12 – 13, to coincide with the launch of Baldwin's Summer Reading program. The sale will take place outdoors in front of the Library. Birmingham Department of Public Services has agreed to supply and set up four tents for the sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: None.
7. New & Miscellaneous Business: None.
8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 37-65 of the May Board packet.
10. General Public Comment Period: Birmingham resident Peter Hollinshead gave his "heartfelt thanks" to the Board and Staff, and noted his excitement to hear about plans going forward.
11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Aidenbaum

**2nd** Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:31 p.m. The next regular meeting is scheduled for Monday, June 21, 2021, at 7:30 p.m.

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Jennifer Wheeler, Secretary

Date

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

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Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	1,097.45
	009202	AQUARIUM DESIGN INC	200.00
	MISC	ASSA ABLOY ENTRANCE SYSTEMS US INC	354.75
	000843	BAKER & TAYLOR BOOKS	3,472.53
	005651	FINDAWAY WORLD, LLC	818.67
	001090	INGRAM LIBRARY SERVICES	10,607.30
	009037	INNOVATIVE INTERFACES INC	1,200.00
	008827	KANOPY, INC	644.00
	000795	LIBRARY DESIGN ASSOCIATES, INC.	955.00
	007927	MICHELLE HOLLO	1,268.75
	002013	MIDWEST TAPE	11,929.00
	006785	OVERDRIVE, INC.	11,676.23
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	000746	ROCHESTER HILLS PUBLIC LIBRARY	20.00
	000158	VERIZON WIRELESS	103.79
	MISC	WEST BLOOMFIELD TOWNSHIP PUBLIC LIB	12.03
279299	006638	ACTION MAT & TOWEL RENTAL	30.75
279302	007745	ALL COVERED	1,610.00
279315	003703	AT&T MOBILITY	86.38
279338	008486	CONNECTEDSIGN, LLC	459.00
279366	000249	GUARDIAN ALARM	232.41
279383	008945	H JENNINGS	71.88
279454	007708	YPSILANTI DISTRICT LIBRARY	22.99
279465	000843	BAKER & TAYLOR BOOKS	78.92
279467	MISC	BOOK FARM LLC	52.97
279500	004493	ELITE IMAGING SYSTEMS	668.40
279501	000585	FARMINGTON COMM. LIBRARY	2,102.31
279505	000597	GRAPHIC SCIENCES, INC.	524.00
279507	006666	GRID 4 COMMUNICATIONS INC.	273.87
279526	002013	MIDWEST TAPE	1,507.79
279528	004020	MIKERO MOH, LLC	399.00
279536	000481	OFFICE DEPOT INC	259.25
279565	009026	WELLS FARGO VENDOR FIN SERV	677.87
279572	006638	ACTION MAT & TOWEL RENTAL	61.50
279580	000843	BAKER & TAYLOR BOOKS	1,836.36
279586	003904	CAPITAL ONE BANK	7,996.28
279587	000443	CCH INCORPORATED	171.89
279591	007615	CINTAS CORPORATION-K11	209.05
279596	009024	THE D.M. BURR GROUP	2,902.72
279600	000179	DTE ENERGY	4,738.72
279601	008164	GARY EISELE	68.43
279622	000678	OCLC, INC.	300.81
279623	000481	OFFICE DEPOT INC	57.70
3750	000517	BEIER HOWLETT P.C.	181.50
3804	009126	AMAZON CAPITAL SERVICES INC	72.52

**Register of Claims**

Page: 2/2

Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
Total:			72,494.02

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Executive Library Director

**Allowance of Vouchers**

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

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**Secretary of the Baldwin Public Library Board**

## BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Policy Committee



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## June 2021 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, June 14, 2021 at 4:00 p.m. in the Delos Board Room Present were Frank Pisano, Melissa Mark, Jim Suhay, Rebekah Craft, and Jaclyn Miller

- Craft gave an update on the FY 2020-21 budget. After eleven months, the budget is tracking well.
  - Large expenditures were for materials from Midwest Tape, Overdrive and Ingram. We also acquired a new microfilm reader.
  - June payroll expenditures are expected to be impacted by the final hospitalization insurance charge for the year.
  - Grants – Craft submitted receipts for a \$500 PPE grant; City of Birmingham is submitting some of our COVID expenditures to the federal government for reimbursement consideration.
  - Personnel costs are lower than anticipated due to fewer sub hours being utilized. Utilities are lower, due to a reduction in our phone bill. Tech, Maintenance and Supplies are over, mostly due to COVID expenses.
  - Revenue is as expected. State Aid and Penal fine payments from the State are anticipated in July.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. All expenditures this month supported programming and presenter fees.
- Pisano reported on the City Retirement Fund meetings he attended.
- Final Youth Room Project Costs were reviewed. The project came in under budget by about \$4000.
  - A budget amendment will be required because the Youth Room project carried into this FY due to COVID delays.
- The next meeting of the Finance Committee will take place on Monday, July 12, 2021, at 4:00 p.m. in the Delos Board room.

## FINANCIAL REPORT: May 2021

This report references the Revenue and Expense Report 2020-21, found on the following page. At 91.7% of the way through fiscal year 2020-2021, the Library has spent 97.7% of its budget and received 95.9 % of its revenue. By this point of the year, the Library was budgeted to have spent 69.4% of its budget and to have received 93.2% of its revenue.

Payments were made to Midwest Tape (\$13,436.79) for audio/visual materials; Overdrive (\$11,676.23) for electronic materials; Ingram Library Services (\$10,607.30) for print materials; and, Capital One (\$7,996.28).

Two pay periods were recorded in May.

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

Midwest Tape	\$	13,436.79
Overdrive	\$	11,676.23
Ingram Library Services	\$	10,607.30
Capital One Bank	\$	7,996.28
Total vendor payments in excess of \$6,000	\$	<b>43,716.60</b>
Balance of vendor payments less than \$6,000	\$	28,777.42
<b>Total vendor payments</b>	\$	<b>72,494.02</b>

### City of Birmingham allocations:

Payroll Period Ending 05/01/21	\$	78,846.83
Payroll Period Ending 05/15/21	\$	80,268.92
Employee Health Care Payroll Deduction 05/15/21	\$	(676.96)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	6,929.92
Retirement Cost (acct 706.0010)	\$	7,821.00
<b>Total Payroll</b>	\$	<b>173,189.71</b>
 BS&A Software Charge (acct 811.0000)	\$	248.19
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 957.0400)	\$	380.83
<b>Total City of Birmingham allocations</b>	\$	<b>182,559.56</b>

### Reconciling adjustments:

Misc - Berkely Public Library for Disc Cleaning	\$	(30.80)
March Bank Reconciliation	\$	84.12
<b>Total Recon Adjustments</b>	\$	<b>53.32</b>

<b>Total expenses for the month</b>	<b>\$</b>	<b>255,106.90</b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2020-21  
May 2021

	Approved 2020-2021 Budget	Current Month Budget May 2021	Current Month Actual May 2021	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	11th Month of the year 91.67%
<b>REVENUES</b>										
TAXES	\$3,546,616	\$0	\$0	\$0	\$3,546,616	\$3,532,911	(\$13,705)	99.6%	\$3,408,756	100.7%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$11,250)	(\$1,454)	\$9,796	9.7%	(\$3,875)	25.8%
COUNTY AND STATE REVENUE	\$110,100	\$0	\$0	\$0	\$22,200	\$22,220	\$20	20.2%	\$21,140	20.3%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$22,564	\$22,564	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$940,217	\$158,095	\$158,095	(\$1)	\$746,230	\$905,414	\$159,184	96.3%	\$569,557	61.6%
PATRON USE REVENUE	\$62,800	\$334	\$334	(\$0)	\$36,965	\$5,899	(\$31,066)	9.4%	\$48,635	59.9%
INVESTMENT INCOME	\$52,000	\$2,083	(\$1,392)	(\$3,475)	\$36,747	\$17,472	(\$19,275)	33.6%	\$48,499	92.7%
TOTAL REVENUE	\$4,696,733	\$159,262	\$157,036	(\$2,226)	\$4,377,508	\$4,505,026	\$127,518	95.9%	\$4,092,713	90.3%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,545,924	\$183,923	\$173,190	(\$10,733)	\$1,762,746	\$2,157,518	\$394,772	84.7%	\$2,155,866	90.8%
SUPPLIES	\$107,000	\$3,000	\$2,824	(\$176)	\$75,883	\$125,680	\$49,797	117.5%	\$90,055	93.8%
CONTRACTED SERVICES	\$293,450	\$18,000	\$17,201	(\$799)	\$198,000	\$244,661	\$46,661	83.4%	\$264,564	69.0%
TECHNOLOGY & MAINTENANCE	\$140,000	\$3,000	\$3,113	\$113	\$59,650	\$99,342	\$39,692	71.0%	\$113,016	91.5%
UTILITIES	\$96,000	\$7,500	\$4,739	(\$2,761)	\$70,000	\$79,492	\$9,492	82.8%	\$69,433	68.1%
OTHER CHARGES	\$83,270	\$1,000	\$822	(\$178)	\$17,500	\$15,842	(\$1,658)	19.0%	\$65,130	86.0%
BUILDING IMPROVEMENTS & FURNISHING	\$103,000	\$8,000	\$7,695	(\$306)	\$110,081	\$649,789	\$539,708	630.9%	\$1,572,463	65.3%
COLLECTIONS	\$656,700	\$55,000	\$45,524	(\$9,476)	\$499,725	\$560,387	\$60,662	85.3%	\$519,212	80.2%
TOTAL EXPENSES	\$4,025,344	\$279,423	\$255,107	(\$24,316)	\$2,793,585	\$3,932,711	\$1,139,126	97.7%	\$4,849,739	78.1%
VARIANCE	\$671,389	(\$120,161)	(\$98,071)	\$22,090	\$1,583,923	\$572,315	(\$1,011,608)			
FUND BALANCE-BEGINNING OF YEAR						\$942,496.08				
FUND BALANCE-CURRENT						\$1,514,812				

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 \$3,532,911 in Birmingham tax revenue, \$2,862,934 is for operating expenses, and \$669,977 is for funding the Youth Room expansion and renovation.

## PHASE 2: YOUTH ROOM EXPANSION & RENOVATION

Architectural Services	<b>Conceptual Design Fees</b>	<b>3/26/2018</b>	<b>\$</b>	<b>44,300</b>
Budget Given to City on 6/24/19	Consulting	6/24/2019	\$	2,750
	Architectural Services	6/24/2019	\$	165,748
	FFE	6/24/2019	\$	493,550
	Construction & Landscaping	6/24/2019	\$	1,910,000
	Owner's Contingency	6/24/2019	\$	116,563
	<b>TOTAL BUDGET GIVEN TO CITY</b>	<b>6/24/2019</b>	<b>\$</b>	<b>2,688,611</b>
<b>PROJECTED PROJECT COST (Conceptual Design + Budget Given to City)</b>			<b>\$</b>	<b>2,732,911</b>

<u>Type of Service</u>	<u>Company</u>	<u>Invoice Date</u>	<u>Amount Paid</u>
<b>Consulting</b>			
Grading/Survey	Nowak & Fraus	1/25/2019	\$ 2,310
Grading/Survey	Nowak & Fraus	3/29/2019	\$ 440
Unexpected Column in Terrace (COR 5)	Desai Nasr	9/16/2019	\$ 1,055
Evaluation of beam in Story Room	Desai Nasr Invoice 31984	2/19/2020	\$ 630
Construction Materials Testing	TEC Invoice 144607	9/20/2019	\$ 1,850
Construction Materials Testing	TEC Invoice 145034	10/28/2019	\$ 494
Construction Materials Testing	TEC Invoice 145600	12/26/2019	\$ 831
Construction Materials Testing	TEC Invoice 147821	10/19/2020	\$ 423
Computer Networking	Midwest Computer Resources-Drops to Circ Office	8/4/2020	\$ 502
Guardian Alarm System	Guardian Alarm-Connecting Terrace Door to Alarm System	8/13/2020	\$ 3,270
Overhead Speakers	NBS-Speakers for Youth Room	6/9/2020	\$ 3,814
Plant winterization	Great Oaks--Winter protection of plants (burlap, etc.)	11/30/2020	\$ 2,300
<b>TOTAL CONSULTING</b>			<b>\$ 17,919</b>

<b>Architectural Services</b>				
	LZG Conceptual Design	11/27/2017	\$	15,088
	LZG Conceptual Design	1/29/2018	\$	15,088
	LZG Conceptual Design	1/29/2018	\$	12,624
	LZG Conceptual Design	3/26/2018	\$	1,500
	LZG-DD, CD (Design Development, Construction Drawings)	9/11/2018	\$	42,170

LZG-DD, CD, Floor Scan Administration	10/16/2018	\$	34,638
LZG-DD, CD	11/14/2018	\$	22,089
LZG-DD, CD, Extra Work (4 items)	11/3/2018	\$	17,757
LZG-Bidding Assistance, Drawing changes on landscape	12/26/2018	\$	8,432
LZG-CD, Extra Work (16 Items)	3/21/2019	\$	16,077
LZG-Printing Cost Passed on by City	3/25/2019	\$	290
LZG-Bidding Assistance	4/22/2019	\$	4,016
LZG-Bird-Friendly Glass Research	6/8/2019	\$	1,060
LZG-Bird-Friendly Glass Research	6/28/2019	\$	940
LZG-Construction Administration	9/1/2019	\$	3,313
LZG-Construction Administration	10/10/2019	\$	9,939
LZG-Construction Administration	11/11/2019	\$	6,626
LZG-Unexpected Column in Terrace (COR 5)	10/30/2019	\$	1,756
LZG-Construction Administration	12/12/2019	\$	3,313
LZG-Construction Administration	1/13/2020	\$	3,313
LZG-Construction Administration	2/10/2020	\$	3,313
LZG-Construction Administration (Last invoice from contract)	6/15/2020	\$	3,313
LZG-Extra work for Terrace and Garden furniture	6/15/2020	\$	1,000
LZG-Additional Services	1/16/2020	\$	2,325
LZG-Payment to Desai Nasr for curtain wall review (2011.222)	2/19/2020	\$	640
LZG-Change in Story Room wall & entry (2011.222)	2/19/2020	\$	600
LZG-Story Room-Remove sliding door panel (2011.222)	2/19/2020	\$	100
LZG-Story Room-Put existing columns into alignment (2011.222)	2/19/2020	\$	600
LZG-Review curtain wall shop drawings second time (2011.222)	2/19/2020	\$	150
LZG-Field photos, etc., before removal of tube steel (2011.222)	2/19/2020	\$	300
LZG-COR 17-1927 wall cove lighting reduction (2011.222)	2/19/2020	\$	600
LZG-COR 2-Change aquarium room door to single door (2011.222)	2/19/2020	\$	150
LZG-Addl. Drawings for drop ceiling redesign (2011.222)	2/19/2020	\$	600
LZG-Story Room-Change glass height (COR 22R)	3/6/2020	\$	200
LZG-Story Room-Remove sidelight (COR 22R)	3/6/2020	\$	100
LZG-Story Room-Issue construction bulletin (COR 22R)	3/6/2020	\$	150
LZG-Terrace Door-Automatic Door Opener	3/6/2020	\$	650
LZG-Change hardware on door to Story Room (COR 24)	3/6/2020	\$	650
<b>TOTAL ARCHITECTURAL</b>		<b>\$</b>	<b>235,470</b>

**Building Improvements (FFE)**  
*Library Design Associates*

LDA Invoice #19-254-01 (Moving services to date) 9/16/2019 \$ 25,000



LDA Invoice #19-254-02 (50% deposit on BCI furniture)	1/30/2020	\$	27,000
LDA Invoice #19-254-03 (Interface carpeting)	3/5/2020	\$	27,645
LDA Invoice #19-254-04 (Pre-production payment)	3/13/2020	\$	7,887
LDA Invoice #19-254-05 (Pre-production payment)	4/3/2020	\$	25,179
LDA Invoice #19-254-06 (Completion of carpeting, etc.)	6/11/2020	\$	150,121
LDA - Carpet/Floor Leveling	6/30/2020	\$	2,750
LDA Invoice #20-180-01 (Payment for tack panels in Discovery)	7/16/2020	\$	2,355
LDA Invoice #19-254-07 (Furniture)	7/16/2020	\$	144,527
LDA Invoice #19-254-08 (50% deposit on blinds)	8/13/2020	\$	15,370
LDA Invoice #20-180-02 (Final 50% on tack boards, 3/31/20)	8/19/2020	\$	2,354
LDA Invoice #19-254-07 (Furniture)	9/23/2020	\$	4,584
LDA Invoice #20-318-01 (Covers Proposal P-31565)	10/30/2020	\$	2,834
LDA Invoice #20-317-01 (Covers Proposal P-31601)	11/19/2020	\$	1,112
LDA Invoice #19-254-09	11/20/2020	\$	18,592
LDA Shade brackets and labor	12/18/2020	\$	4,913
LDA Invoice #19-254-10 (Remainder of stained glass)	12/18/2020	\$	2,000
LDA Invoice #19-254-11 (Study tables)	1/29/2021	\$	15,454
LDA Invoice #21-118-01 (Base shelving)	5/19/2021	\$	955
Ida Invoice #21-190-01 (Adjustable back stops)	6/30/2021	\$	1,240

*Other Vendors*

Demco - Willy Bookworm Rolling Display	6/5/2020	\$	1,441
Demco - Color Scape Play Pod House (Qty. 3 at \$3,020)	6/17/2020	\$	9,291
Demco - 2 Reading Hideaways	6/17/2020	\$	7,176
Demco - "YOUTH" Signage	9/23/2020	\$	119
Computer Wiring	7/6/2020	\$	7,110
Aquarium Design	1/18/2020	\$	4,524
Aquarium Design	7/8/2020	\$	5,224
Landscape Forms Terrace & Garden furn. - Invoice 125369	7/23/2020	\$	12,316
Puppet Theatre (Queen Castle)	8/31/2020	\$	706

<b>TOTAL BUILDING IMPROVEMENTS (FFE)</b>	<b>\$</b>	<b>529,779</b>
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**Construction & Landscaping**

Dailey-Payment Application #1	9/9/2019	\$	140,792
Dailey-Payment Application #2	9/28/2019	\$	116,406
Dailey-Payment Application #3	11/1/2019	\$	136,027

Dailey-Payment Application #4	12/1/2019	\$	178,505
Dailey-Payment Application #5	1/1/2020	\$	82,971
Dailey-Payment Application #6	2/1/2020	\$	223,986
Dailey-Payment Application #7	3/1/2020	\$	298,739
Dailey-Payment Application #8	3/26/2020	\$	171,356
Dailey-Payment Application #9	5/29/2020	\$	79,478
Dailey-Payment Application #10	6/30/2020	\$	183,191
Dailey-Payment Application #11	7/31/2020	\$	94,047
Dailey-Payment Application #12	8/31/2020	\$	48,018
Dailey-Payment Application #13	10/1/2020	\$	115,981
Dailey-Payment Application #14	11/3/2020	\$	54,158
Dailey-Payment Application #15	4/12/2021	\$	5,439
Dailey-Payment Application #16	4/30/2021	\$	16,884
<b>TOTAL CONSTRUCTION &amp; LANDSCAPING</b>		<b>\$</b>	<b>1,945,978</b>

#### TOTAL PROJECT COST

CONSULTING	\$	17,919
CONCEPTUAL DESIGN ARCH. SERVICES	\$	44,300
ARCHITECTURAL SERVICES	\$	191,170
BUILDING IMPROVEMENTS	\$	529,779
CONSTRUCTION & LANDSCAPING	\$	1,945,978
<b>ACTUAL PROJECT COST</b>	<b>\$</b>	<b>2,729,146</b>

TOTAL PROJECTED BUDGET	\$	2,732,911
ACTUAL BETTER/(WORSE) THAN BUDGET	\$	3,765

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## Building Committee Minutes

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The Building Committee of the Baldwin Public Library met on Wednesday, June 2, 2021 at 4:00 p.m. in the Delos Board Room. Present were Jim Suhay, Melissa Mark, Frank Pisano, Rebekah Craft, and Jaclyn Miller.

### Discussion of Expenditures with the Van Dragt Trust Donation

The Committee discussed various furniture selections for the second floor. Craft is waiting for a third bid from NBS before the Committee makes final furniture selections.

- Board Room
  - The Committee is debating between the Triumph chair (\$644) and the Eloquence chair (\$702) from iscg. Craft has requested fabric swatches and will also reach out to iscg for sample chairs to test.
  - Craft is waiting for a quote from the electrician to install electrical outlets in the floor.
- Jeanne Lloyd Room
  - Craft has sourced tables that are on wheels and that nest for storage in the space. The Library will order two tables, in the amount of \$790, to examine the quality in person before ordering 8 additional tables.
  - 45 stackable meeting chairs have been ordered from Gasser Chair and will arrive within 10 weeks). The Trust Board will need to approve the purchase cost of \$10,876.94 at the June meeting.
- Craft ordered navy upholstery fabric for the window seat cushions in the Administrative office and Board Room. The Library will use a local upholstery shop, either Foam and More or Guaranteed Furniture Services to fabricate new window seat cushions.

### Building updates

- The Grand Hall periodical shelving and replacement carpet underneath is expected to be installed later in June.
- The Grand Hall and 2<sup>nd</sup> Floor have been completely repainted.
- The lighting around the umbrella in the Youth play area has been repaired. The lighting levels still remain too dim to see the books in one area of the shelving below. Craft will work with LZG on a solution to this issue, which may include the installation of additional canned lights in the area.

### Phase 3 RFP

- City Attorney Mary Kucharek is currently reviewing the draft RFP for Phase 3 architectural services and will return it to Craft by June 17 in order to be included in the Board Packet for the June 21 Board meeting.
- The approved RFP will be submitted to MITN on June 22 and the mandatory pre-bid meeting will be held on June 30 at 4:00 p.m.

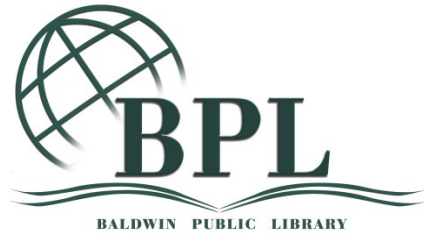
### Other agenda items

- The Committee discussed expanding the Children's Garden along the north side of the building. The Committee determined that it would be best to develop a landscaping plan that includes irrigation before proceeding with installing the garden. Craft will contact local garden centers to inquire about the price of custom plans for a garden of this size. The Youth librarians are considering ways to utilize this space that benefits children and programming

goals.

- A few plants in the planters along Bates Street are dying. Miller will check with Paul Danko of the Dailey Company to have these replaced. Miller will also follow up on the sprinklers with the City DPS.

The next meeting of the Building Committee will be held on Tuesday, July 13 at 4:00 p.m.



**REQUEST FOR PROPOSALS**  
**For Expansion/Renovation of the Front Entrance & Circulation Area**  
**of Baldwin Public Library**

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Sealed proposals endorsed **“EXPANSION/RENOVATION OF FRONT ENTRANCE AND CIRCULATION AREA OF BALDWIN PUBLIC LIBRARY”**, will be received at the Administrative Office, Baldwin Public Library, 300 West Merrill Street, Birmingham, Michigan, 48009; until 3:30 p.m. on Tuesday, July 20, 2021, after which time bids will be publicly opened and read.

The Baldwin Public Library is accepting sealed bid proposals from qualified professional firms to develop a conceptual/schematic design for the expansion and renovation of the front entrance and circulation area of the Baldwin Public Library. This work must be performed as specified in accordance with the specifications contained in the Request For Proposals (RFP).

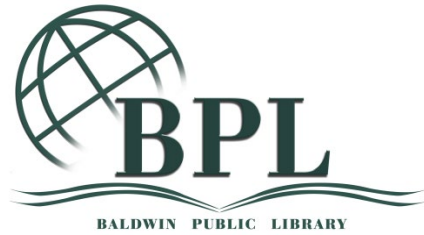
The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the Baldwin Public Library, 300 West Merrill St., Birmingham, Michigan, ATTENTION: Rebekah Craft, Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the Library until an agreement has been executed.

**Submitted to MITN:** June 22, 2021

**Deadline for Submissions:** 3:30 p.m. on Tuesday, July 20, 2021

**Contact Person:** Rebekah Craft, Director  
300 W Merrill St.  
Birmingham, MI 48009  
Phone: 248.554.4681  
Email: [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)



**REQUEST FOR PROPOSALS**  
**For Expansion/Renovation of the Front Entrance & Circulation Area**  
**of Baldwin Public Library**

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## **INTRODUCTION**

For purposes of this request for proposals the Baldwin Public Library will hereby be referred to as “Library” and the private firm will hereby be referred to as “Architect.”

The Baldwin Public Library is accepting sealed-bid fixed-fee proposals from qualified architects to develop a conceptual/schematic design for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library. This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

The architectural services for this project include:

- Expansion
- Space planning
- Interior design and layout
- Estimates of probable costs
- Schematic plans for mechanical, electrical, and plumbing
- Concepts for technology and furniture, fixtures, and equipment

During the evaluation process, Library reserves the right, where it may serve Library’s best interest, to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of Library, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated that the selection of a firm will be completed by August 16, 2021. An Agreement for services will be required with the selected Architect. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by Library.

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed-bid fixed-fee proposals from qualified Architects to develop a conceptual/schematic design for the expansion and renovation of the front entry and circulation area of the Baldwin Public Library.

## **MANDATORY PRE-BID MEETING**

Wednesday, June 30, 2021, at 4:00 p.m., to be held via Zoom. A link to participate in the meeting will be emailed to all applicants on Tuesday, June 29.

## INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than 3:30 p.m. on Tuesday, July 20, 2021 to:

Baldwin Public Library  
Attn: Rebekah Craft  
300 W. Merrill St.  
Birmingham, Michigan 48009

One (1) original and one (1) electronic copy, in PDF format, of the proposal shall be submitted. The original print version of the proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **“EXPANSION/ RENOVATION OF FRONT ENTRY AND CIRCULATION AREA OF BALDWIN PUBLIC LIBRARY,”** and should be mailed or delivered to the address above. The electronic version should be submitted to [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org). Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer.

## INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Architect's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Rebekah Craft, Director, 300 W. Merrill St., Birmingham, MI 48009 or [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org). Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions. The Library will distribute all clarifications to all people who attended the June 30 mandatory pre-bid meeting.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the Baldwin Public Library to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. The Baldwin Public Library is a sub-unit of the City of Birmingham, a tax-exempt municipal government located in Oakland County. Do not include such taxes in the proposal figure. Library will furnish the successful company with tax exemption information when requested.



6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, and telephone number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by Library should be directed as part of their proposal.

## **EVALUATION PROCEDURE AND CRITERIA**

The evaluation and selection of the Architect will be done by the Baldwin Public Library Board of Directors, who will evaluate the proposals based on, but not limited to, the following criteria:

1. Experience and demonstrated ability in design of libraries and similar public projects
2. Experience and qualifications of proposed team members, including interior design staff and partners, that will be assigned to the project
3. Demonstrated understanding of the expectations of Birmingham and/or similar communities that place high value on aesthetics of public spaces, as well as an understanding of the importance of Library as part of Birmingham's civic center
4. Demonstrated performance in execution of projects on time and within budget
5. Bid price for professional fees:
  - a. Fixed-fee proposals from qualified architects for a conceptual/schematic design
6. Quality and completeness of proposal

## **TERMS AND CONDITIONS**

1. Library reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. Library reserves the right to award the contract to the next most qualified Architect if the successful Architect does not execute a contract within ten (10) business days after the award of the proposal.
2. Library reserves the right to request clarification of information submitted and to request additional information of one or more Architects.

3. Library reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. Library may terminate this Agreement at any point in the process upon notice to Architect sufficient to indicate Library's desire to do so. In the case of such a stoppage, Library agrees to pay Architect for services rendered up to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Architect and shall not be chargeable in any manner to Library.
6. Payment will be made within thirty (30) days after invoice. Acceptance by Library is defined as authorization by the designated Library representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the Library.
7. Architect will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
9. Library will own the final print and electronic versions of all drawings and reports prepared by Architect.

## **ARCHITECT'S RESPONSIBILITIES**

Each bidder shall provide the following as part of their proposal:

1. Cover letter, including main contact person
2. Complete and sign all forms requested for completion within this RFP.
  - a. Bidder's Agreement (Attachment B - p. 15): Fixed-fee proposal
  - b. Cost Proposal (Attachment C - p. 16)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D - p. 17)
  - d. Agreement (Attachment A - p. 9 – **only if selected by the Library**).
3. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project. *Do not include the resumes and professional qualifications for individuals who will not be assigned to this project.*

- a. Provide a list of the staff members who will be assigned to this project, including names, titles, phone number, email address, role on this project, and previous projects the team member has worked on.
  - b. Any changes in the staff members assigned to this project shall be communicated to Library, in writing.
4. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, in a timely manner and within budget. Include project dates, descriptions, and budgets.
5. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work (p. 19).
6. Explain the firm's design philosophy for the following:
  - a. 21<sup>st</sup>-century public libraries
  - b. The role of a library in a municipal civic center, specifically the role of Baldwin in Birmingham's downtown
7. Assumptions on deliverables.
8. Architect will be responsible for any changes necessary for the plans to be approved by the Baldwin Public Library.
9. Provide a list of subcontractors and their qualifications, if applicable.
10. Provide three (3) client references from past projects, include name of contact, title, and current phone number. At least two (2) of the client references should be for projects of a similar size and scope for a municipal client.

## **LIBRARY'S RESPONSIBILITIES**

1. Library will provide a designated representative (Rebekah Craft, [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org), 248-554-4681) to work with Architect to coordinate both Library's and Architect's efforts and to inspect and verify any work performed by Architect.
2. Library will provide access to the building during regular business hours.

## **SETTLEMENT OF DISPUTES**

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **INSURANCE**

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONTINUATION OF COVERAGE**

The Architect also agrees to provide all insurance coverages as specified. Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the agreement, Library may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, Library shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

## **EXECUTION OF CONTRACT**

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon Library until a final written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

## **INDEMNIFICATION**

The successful bidder agrees to indemnify Library and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONFLICT OF INTEREST**

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the Architect that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

## PROJECT TIMELINE

1. Mandatory pre-bid meeting will be held on Tuesday, June 30, 2021, at 4:00 p.m.
2. Proposals will be submitted by Tuesday, July 20, at 3:30 p.m.
3. All proposals will be reviewed by the Baldwin Public Library Building Committee at a date to be determined in early August, at which time the Building Committee will select a shortlist.
4. The candidates on the shortlist will be invited to an interview in front of the Library Board at a special meeting of the Library Board on Monday evening, August 9, 2021.
5. The successful candidate will be confirmed by the Library Board on August 16, 2021.
6. The first meeting between Architect and the Building Committee will take place as soon as practical after August 16, 2021.
7. Architect will complete the work detailed in Appendix E (Scope of Work) no later than Friday, January 7, 2022.
8. Architect will present work to Library Board at the Board's meeting on January 19, 2022.
9. Architect will assist in preparing a report and presentation for the City Commission's long-range planning session on Saturday, January 22, 2022.

Architect will not exceed the timelines established for the completion of this project.

**ATTACHMENT A - AGREEMENT**  
**For Expansion/Renovation of Front Entry and Circulation Area**  
**of Baldwin Public Library**

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This AGREEMENT, made this \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between BALDWIN PUBLIC LIBRARY, having its principal office at 300 West Merrill Street, Birmingham, MI (hereinafter sometimes called "Library"), and \_\_\_\_\_, Inc., having its principal office at \_\_\_\_\_ (hereinafter called "Architect"), provides as follows:

**WITNESSETH:**

**WHEREAS**, the Baldwin Public Library, through the Library Director, is desirous of having work completed to develop a conceptual/schematic design for the renovation and expansion of the front entry and circulation area of the Baldwin Public Library.

**WHEREAS**, the Library has heretofore advertised for bids for the procurement and performance of services required to develop a conceptual/schematic design for the renovation and expansion of the front entry and circulation area of the Baldwin Public Library., and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

**WHEREAS**, the Architect has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to develop a conceptual/schematic design for the renovation and expansion of the front entry and circulation area of the Baldwin Public Library.

**NOW, THEREFORE**, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to develop a conceptual/schematic design for the expansion and renovation of the front entry and circulation area of the Baldwin Public Library and the Architect's cost proposal dated \_\_\_\_\_, 2021 shall be incorporated herein by reference as Exhibit A and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP.

2. The Library shall pay the Architect for the performance of this Agreement in an amount not to exceed \_\_\_\_\_, as set forth in the Architect's \_\_\_\_\_, 2021 cost proposal, Exhibit C in the RFP.

3. This Agreement shall commence upon execution by both parties, unless the Library exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Architect shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. The Architect and the Library agree that the Architect is acting as an independent Architect with respect to the Architect's role in providing services to the Library pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Architect nor its employees shall be construed as employees of the Library. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the Library nor the Architect shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Architect shall not be entitled or eligible to participate in any benefits or privileges given or extended by the Library, or be deemed an employee of the Library for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the Library.

6. The Architect acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Architect recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the Library. Therefore, the Architect agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Architect shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Architect further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Architect agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.

8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.

9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Architect without the prior written consent of the Library. Any attempt at assignment without prior written consent shall be void and of no effect.

10. The Architect agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Architect shall inform the Library of all claims or suits asserted against it by the Architect's employees who work pursuant to this Agreement. The Architect shall provide the Library with periodic status reports concerning all such claims or suits, at intervals established by the Library.

11. The Architect shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the Baldwin Public Library.

12. The Architect shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:

- A. Workers' Compensation Insurance: Architect shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.
- B. Commercial General Liability Insurance: Architect shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Architects Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
- C. Motor Vehicle Liability: Architect shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The Baldwin Public Library and The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.



- E. Professional Liability: Professional liability insurance with limits of not less than \$2,000,000 per claim if Architect will provide service that are customarily subject to this type of coverage.
- F. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Paul Gillin, Bookkeeper, Baldwin Public Library, 300 West Merrill Street, Birmingham, MI 48009.
- G. Proof of Insurance Coverage: Architect shall provide the Baldwin Public Library at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the Baldwin Public Library, as listed below.
- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
  - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
  - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
  - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
  - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.
- H. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Architect shall deliver renewal certificates and/or policies to the Baldwin Public Library at least (10) days prior to the expiration date.
- I. Maintaining Insurance: Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the Agreement, the Baldwin Public Library may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the Baldwin Public Library shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Architect and any entity or person for whom the Architect is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library and The City of Birmingham, their elected and appointed officials, employees and volunteers and others working on behalf of the Baldwin Public Library and The City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the Baldwin Public Library and The City of Birmingham, their elected and appointed officials, employees, volunteers or others working on behalf of the Baldwin

Public Library and the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the Baldwin Public Library and The City of Birmingham.

14. If, after the effective date of this Agreement, any official of the Library, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Architect, the Library shall have the right to terminate this Agreement without further liability to the Architect if the disqualification has not been removed within thirty (30) days after the Library has given the Architect notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Architect fails to perform its obligations hereunder, the Library may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

Baldwin Public Library  
Attn: Rebekah Craft  
300 West Merrill St  
Birmingham, MI 48009  
248.554.4682  
[rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the Baldwin Public Library will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the Baldwin Public Library.

**IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.**

WITNESSES:

**ARCHITECT**

\_\_\_\_\_

By: \_\_\_\_\_

Its:

**BALDWIN PUBLIC LIBRARY**

\_\_\_\_\_

By: \_\_\_\_\_

Melissa Mark

Its: Library Board President

Approved:

\_\_\_\_\_  
Rebekah Craft, Director  
(Approved as to substance)

\_\_\_\_\_  
Paul Gillin, Bookkeeper  
(Approved as to financial obligation)

\_\_\_\_\_  
Mary Kucharek, City Attorney  
(Approved as to form)

**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For Expansion/Renovation of Front Entry and Circulation Area**  
**of Baldwin Public Library**

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

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

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**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

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**DATE**

---

**AUTHORIZED SIGNATURE**

---

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

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**ADDRESS**

**ATTACHMENT C - COST PROPOSAL**  
**For Expansion/Renovation of Front Entry and Circulation Area**  
**of Baldwin Public Library**

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

<b>COST PROPOSAL</b>	
<b>ITEM</b>	<b>BID AMOUNT</b>
Fixed Fee Proposal for Conceptual/Schematic Design	\$
Miscellaneous (Attach Detailed Description)	\$
<b>GRAND TOTAL AMOUNT</b>	\$

Firm Name\_\_\_\_\_

Authorized signature\_\_\_\_\_ Date\_\_\_\_\_

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For Expansion/Renovation of Front Entry and Circulation Area**  
**of Baldwin Public Library**

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

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

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**PREPARED BY**  
**(Print Name)**

---

**DATE**

---

**TITLE**

---

**DATE**

---

**AUTHORIZED SIGNATURE**

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**E-MAIL ADDRESS**

---

**COMPANY**

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**ADDRESS**

---

**PHONE**

---

**NAME OF PARENT COMPANY**

---

**PHONE**

---

**ADDRESS**

---

**TAXPAYER I.D.#**

## **ATTACHMENT E – SCOPE OF WORK**

### **For Expansion/Renovation of Front Entry and Circulation Area of Baldwin Public Library**

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#### **Three-Phase Building Vision**

Library has developed a three-phase building vision:

- Phase 1: Renovation of the Adult Services section of Library, which was completed in 2017
- Phase 2: Expansion and renovation of the Youth Room, which was completed in 2020
- Phase 3: Renovation of the public entrance, lobby, and Circulation area – the subject of this RFP

#### **Overview**

The Baldwin Public Library—located at 300 West Merrill in downtown Birmingham—was built in 1927, with major additions completed in 1960 and 1982. The original building was designed by Marcus Burrowes; the 1960 addition was designed by Lynn Smith; and the 1982 building was designed by Gunnar Birkerts. The Birkerts Addition underwent a major renovation in 2017. The Youth Room underwent an expansion and renovation in 2020.

Library hopes to complete the Project within three years. The targeted completion date of the construction is mid-2024.

Library has done extensive research on community needs and wants, has gathered information on its shelving and computer requirements, and has developed a list of objectives (see “Project Objectives” at the end of this Attachment). Library also has:

- A conceptual/schematic design of a proposed renovation developed by Fanning Howey in 2011
- A building program developed by Library Building Consultant George Lawson in 2012 and revised, in part, by staff, for the Youth Room, in 2017
- Vision for the Future of the Baldwin Public Library Building, adopted by the Library Board in 2014
- A long-range building vision for the Library developed by Luckenbach Ziegelman Gardner in 2015-16.

The objectives and prior work should be considered starting points for discussion, not prescriptions. The Library is eager to receive innovative, creative, and cost-effective solutions to the challenge of designing a “library of the future” in a cost-effective manner.

If and when the Front Entry and Circulation Area expansion/renovation project is funded, work will commence on design development, compilation of construction documents, bidding, and construction administration. Per City of Birmingham policy, a different RFP for these services will be required.

At this stage, Library will contract separately with a vendor for furniture, fixture, and equipment (FFE) requirements, and Architect will be responsible for coordination with that vendor.

## **Scope of Work**

### **Program Confirmation**

- 1) Assist Library in determination of responsibilities, procedures, and schedule requirements. The Architect will be responsible for documentation of all meetings associated with the Project.
- 2) Assist Library by reviewing record drawings, assessing “as built” condition, and providing preliminary feasibility concerns, if any. Library and the City of Birmingham possess drawings of all three parts of the Library building.
- 3) Review existing studies, space programming, layouts, and designs provided by Library with regard to the Scope of Work of the project. Provide early advice to Library on possible changes to the objectives to assure feasibility, quality, budgetary adherence, and minimal reductions in service during construction.
- 4) Confirm professional fees and the conceptual/schematic design schedule with Library.

### **Conceptual/Schematic Building Design**

- 1) Provide several overall design alternatives and assist Library in selection of one primary design for detail consideration. The process will include a focus group (facilitated by Library staff, attended by architects), a meeting with the entire



Library staff to hear their opinions and approximately ten to twelve meetings with Library administration and the Library Board Building Committee.

- 2) Determine interior features supported by:
  - Conceptual/schematic floor plans and exterior perspective views and renderings of the project
  - Renderings of interior features
  - Recommendations on which features can be included in the plan, based on the fit of the various features into the building design and the estimated cost of the features.
- 3) Assist Library in selecting a final concept. After selection, provide final schematic design and documentation, including:
  - Preliminary exterior concepts, floor plans, and interior concepts (including lighting, landscaping, and furnishings) for entryway, café, and circulation area
  - Assessment of mechanical, plumbing, electrical, safety, and structural requirements
  - Suggested materials and finishes, lighting, acoustics, furniture and equipment
  - Renderings of internal features suitable for public viewing
  - Estimate of project costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology (including relocation of the drop box for the electronic materials handling system), and construction and design contingencies
  - Project phasing plan and construction timeline
- 4) Assist Library in gaining consensus via formal presentations to and public discussions with:
  - Library Board (up to 2 meetings)
  - City Commission (1 meeting)
- 5) Provide revised documents reflecting input from 3):
  - Preliminary exterior concepts, floor plans, and interior concepts (including lighting, landscaping, and furnishings) for entryway, café, and circulation area
  - Assessment of mechanical, plumbing, electrical, safety, and structural requirements
  - Suggested materials and finishes, lighting, acoustics, furniture and equipment
  - Renderings of internal features suitable for public viewing
  - Estimate of project costs including line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology

- (including relocation of the drop box for the electronic materials handling system), and construction and design contingencies
- Project phasing plan and construction timeline

## **PROJECT OBJECTIVES**

Library is eager to receive innovative and creative solutions to the challenge of designing a “library of the future” in a cost-effective manner, including the application of sustainable, energy-efficient technology. The Library’s objectives and prior plans should be considered starting points for discussion, not prescriptions.

Unless another other location is mentioned, all references below are to the main entrance and center of Library

### **Accessible, Street-Level Entrance**

1. Create a street-level entrance and add an entry-level passenger elevator
2. Adapt and update existing handicap ramp to meet ADA requirements

### **Café and Collaboration Space**

1. Create dedicated space for patrons to eat, drink, meet, and collaborate
2. Add fully-equipped café for preparation of coffee and light snacks, including sink, dishwasher, and cooler
3. Add movable glass walls to create an indoor/outdoor eating space during nice weather

### **Lighting, Appearance, and Energy Efficiency**

1. Provide an exterior appearance that complements the existing building, Shain Park, and the City campus
2. Use bird-friendly glass, where applicable
3. Improve the lighting, including natural lighting, with energy-efficient LED lighting that properly lights the entryway and interior space
4. Add skylight to entryway to provide view of original 1927 building
5. Coordinate the design and colors for all interior features, including walls and carpeting.
6. Add solar panels on southern flat roof (optional based on cost and feasibility)
7. Continue and complement the design themes used in the Birkerts (Adult Services) renovation and Youth Room expansion and renovation, including exposing the 1927 building wherever possible.

### **Exterior Plaza**

1. Renovate existing plaza to integrate with the civic center and provide outdoor program space and outdoor café seating

2. Add native plants to landscaping to incorporate the new space with existing landscaping on the south and east sides of the building
3. Consider maintaining the existing circular planter and flag pole as part of the design

### **Circulation/Commons Area and Idea Lab**

1. Improve layout, functionality, and aesthetics of existing commons area
2. Install a suitable Circulation Services desk, preferably smaller than the current one, with space for appropriate technology.
3. Improve sight lines from service stations, so that staff can easily see people entering the space
4. Expand existing footprint of the Idea Lab (makerspace)
5. Restore higher 1927 ceiling
6. Add space for Friends of the Library book sale merchandising and displays
7. Install the technological infrastructure required by space design
8. Maximize public space by utilizing innovative approaches to provide adequate storage space despite minimal overall expansion

### **Cost**

Library wishes to achieve a cost-effective plan. Based on previous architectural input, Library believes that the Project can be delivered for a price not to exceed \$3.26 million (at 2023 dollars).

### **Background information**

- Based on prior studies and presentations to the City Commission, the Library believes the street level entrance and new café/collaboration space can be accomplished by enclosing the area under the Birkerts curve, presently outside and composed of concrete patio and wide steps, with glass curtain walls. The Library requests that this design concept be one of the selected design alternatives. Other designs will be considered.
- The following are square footage estimates of the affected areas:

<b><u>Location</u></b>	<b><u>Sq. Ft.</u></b>
Circulation	1,425
New entry & café/collaboration space	2,000
Exterior plaza	<u>3,625</u>
Total area	<u>7,050</u>

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## **Policy Committee Minutes**

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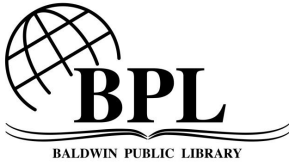
The Policy Committee of the Baldwin Public Library met on Thursday, June 3, 2021 at 9:30 a.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

Craft presented the new Hours of Service Policy to the Committee. This is a new policy that outlines the hours and days the Library is open each year and lists the national holidays when the Library is closed. The policy describes current Library practices for closures, with the exception of one new change, which is to close the Library on Dr. Martin Luther King, Jr. Day each year. The City of Birmingham will be closed on this holiday starting in 2022.

Craft presented the new Fines & Fees Policy and FAQ document to the Committee. Baldwin Library staff recommend that the Library goes fine free, starting on July 1, 2021. The Policy and FAQ, as discussed and edited, will be included in the June Board Packet following the minutes.

The Policy Committee recommends that the Library Board approve both of these policies as written.

The next meeting of the Policy Committee will be determined at a later date.



## Fines and Fees Policy

In keeping with the Baldwin Public Library's (BPL) core values of equitable service and barrier-free access to information and services, BPL will no longer impose or collect fines for the late return of materials.

### *Regulations*

1. BPL materials are available to use free of charge.
2. Once available renewals have been utilized, BPL will notify a patron that an item is overdue. Notifications will be sent to the email address, cell phone, or mailing address listed on the patron's account. It is the patron's responsibility to notify the Library of any changes in their contact information or notification method. The following notices and bills will be sent to patrons when an item is:
  - a. Seven (7) days overdue: email or text notice
  - b. Fourteen (14) and twenty-one (21) days overdue: mailed notice
  - c. Thirty (30) days overdue: bill for the replacement cost of the item mailed to the address on file.
  - d. Sixty (60) days overdue: collection notice for the item mailed to the address on file. Accounts owing more than fifty dollars (\$50) will be sent to collections if the materials are not returned or paid for after thirty (30) days from the billing date. This information is not reported to credit bureaus.
3. A ten dollar (\$10) nonrefundable collection agency processing fee will be added to the patron's account for items sixty (60) days overdue.
4. Replacement Cost payments are refundable (if paid) or waived (if unpaid) only until the items are one hundred twenty (120) days overdue.
5. Any patron with an item that is not returned within ten (10) days of the due date shall forfeit borrowing new items or using public computers until the item is returned.
6. Any patron with an account balance of ten dollars (\$10) or more shall forfeit borrowing new items or using public computers until the charge is below ten dollars (\$10).
7. Patrons have the option of paying fines by credit card, cash, or check at the Library. Patrons may also pay from their online Library accounts.
8. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Library Director.

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## Fine Free information for [www.baldwinlib.org](http://www.baldwinlib.org)

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Baldwin is now fine free! We no longer charge fines on late items as of July 1, 2021. This ensures that all people have access to library books and materials, which is our primary purpose as a public library. We continue to encourage patrons to return items to the Library in a timely fashion so others may enjoy our shared resources.

### **Fine-free at Baldwin means:**

- You will no longer be assessed a daily fine for overdue materials
- You are still responsible for returning materials on time.
- You will still receive courtesy reminders to return your items. Items will still have due dates.
- All past overdue fines have been removed from your account. If you have a fine that still appears on your account, please ask to speak to a supervisor at the Circulation Desk.

Our goal is to ensure everyone can enjoy all the materials the Library has to offer. Fines are more punitive than supportive, and do not provide a significant amount of income to the Library. Overdue fines prevent some patrons--especially young ones--from checking out items. The public library model has always been based on trust between borrowers and a valued community resource. We believe as long as our materials are returned, there is no longer a need to charge overdue fines.

### **Why go fine free?**

***It is good for our community.*** Our community is stronger and healthier when *all* people have access to the Library programs, services, and materials they need to pursue their educational, career, family, and life goals. Once someone owes a late fine, they are less likely to visit the library again, and the fear of owing late fines can cause patrons to not borrow the items they need. We hope being fine free will encourage prior users to come back to the Library as well as encourage new users to explore our offerings.

***It is good for our relationships with our patrons.*** When you visit Baldwin, we want to focus on helping you, not question you about late fees. Going fine free makes a trip to the Library a pleasant, positive experience for both you and our staff.

***Late fines are not effective.*** Studies\* have shown that small fines have no impact on return rates. According to "*Removing Barriers to Access*," a Colorado State Library whitepaper, "The scant research on the impact of library fines and fees does not indicate a clear benefit to administering these policies." Libraries who have removed late fees report few adverse effects on material return rates - in fact, they have actually experienced an *increase* in return rates after the adoption of fine free policies.

### ***Libraries that have adopted fine-free policies find that:***

- Library card registrations **increase**.
- Borrowing of materials **increases**.

- **More** library items are returned.
- **Students return** to the library to use homework resources.
- Staff time is redirected from fines-handling to **patron-focused services**.

## Frequently Asked Questions

### ***Do I still have to pay a fine that was on my account prior to Baldwin going fine free?***

If you've returned all materials previously checked out from Baldwin, your fine has been waived. You are still responsible for any overdue fines that have accrued on your account at other TLN libraries.

### ***Is EVERYTHING free of overdue fines?***

Yes! Books, movies, audiobooks, magazines, Internet to Go kits, magnifiers, Launchpads, bike locks – everything we loan is fine-free.

### ***Fines have been waived, so why does my account still have a balance?***

Even though Baldwin is eliminating overdue fines, fees for lost or damaged materials still apply and will still be assessed.

### ***Does this mean there are no due dates on items?***

"No fines" does not mean "no responsibility." Our current due date system still applies. Baldwin will continue to send you courtesy reminders (by text, email, and/or mail) to return your items. It is the patron's responsibility to notify the Library of any changes in their contact information or notification method.

### ***How will the Library ensure that patrons return borrowed items?***

If an item is not returned within/by 10 days of the due date, the patron's borrowing privileges will be suspended. 30 days after the due date, the patron will be charged a fee for the value of the book and an additional \$10 nonrefundable collection fee. At this point a collection agency will take over the responsibility of retrieving the items. *The patron will no longer be able to borrow materials, use the public computers, or access digital resources and databases until either the entire bill is paid or the billed items are returned and the collection fee is paid.*

### ***How will the Library protect the community's investment?***

Baldwin is funded mainly through local taxes and provides a diverse and responsive collection of materials to our community. If items are damaged or lost, we will assess a fee to replace the material. If a patron's replacement fees accrue to over \$10, their account will be blocked and they will be unable to borrow more materials, use the public computers, or access any of Baldwin's digital resources and databases.

### ***What if I am not finished with my material?***

Almost all Baldwin items are renewable four times, as long as there aren't any holds. Our automatic renewal service means Baldwin will renew all eligible items for you! If your item did not renew, please call the Circulation Desk at 248-554-4620 or email [bplcirc@baldwinlib.org](mailto:bplcirc@baldwinlib.org) for assistance

Please note: some items cannot be renewed: Launchpads, Interlibrary Loans, and Hot Picks, as well as any items on hold for other patrons. These items need to be returned on time. Thank you!

***Will I still receive reminders about returning materials?***

Yes! Baldwin will continue to send notices according to the following schedule:

Reminder Email and/or text	3 days before item is due
Overdue Email and/or text	7 days overdue
Overdue by Mail	14 and 21 days overdue
Overdue Bill by Mail	30 days overdue <i>Patron billed for replacement cost</i>
Collection Notice by Mail	60 days overdue <i>Patron account is referred to collection agency</i>

***How will this affect the library's budget?***

Overdue fines accounted for less than 0.5% of the Library's overall income in past years and going fine free will not have a significant impact on the Library's budget moving forward.

***I have always thought of fines as my gift to the library. How can I donate now?***

Donation forms are available at the Circulation Desk. Your donation will support critical Library programs and services. Thank you for continuing to give to the Library!

***What is the difference between a fine and a fee?***

Overdue fines are daily charges applied to items not returned by their specified due date. These are the fines that will no longer be assessed to patrons. Fees are for library services and products such as replacement library cards, copying, printing, material replacement costs, etc. and are still applicable.

***What happens if I don't return my items on time?***

You will be unable to check out additional items if your materials are overdue by more than 10 days. If you return the overdue items within 30 days of the due date, you will have your library privileges restored automatically.

You will be billed the replacement cost for any items that are damaged or overdue by 30 days. At this point not only will you be unable to check out additional items but you will also be unable to use our digital resources and public computing services. If you pay the bill or return the items, in good condition, within 30 days of the billing date, you will have your library privileges restored.



Accounts owing more than \$50 will be sent to collections if the materials are not returned or paid for after 30 days from the billing date. A \$10 nonrefundable collection agency processing fee will be billed to your account. This information is NOT reported to credit bureaus. If you return the items, in good condition, within 60 days of being referred to collections, the replacement costs will be cleared from your account, but the collection agency processing fee will remain. Once that fee is paid, your library privileges will be restored. Payment of the entire bill in full will also restore your library privileges.

Past replacement fees for lost or damaged items still apply.

#### \*Fine Free Resources

- <https://endlibraryfines.info/>
- <https://www.coloradovirtuallibrary.org/resource-sharing/eliminating-fines-faqs/> •  
[https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrapped-late-fines-to-alleviate-inequity?fbclid=IwAR0hrJgNXoTgUsuHV5I-LmdTD14EuksKP\\_NtOCYYGIXelxDVhSnYNL0fnuzo](https://www.npr.org/2019/11/30/781374759/we-wanted-our-patrons-back-public-libraries-scrapped-late-fines-to-alleviate-inequity?fbclid=IwAR0hrJgNXoTgUsuHV5I-LmdTD14EuksKP_NtOCYYGIXelxDVhSnYNL0fnuzo)
- [https://www.washingtonpost.com/opinions/2018/06/15/7ad6f80e-709d-11e8-afd5-778aca903bbe\\_story.html?noredirect=on](https://www.washingtonpost.com/opinions/2018/06/15/7ad6f80e-709d-11e8-afd5-778aca903bbe_story.html?noredirect=on)
- [http://www.ala.org/aboutala/sites/ala.org/aboutala/files/content/governance/council/council\\_documents/2019\\_ms\\_council\\_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201\\_27\\_0.pdf](http://www.ala.org/aboutala/sites/ala.org/aboutala/files/content/governance/council/council_documents/2019_ms_council_docs/ALA%20CD%2038%20RESOLUTION%20ON%20MONETARY%20LIBRARY%20FINES%20AS%20A%20FORM%20OF%20SOCIAL%20JUSTICE%20Revised%201_27_0.pdf)
- <https://sfpl.org/uploads/files/pdfs/commission/Fine-Free-Report011719.pdf>



## Hours of Service Policy

In order to be accessible to as many patrons as possible and to comply with state regulations, the Baldwin Public Library (BPL) maintains regular service hours.

1. BPL is open seven days per week.
2. BPL is closed on New Year's Day, Dr. Martin Luther King, Jr. Day, Easter Sunday, Memorial Day weekend, Fourth of July, Labor Day weekend, staff in-service day (one Friday in September), Thanksgiving Day, Christmas Eve Day, and Christmas Day.
3. BPL closes at 5:30 p.m. on the Wednesday before Thanksgiving.
4. BPL closes at 5:30 p.m. on New Year's Eve.
5. BPL may be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails, when there is a general emergency impacting the library facility, or when mandated by the State of Michigan.

## LIBRARY REPORT

Key Metrics Dashboard

Strategic Plan Status Report

Diversity & Inclusion

Services and Programs

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Facilities and Technology

Expenditures from FOBPL Donations

# Strategic Plan Status Report

## Key Metrics Dashboard: May 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 20-21 End of Q3 Target
<b>Financials</b>					
Revenues	\$ 157,036	\$ 3,048	\$ 4,505,026	\$ 4,071,607	
Expenses	\$ 255,107	\$ 316,422	\$ 3,932,711	\$ 4,848,982	
<b>Circulation</b>					
Circ (Charges & Renewals)	42,143	13,968	463,844	434,540	270,743
Self-Check Usage	37.9%	0.0%	36.9%	19.5%	
% of Circ by Residents*	93.9%	99.6%	94.4%	92.3%	92.0%
% of Circ by Non-Residents	6.1%	0.4%	5.6%	7.7%	8.0%
<b>Interlibrary Loans</b>					
Items borrowed	774	-	8,457	8,864	
Items loaned	702	-	7,126	7,087	
<b>Technology Usage</b>					
Database Sessions	2,298	1,415	31,051	19,252	12,572
Downloadable Content	10,868	13,783	134,435	115,777	89,936
Public Computer Usage	244	-	3,647	9,587	
Wireless Sessions	4,157	4,743	48,602	187,283	45,000
<b>Program Attendance</b>					
Program Attendance for Adults	310	100	4,804	3,543	
# of Programs for Adults	14	14	246	226	
Program Attendance for Teens	121	41	984	896	
# of Programs for Teens	1	3	40	52	
Program Attendance for Youth	1,045	116	8,785	18,674	
# of Programs for Youth	33	31	352	554	
Computer Classes	30	12	584	306	
# of Computer Programs	6	4	70	80	
Online Video Views	189	1,471	3,378	2,271	
Idea Lab Certifications	-	-	-	140	
Idea Lab Visits	-	-	-	2,330	
<b>Total Program Attendance</b>	<b>1,695</b>	<b>1,740</b>	<b>18,535</b>	<b>28,160</b>	<b>12,134</b>
<b>Total # of Programs</b>	<b>54</b>	<b>52</b>	<b>708</b>	<b>912</b>	<b>508</b>
<b>Outreach Attendance</b>	-	-	-	<b>6,582</b>	
<b># of Outreach Programs</b>	-	-	-	<b>144</b>	
<b>Gate Count</b>	<b>8,727</b>	<b>347</b>	<b>82,781</b>	<b>194,481</b>	<b>249,959</b>
<b>Volunteer Hours</b>	<b>10</b>	<b>37</b>	<b>112</b>	<b>2,179</b>	<b>383</b>
<b>Social Media</b>					
	New Users	New Users			
Website Hits/Pageviews	17,054	12,269	207,049	217,668	190,334
e-Newsletter Subscribers	-24	9269	11462	11626	11000
Facebook Page Likes	10	14	2629	2443	2565
Twitter Followers	-1	6	1319	1296	1355
Instagram Followers	12	40	1861	1530	1745

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

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## Strategic Plan Status Report

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

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## Diversity and Inclusion

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### *IDEA (Inclusion, Diversity, Equity, Access) Task Force*

The IDEA Committee met on May 26 and June 9 will continue to meet bi-weekly to accomplish the goals set forth by the Library Board.

The Committee is working on the following projects:

- Promoting diversity and inclusion through the use of a monthly thematic calendar. Programs and book displays will highlight each featured group each month. June will celebrate Pride Month; in July we Support our Troops with a letter writing campaign.
- Internal staff book club focusing on anti-racist books. Discussion of Emergent Strategy by adrienne maree brown wrapped on May 19. In July, staff will discuss the book From the Desk of Zoe Washington by Janae Marks, and the paired documentary series, *The Innocence Files*. A resource guide is also in progress, with suggestions for documentaries, podcasts and additional reading.
- Promoting the AAPI Heritage Reading challenge through [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org).
- Promoting diversity in reading choices for Summer Reading 2021
- Developing guidelines to consider while Library policies are being reviewed and updated, to ensure they are inclusive for all users and staff.
- In addition, the Youth department continues to work through the Project READY: Reimagining Equity and Access for Diverse Youth handbook and training program in 2021.



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## Services and Programs

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

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### *First Grade First Card*

Rosemary Retford re-worked her First Grade First Card program, traditionally an in-person program, to be all virtual this year. She says, "I met with all the first grade classes at Quarton Elementary, Pembroke Elementary, Beverly Elementary, and Bingham Farms Elementary for a total of 14 visits with 289



students. The kids learned about getting their own Library card, viewed popular items that they can check out, saw photos of the new Youth Room, and played games. Each student received a free book to keep and a special surprise relating to a book I read called Crash, Splash or Moo, which was a golden banana that was 3D printed in the Idea Lab. The kids have been excitedly coming to the Library to get their Library cards!"

### *Greenfield Book Fair Extravaganza*

Ruth Ann Czech and Rosemary Retford were special guests at Greenfield Elementary's Scholastic Book Fair. This was the Youth Department's first in-person outreach event in over a year and it was exciting to be around kids and their grownups while they selected new books. Rosemary and Ruth Ann talked about upcoming programs, signed a few people up for Library cards, and passed out bookmarks to the kids to use with their new books.

### *Storybook Trail*

With the onset of warmer and brighter days, we now have a new book on display at the Story Book Trail at Beverly Park, in Beverly Hills. For the month of June, visit the 0.4-mile nature trail to read "Where is my Balloon? by Ariel Bernstein. A different page of the book is displayed on the permanent posts along the trail. The Youth Staff will also run Interactive Story Book Trail programs this summer.

### *NYT Games Subscription*

As we continue to look for ways to attract new users and diversify our offerings, we have added a subscription to *NYT Games*. Patrons will be able to use their library card to log in and play games and complete crosswords.

### *COVID-19 Response*

We continue to schedule a greeter at the front door to explain current MDHHS guidelines to patrons. Building capacity was raised to 135 patrons on June 14, and there are no longer time limits to visits. Chairs have been reintroduced to the Grand Hall, and some benches have made their way back to the Birkerts wing. Two additional computers have been added and all remain available by appointment, and with distanced assistance, as possible, from behind the plexiglass at the AS desk. Newspapers are back on the shelves in the Grand Hall, but patrons are invited to continue reading them outdoors, as we had many comments about how people enjoyed taking them to Shain Park or out onto the terrace.

We are encouraged to see that case counts in Michigan continue to drop and that over 90% of staff members have been fully vaccinated. Staff will be returning to their regular workstations by July 9. The Rotary Room will be ready to host the July Board Meeting in person and room rentals will be available beginning July 19. We will halt the quarantine of all items on Monday, July 5.

New MDHHS guidelines will go into effect on Tuesday, June 22. On this date, indoor capacity will return to 100% at all businesses and masks are no longer required anywhere, regardless of vaccination status. Baldwin staff will discuss how these new rules will change operations at Baldwin on Wednesday, June 23 at a morning staff meeting.

### *Strategic Planning Committee*

The Library will begin the strategic planning process in September 2021, with the goal of presenting the completed strategic plan to the full Library Board for approval at the January 2022 meeting. We will be conducting focus groups with various members of the community as part of this process. The Library Board's Strategic Planning Committee will be leading this process.

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## **Financial Stability**

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

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Craft continues to monitor the both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility as we work to resume pre-COVID operations.

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## **Marketing and Public Relations**

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

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*eNewsletters*

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. Digital copies of the June 2021 newsletter were emailed to every Baldwin patron with an email address on file. We are also sending paper copies to 12 homes. 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 Jaclyn Miller designing projects and marketing materials for the Library. She has completed or is working on the following:

- *Learn.Connect.Discover* summer digital issues
- Michigan Activity Pass promotional poster
- YA display signage
- COVID signage updates
- Summer Reading promotional material
- Teen non-fiction bibliography
- Undiscovered Gems social media images

### *Summer Reading Videos*

The Youth and Teen staff created summer reading promotional videos that were posted on Library Social Media feeds and sent to schools for sharing.

### *Historical Tour Video*

Rosemary Isbell updated the historical tour video, which can be seen [here](#).



### *June Social Media Campaign – Undiscovered Gems*

In an effort to remind users that BPL is more than just books, we set out to share our favorite lesser known resources. We highlighted one resource a day in June, ranging from Kanopy, to Michigan Activity Pass, to electronic magazines and newspapers, to discounted Zoo tickets.

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## **Personnel and Organization**

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

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### *Volunteer Hours*

10 volunteer hours were utilized in the month of May.

### *Communications with Staff*

Virtual all-staff meetings were held on May 26 and June 9. Discussion regarding mask wearing and the proposed re-opening timeline ensued, and a survey was sent to all staff for feedback. The next all staff meeting will be held on June 23.

### *Professional Development*

Staff continue to take part in the webinars offered via Ryan Dowd's Homeless Library training. We have renewed our subscription to these webinars for another year. All staff can attend as many webinars as they like with this subscription, allowing them to tailor their training to areas of interest.

### *Staff Anniversaries*

**Debra Gantz**, Substitute Youth Librarian, reached 19 years of service on June 17.

**Daniel O'Brien**, Page, reached 20 years of service on June 12.

**Katie Rothley**, Substitute Adult Librarian, reached 7 years of service on June 9.

**Donna Smith**, Youth Services Librarian, will reach 18 years of service on June 30.

**Matthew Weerakoon**, Idea Lab Assistant, will reach 3 years of service on June 27.

### *Staffing Updates*

Grace Noble and Tim Boiteau have returned to the Library as pages. We also welcome back our substitute librarians from COVID hiatus.

Class of 2021 Graduation congratulations are in order for Megan Novak, Cameron Crawford, Cailey Kosciuk, Hanna Drisko, and Olivia Reeves.

We wish Technical Services Librarian Belinda Bolivar well, as she accepted a position University of Illinois Champaign-Urbana as a Library Assessment Specialist. Her last day was June 19. We are currently in the process of interviewing candidates to fulfill this part-time vacancy in Technical Services.

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## **Community Relationships and Partnerships**

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

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### *City of Birmingham*

Craft has attended weekly City of Birmingham staff meetings. The meetings are now being held via Zoom. Miller submitted content for the monthly newsletter.

### *Beverly Hills*

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

### *Bingham Farms*

Miller sends monthly Library updates to each of Baldwin's representatives in the three contact communities.

### *Birmingham Next*

Rebekah Craft continues to host the Popular Reads book club virtually on the first Monday of each month at 1:00 p.m. Mick Howey is leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact [Rebekah.craft@baldwinlib.org](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the meeting.

### *Birmingham Rotary Club*

Craft continues to attend weekly Rotary Club meetings, which have returned to in-person gatherings at Springfield Golf Course.

### *Friends of the Baldwin Public Library*

Miller attended the June 8 meeting of the Friends Board, where the major topics of conversation were the pop-up book sale and what to do with inventory. The pop-up book sale on the front steps of the Library was held on June 12 and 13 to favorable response. Additionally, they are selling deselected oversized books, paperbacks and media in the lobby of the Library until the end of June.



### *Kids Read Now program*

Stephanie Klimmek worked with a community volunteer to create a bibliography of books owned in electronic formats by BPL for students taking part in this reading program.

### *Community Partnerships Working Group*

We have established a new staff-led committee to better market the Library's services to local organizations, develop informational kits to share, and begin ongoing partnerships with these

organizations. This summer staff on the committee will be brainstorming the best materials to include in these kits and identify creative ways to reach and serve each organization. In the fall, members of the Library and Library Board will be approached and asked to reach out to the identified organizations to connect, share Library services, and see how best the Library can be of assistance.

Members of the Committee include:

- Olivia Reeves, Circulation
- Kristen Tait, Circulation
- Mick Howey, Adult Services
- Sarah Bowman, Adult Services
- Kathleen McBroom, Adult Services,
- Vicki Sower, Adult Services
- Syntha Green, Youth Services
- Jeff Jimison, Idea Lab
- Jaclyn Miller, Administration

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## Facilities and Technology

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

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### *Southwest Flower Beds*

Administrative Assistant Robert Stratton, alongside Friends Board member Mark Lyles, Library Board



President Missy Mark, and volunteer Tom Mark, removed day lilies from the flower beds along the southwest curve of the building and planted nearly 100 new plants along the building. The gardens along the building now feature native plants that are attractive to pollinators. Robert Stratton designed the garden and selected the plants for the garden.

### *Idea Lab*

Update from Jeff Jimison:

Last month, I had the distinct pleasure of presenting at a virtual workshop hosted by The Library Network entitled, "Making it Work: Finding the Right Makerspace for your Library." Of course it is always a joy to talk about The Idea Lab. I'll talk about The Idea Lab at the drop of a hat. I don't *have* a hat, but if I did, and it dropped, I'd start talking about the lab before the hat hit the ground.

The workshop was divided into three segments. The first was for Large/Medium Library Makerspaces. The second was for Small or "No Space" Makerspaces. The third was for public makerspaces not affiliated with a library. The Idea Lab fell into the first category. To a group of several dozen attendees, I enjoyed presenting a history of our fine lab, a virtual tour of our space, and a showcase of our notable projects and techniques. Of course, I ran out the clock, trying to pack as much information into a 20-minute segment as possible. Even John Moschitta, Jr., who held the world record for fastest talker, couldn't fit all of the necessary information into a mere 20 minutes! But I did my best, and I believe my presentation was well received.

But, more enjoyable even than making my own humble presentation was sticking around to watch the many other presentations given during the workshop. It is fascinating to see how other library makerspaces are structured, to learn from their experiences, to borrow from their organizational structures. An absolute inspiration, with lots to unpack. And of course, I'm always impressed by the capabilities of public makerspaces that exist outside of libraries; in purpose-built spaces designed for industry, a great deal more specialized machinery can be accommodated. Of particular interest was "i3D", a public makerspace in Ferndale. Their space is vast, and their capabilities effectively limitless. There is truly no endeavor of human manufacturing that cannot be achieved in their space.

I am certain that this workshop will have a very positive impact on the lab itself, as we will undoubtedly adapt some of these functional and organizational techniques to suit our purposes. All in all, it was a tremendously enjoyable and successful morning, and I look forward to my next opportunity to participate in such a presentation again.

The May Take and Make craft was a bubble machine kit, which 20 families took home to create. In June, 60 crafters could create a cute Owl Key Holder.





The newly acquired Trotec Laser Cutter is now fully operational and all Idea Lab staff are trained on using it.

<b>Baldwin Public Library: Friends Funds</b>	
<b>May 2021 Expenditures</b>	
<b>Adult Services</b>	
Books Unshelved Supplies	\$ 876.39
Learning in Retirement Gift Cards	\$ 140.00
May, June, July Crafts to Go Kit Supplies	\$ 288.34
Seed Library Supplies	\$ 100.91
Presenter Fee: Rustic Italian Cooking	\$ 300.00
Total	\$ 1,705.64
<b>Teen Services</b>	
May and June Teen Craft Supplies	\$ 172.10
Tie Dye Bandana Program Supplies	\$ 153.67
Book Club Books	\$ 86.59
Book Club Refreshments	\$ 44.31
Total	\$ 456.67
<b>Youth Services</b>	
Summer Reading Supplies	\$ 245.70
Books Unboxed Supplies	\$ 116.88
Poetry Program, staff reimbursement	\$ 11.48
Little Explorers Supplies	\$ 180.90
Books Plus Book Club supplies, staff reimbursement	\$ 1.39
Book Club Books	\$ 8.03
Total	\$ 564.38
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 2,726.69</b>
<b>May 2021 Balances</b>	
Adult Services	\$ 2,409.09
Teen Services	\$ 2,139.14
Youth Services	\$ 5,810.13
Outreach & Equipment	\$ 5,098.72
<b>Total Balance</b>	<b>\$ 15,457.08</b>
<b>May In-Library Book Sale Donations</b>	\$421.00
Submitted by Jaclyn Miller on June 14, 2021	

INFORMATION ONLY

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## Upcoming Events of Interest

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**All live, in-person Library events have been cancelled due to health concerns regarding the novel coronavirus COVID-19. Please visit [www.baldwinlib.org](http://www.baldwinlib.org) for more updates.**

### Virtual Story Times

Participate in live story times on Zoom with Baldwin's librarians online each week. Visit [www.baldwinlib.org/storytime](http://www.baldwinlib.org/storytime) to register.

- **Mondays @ 11:00 am:** Move and Groove Mondays with Ms. Caroline (*best for ages 3 to 5 with their grownups*)
- **Tuesdays @ 10:00 am:** Tuned in Tuesdays with Ms. Rosemary (*best for ages 3 to 5 with their grownups*)
- **Wednesdays @ 11:00 am:** Books and Babies with Ms. Ruth Ann (*best for babies and toddlers with their grownups*)
- **Thursdays @ 10:00 am:** Rock 'n Read with Ms. Donna (*best for toddlers and preschoolers with their grownups*)
- **Fridays @ 10:00am :** Wiggle & Rhyme with Ms. Stephanie (*best for babies and toddlers with their grownups*)

### Interactive Story Book Trail

*Wednesday, June 23 — 1:00 p.m. to 4:00 p.m.*

Join us at Beverly Park to engage with the Story Book Trail in a new way as you participate in activities and read the book at the same time. Each registrant will get a goodie bag to make the story come alive. Goodie bags will be handed out on the day of the program at the start of the Story Book Trail. If you can't make it on the day of the program, goodie bags will be available until Wednesday, June 30 for those who register. In case of rain, we will pass out the goodie bags under the pavilion or, if it's really bad, we'll have them at the Library for you to pick up and use another day. We'll email you if we need to make changes.

### Teen Fairy Tale Writing Workshop with Donna Jo Napoli

*Thursday, June 24 — 4:00 p.m. to 5:00 p.m.*

Want to write a short story for our contest but need some help? Or just want to meet an award-winning author? Donna Jo Napoli, author of many books for children and teens, will join us virtually to talk about writing and fairy tales and will be ready to answer all of your questions.

### Under the Sea Zoom Party: Grades 1 to 3

*Thursday, June 24 — 7:00 p.m. to 8:00 p.m.*

Grades 1 to 3. Stop by the Library to pick up ocean themed activities and crafts and then join Ms. Rosemary on Zoom for games, trivia, and to show off your crafts. Kits will be available one week before the program for registered participants. Zoom link will be emailed the day of the program.

### Italian Rustico Cooking Demo

*Monday, June 28 — 5:30 p.m. to 6:30 p.m.*



Via Zoom, Mirepoix cooking school will guide us through making delicious Italian favorites. This program is limited to 20 logins. Only one person per household may sign up but more than one person can attend on any given device. Participants will be given a list of ingredients prior to the program in order to follow the cooking demonstration.

### **Downloading eBooks from the Library**

*Wednesday, June 30 — 7:00 p.m. to 8:00 p.m.*

Learn how to access Libby to check out e-books and e-audiobooks. A BPL card is required. Registration is required. The Zoom invitation will be emailed to registered attendees a half hour before class.

### **Idea Lab: Furniture Restoration Class**

*Wednesday, June 30 — 7:00 p.m. to 8:30 p.m.*

Learn to give old furniture new life with this furniture restoration class. Jeff will cover a variety of topics on the repair and refinishing of wood furniture, and offer many handy tips and tricks to keep your old or damaged furniture looking brand new! Registration required. Registrants will receive a Zoom link prior to the class.

### **Teen Crafts to Go: Dragon Eggs**

*Starting Monday, July 5*

Grades 6-12. Starting July 5, pick up a craft kit with supplies and instructions to make a magical dragon egg. Limit one per patron. Available while supplies last.

### **Beginner Cultivation Course**

*Monday, July 12 — 7:00 p.m. to 8:30 p.m.*

Learn to give old furniture new life with this furniture restoration class. Jeff will cover a variety of topics on the repair and refinishing of wood furniture, and offer many handy tips and tricks to keep your old or damaged furniture looking brand new! Registration required. Registrants will receive a Zoom link prior to the class.

### **Midnight in Vehicle City**

*Wednesday, July 14 — 7:00 p.m. to 8:00 p.m.*

Spend an evening with author Edward McClellan as he shares the story of how workers in 1936-37 came together to stand up to General Motors ushering in a new era of labor rights and the extension of those rights to help create the American Middle Class. Virtual event. Registration required.

### **Virtual Kids Library Society**

*Thursday, July 15 — 7:00 p.m. to 8:30 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? Registration required if you are interested in a virtual version of KLS. A Zoom link will be emailed the day of the program.

# LEARN CONNECT DISCOVER

JUNE 2021 NEWSLETTER

- 1 BALDWIN CELEBRATES PRIDE MONTH  
SUMMER READING 2021
- 2 PROGRAMS FOR CHILDREN  
AND TEENS
- 3 PROGRAMS FOR ADULTS,  
COMPUTER CLASSES
- 4 DIRECTOR'S UPDATE, IDEA LAB  
BOARD MEETING

## BALDWIN *celebrates* PRIDE MONTH

JOIN US FOR VIRTUAL



**SUMMER READING 2021**  
**JUNE 11 THROUGH AUGUST 8**  
FOR MORE DETAILS, AND TO REGISTER VISIT  
[BALDWINLIB.BEANSTACK.ORG](http://BALDWINLIB.BEANSTACK.ORG)



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

# JUNE PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

REGISTER FOR PROGRAMS LISTED BELOW AT [WWW.BALDWINLIB.ORG/CALENDAR](http://WWW.BALDWINLIB.ORG/CALENDAR)



## BOOKS UNBOXED GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other goodies.

Visit [www.baldwinlib.org/youth](http://www.baldwinlib.org/youth) to subscribe now. Sign up by the 3rd Tuesday of the month to receive your box on the 4th Tuesday of the month. Subscriptions last for 3 months.

## LIVE STORY TIMES

VISIT OUR STORY TIME PAGE AT [BALDWINLIB.ORG/STORYTIME](http://BALDWINLIB.ORG/STORYTIME) FOR ALL THE VIRTUAL OPTIONS. Registration required.

**MOVE & GROOVE MONDAYS** with Ms. Caroline on Mondays  
**TUNED IN TUESDAYS** with Ms. Rosemary on Tuesdays  
**BOOKS & BABIES** with Ms. Ruth Ann on Wednesdays  
**ROCK 'N READ** with Ms. Donna on Thursdays  
**WIGGLE & RHYME** with Ms. Stephanie on Fridays

## BOOK SCAVENGERS: DIY HOME EDITION

Do you miss Ms. Susan's Library Scavenger Hunts? We do, too! Register at [www.baldwinlib.org/youth](http://www.baldwinlib.org/youth) and Ms. Susan will email you a do-it-yourself home scavenger hunt once a month.

## TAKE AND MAKE CRAFTS

New kits will be put out every Monday, starting June 14. First come, first served.

## COLORING CLUB

**TUESDAY, JUNE 8 AFTER 11:00 A.M.**

Coloring enthusiasts of all ages will receive a fun poster to color at home. This month's choice is a Fairy Tale Castle or a Zebra. Advance registration required.

## ANIMAL TALES STORY TIME: DOGS

**SATURDAY, JUNE 12 AT 10:30 A.M.**

Join Ms. Caroline on Zoom for animal stories and activities. Each month features a different animal. *Registrants will be able to pick up materials, including a free book and a prop, one week before story time.* Registration required.

## INTERACTIVE STORY BOOK TRAIL

**WEDNESDAY JUNE 23,**

**FROM 1:00 TO 4:00 P.M. AT BEVERLY PARK**

Engage with the Beverly Park Story Book Trail in a new way as you participate in activities while you read the book. *Each registrant will get a goodie bag to make the story come alive.* Registration required.



## VIRTUAL KIDS LIBRARY SOCIETY

GRADES 3 TO 5

**THURSDAY, JUNE 17 AT 7:00 P.M.**

Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Registration required.

## UNDER THE SEA ZOOM PARTY

GRADES 1 TO 3

**THURSDAY, JUNE 24 AT 7:00 P.M.**

Stop by the Library to pick up ocean-themed activities and crafts and then join Ms. Rosemary on Zoom for games, trivia, and to show off your crafts. Registration required.

# JUNE PROGRAMS FOR TEENS

GRADES 6 TO 12

## PIZZA AND PAGES GRADES 7 TO 12

**THURSDAY, JUNE 3 AT 7:00 P.M.**

**WHAT IF IT'S US** BY BECKY ALBERTALLI & ADAM SILVERA  
 This book is also available on Libby and Hoopla. Weather permitting, we will meet outside on the Youth patio! Pizza will be provided. The first 10 to register will receive a free book, thanks to the Friends of the Baldwin Public Library. Registration required.



GRADES 6 TO 12

## RAINBOW HEART PERLER BEAD MAGNETS

**Starting Monday, June 7,** pick up a craft kit with supplies and instructions to make a rainbow heart magnet out of perler beads. **Limit one per patron.** Available while supplies last.



## BOOKS UNBOXED GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other goodies.

Visit [www.baldwinlib.org/teen](http://www.baldwinlib.org/teen) to subscribe now. Sign up by the 3rd Tuesday of the month to receive your box on the 4th Tuesday of the month. Subscriptions last for 3 months.

## TIE-DYE BANDANAS GRADES 6 TO 12

**THURSDAY, JUNE 17 FROM 4:00-5:00 P.M.**

**Starting Monday, June 14,** pick up supplies to make a tie-dye bandana together virtually. Keep it for your pet or bring it back to the library and we will donate them to a local shelter for dogs and cats. *You will receive a Zoom invite on the day of the program.* Dress to make a mess. Registration required.

## WRITING WORKSHOP

**WITH DONNA JO NAPOLI GRADES 6 TO 12**

**THURSDAY, JUNE 24 AT 4:00 P.M.**

Donna Jo Napoli, author of many books for children and teens, will join us virtually to talk about writing and fairy tales and to answer questions. *You will receive a Zoom invite on the day of the program.* Registration required.

## FAIRY TALE WRITING CONTEST

Stories will be placed in two different categories: grades 6 to 8 and grades 9 to 12. One grand prize of a \$50 Amazon gift card will be awarded to a winner from each age bracket. *Submissions will be accepted between June 11 and August 8. See [baldwinlib.org/teen](http://baldwinlib.org/teen) for more details.* **69**

VIRTUAL

# BOOK CLUBS

FOR CHILDREN



## PANELS AND FRAMES

GRADES 3 TO 6

**TUESDAY, JUNE 15 AT 7:00 P.M.**

**THE BRAIN: THE ULTIMATE THINKING MACHINE** BY TORY WOOLLCOTT

**TUESDAY, AUGUST 3 AT 7:00 P.M.**

**THE TIME MUSEUM** BY MATTHEW LOUX

Email Ms. Caroline at [caroline.salucci@baldwinlib.org](mailto:caroline.salucci@baldwinlib.org) to register for this graphic novel book club that meets every other month



## BEYOND THE BOOK

GRADES 1 TO 3

**THURSDAY, JUNE 10 AT 7:00 P.M.**

**DK FINDOUT! STONE AGE** BY KLINT JANULIS

**THURSDAY, JULY 8 AT 7:00 P.M.**

**ULTIMATE OCEAN RUMBLE** BY JERRY PALLOTTA

Email Ms. Rosemary at [rosemary.isbell@baldwinlib.org](mailto:rosemary.isbell@baldwinlib.org) to register for this non-fiction book club.



## BOOKS PLUS

GRADES 2 TO 3 AND A GROWNUP

**MONDAY, JUNE 28 AT 7:00 P.M.**

**THE DOG WHO LOST HIS BARK** BY EOIN COLFER

**MONDAY, JULY 26 AT 7:00 P.M.**

**SAUCY** BY CYNTHIA KADOHATA

Email Ms. Donna at [donna.smith@baldwinlib.org](mailto:donna.smith@baldwinlib.org) to register.



## MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

**TUESDAY, JUNE 8 AT 7:00 P.M.**

**THE MISCALCULATIONS OF LIGHTNING GIRL** BY STACY MCANULTY

**TUESDAY, JULY 13 AT 7:00 P.M.**

**THE NIGHT DIARY** BY VEERA HIRANANDANI

Email Ms. Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register.



## BOOKS AND BAGELS

GRADES 4 TO 6

**TUESDAY, JUNE 22 AT 7:00 P.M.**

**THE GREAT GREENE HEIST** BY VARIAN JOHNSON

**TUESDAY, JULY 27 AT 7:00 P.M.**

**A WOLF CALLED WANDER** BY ROSANNE PARRY

Email Ms. Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register.



## MOMS BOOK CLUB

**JUNE 9 AT 7:00 P.M.**

**GILEAD** BY MARILYNNE ROBINSON

**AUGUST 4 AT 7:00 P.M.**

**IN THE COUNTRY OF WOMEN** BY SUSAN STRAIGHT

Email Ms. Susan at [susan.dion@baldwinlib.org](mailto:susan.dion@baldwinlib.org) to register for this book club for moms that meets every other month.

VIRTUAL

# 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](mailto:ADULT.REFERENCE@BALDWINLIB.ORG).



**SUNDAY, JUNE 6**  
**AT 1:00 P.M.**

"FOOD, INC." (PG, 2008) AND *FAST FOOD NATION* BY ERIC SCHLOSSER



**MONDAY, JUNE 7**  
**AT 1:00 P.M.**

*PRETTIEST STAR* BY CARTER SICKELS



**TUESDAY, JUNE 8**  
**AT 10:00 A.M.**

*THE FIVE* BY HALLIE RUBENHOLD



**WEDNESDAY, JUNE 9**  
**AT 2:00 P.M.**

*THE TWELVE TRIBES OF HATTIE* BY AYANA MATHIS



**TUESDAY, JUNE 15**  
**AT 7:00 P.M.**

*THEIR EYES WERE WATCHING GOD* BY ZORA NEALE HURSTON



**WEDNESDAY, JUNE 23**  
**AT 7:00 P.M.**

*A LONG PETAL OF THE SEA* BY ISABEL ALLENDE



## BOOKS ON FOOT

Books on Foot is a new year-round challenge to encourage adults to go for a walk and listen to an audiobook. Each month will feature a new theme with a suggested path or trail and a correlated list of audiobooks available from BPL.

Visit [www.baldwinlib.org/books-on-foot/](http://www.baldwinlib.org/books-on-foot/) to learn more and register for the challenge.

## DISCUSSION GROUPS

### SOCRATES CAFE

**SUNDAY, JUNE 20 AT 2:00 P.M.**

Socrates Cafe continues to meet for conversation via Zoom. To join, please email [avpratt@aol.com](mailto:avpratt@aol.com).

### GREAT BOOKS DISCUSSION GROUP

All meetings take place via Zoom.

Email [sarah.bowman@baldwinlib.org](mailto:sarah.bowman@baldwinlib.org) to join.

**JUNE 2 AT 6:45 P.M.:**

*RUBAIYAT OF OMAR KHAYYAM* BY EDWARD FITZGERALD

**JUNE 16 AT 6:45 P.M.:**

*EARLY AUTUMN* BY LOUIS BROMFIELD

# JUNE PROGRAMS FOR ADULTS



## BPL PPL - A LIBRARY PODCAST

BPL PPL is a little slice of life podcast that looks at the folks who work at the Library, what they do, and the resources the Library offers. Episodes are released monthly and usually last about an hour. Find it on Spotify or Apple Podcasts.



## BOOKS UNSHELVED

Try BPL's book subscription service for adults: Books Unshelved! Subscribers will receive a surprise library book selected just for them by a librarian, plus some extra goodies.

Visit [www.baldwinlib.org/books-unshelved](http://www.baldwinlib.org/books-unshelved) to subscribe.



## MACRAME VOTIVE CANDLE HOLDER

**Starting June 7**, pick up a kit and learn how to make a chic macrame candle holder.

*Limit one per patron. First come, first served as supplies last.*

## PESTO PACK

**Starting June 21**, Is it Sweet? Or Thai?

Perhaps Lemon? Grow 3 different types of basil for a pesto taste test comparison. What's your favorite? *Limit one per patron. First come, first served as supplies last.*

## LIBRARIAN RECOMMENDED READS

Do you miss receiving reading suggestions from your BPL librarians? Complete the form at [www.baldwinlib.org/bookpicks](http://www.baldwinlib.org/bookpicks) and we will email you personalized recommendations.

## DIGGING IN THE SHADOW OF THE SHARD: URBAN ARCHAEOLOGY IN THE CITY OF LONDON

**SATURDAY, JUNE 19 AT 3:00 P.M.**

The city of London is a modern, thriving metropolis, a far cry from the barren deserts and deserted jungles people picture archaeologists working in. Yet the UK's capital city contains over 6000 years of history beneath its streets, and a large number of archaeological digs. PhD researcher and Field Archaeologist Ellen Green gives us a digger's eye view of the city as well as a look at the glorious, muddy practice of urban archaeology.

## ITALIAN CONNECTION COCKTAIL DEMONSTRATION

**TUESDAY, JUNE 15 AT 7:00 P.M.**

Tammy Coxen will mix up some history, visuals, and cocktails in her Italian Aperitif tasting demonstration via Zoom.

## DELLA ROBBIA FLORAL CENTERPIECE DEMONSTRATION

**MONDAY, JUNE 21 AT 7:00 P.M.**

Laura Daluga from Department of Floristry will teach us how to make a table centerpiece in the Della Robbia style via Zoom.

## ITALIAN RUSTICO COOKING DEMO

**MONDAY, JUNE 28 AT 5:30 P.M.**

Mirepoix cooking school will guide us through making rustic Italian favorites via Zoom.

VIRTUAL

# COMPUTER CLASSES

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

## BUILD A WEBSITE

**WEDNESDAYS, JUNE 9, 16 & 23**  
**AT 2:00 OR 7:00 P.M.**

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

## MICROSOFT WORD: AN INTRODUCTION

**SATURDAY, JUNE 12 AT 2:00 P.M.**

Learn the fundamentals of word processing with Microsoft Word.

## GOOGLE DOCS

**SATURDAY, JUNE 19 AT 2:00 P.M.**

Learn the fundamentals of word processing with Google Docs, an alternative to Microsoft Word.

## TWITTER 101

**THURSDAY, JUNE 24 AT 2:00 P.M.**

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

## DOWNLOADING EBOOKS FROM THE LIBRARY

**SATURDAY, JUNE 26 AT 2:00 P.M. OR**  
**WEDNESDAY, JUNE 30 AT 7:00 P.M.**

Learn how to access Libby to check out e-books and e-audiobooks in this virtual class.

Baldwin Library card required. Registration required.



# THE IDEA LAB

THE IDEA LAB IS TAKING REQUESTS FOR REMOTE SERVICES. SUBMIT YOUR REQUEST TO [IDEALAB@BALDWINLIB.ORG](mailto:IDEALAB@BALDWINLIB.ORG). ITEMS AND MATERIALS TO BE CUT, ENGRAVED, OR EMBROIDERED SHOULD BE DELIVERED TO THE IDEA LAB DROP ZONE LOCATED OUTSIDE THE FRONT ENTRANCE DURING CURBSIDE PICKUP HOURS. VISIT [BALDWINLIB.ORG/IDEALAB](http://BALDWINLIB.ORG/IDEALAB) FOR MORE INFORMATION.

## IDEA LAB TAKE-N-MAKE OWL KEY HOLDER

**Starting Thursday, June 17th.** Pick up a kit to assemble your own clever Owl Key Holder. Using weights and linkages, the owl's eyes open when you hang your keys on the hook. Made using parts 3D printed in The Idea Lab! *First come, first served. Limit one per household.*

## IDEA LAB FURNITURE RESTORATION CLASS

**WEDNESDAY, JUNE 30, AT 7:00 P.M.**

Learn to give old furniture new life with this furniture restoration class. Jeff will cover a variety of topics on the repair and refinishing of wood furniture, and offer many handy tips and tricks to keep your old or damaged furniture looking brand new, demonstrating with some real-life examples! **Registration required. Registrants will receive a Zoom link prior to the class.**

## 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.

PLEASE VISIT  
[WWW.BALDWINLIB.ORG/REOPENING](http://WWW.BALDWINLIB.ORG/REOPENING) FOR  
CURRENT UPDATES  
ABOUT THE LIBRARY'S  
REOPENING PLANS.

## LIBRARY BOARD



### THE LIBRARY BOARD WILL MEET VIRTUALLY

MONDAY, JUNE 21  
AT 7:30 P.M.

Frank Pisano, Ashley Aidenbaum,  
Karen Rock (not shown), Jim Suhay,  
Melissa Mark, and Jennifer

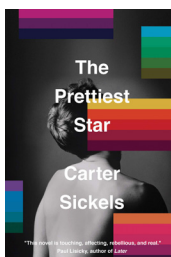
# DIRECTOR'S UPDATE

## KICK OFF YOUR SUMMER READING WITH A TON OF GREAT CHOICES FROM BPL!

What is your favorite spot to read a book? In the summer months, you'll find me reading in my hammock while looking up at the tall maple trees above me and listening to the wind rustling the leaves. Summer in Michigan always feels like the best reward for a long winter.

As you make plans this summer, I hope you'll consider signing up for our yearly Summer Reading Challenge, sponsored by the Friends of the Baldwin Public Library. The program is open to all ages and all participants will be entered into drawings for a variety of prizes. You can find out more information about the program by visiting [www.baldwinlib.org/summer-reading](http://www.baldwinlib.org/summer-reading). Our Youth librarians have compiled a fun set of challenges that will help children practice literacy skills and have fun at the same time. Teens and adults can participate simply by reading or listening to an audiobook.

I have to put a plug in for a fun summer read called *To Night Owl from Dogfish* by Holly Goldberg Sloan & Meg Wolitzer. This middle grade novel is technically for kids, but adults who grew up watching *The Parent Trap* will also enjoy this hilarious and heartwarming book. Written in a series of email exchanges, Avery and Bett, from California and NYC, are forced to get to know each other better after their dads start dating and send them away to the same Michigan summer camp to bond.



I think it's important for everyone to be able to see themselves represented in what we read and watch. During the month of June, you'll be able to find a variety of books and films celebrating Pride Month on display in the library. As part of Pride Month, the Next Popular Reads book club, which I host, is reading *The Prettiest Star* by Carter Sickels and discussing it virtually on Monday, June 7 at 1:00 p.m. If you'd like to join the discussion, please email me for more details.

If your summer includes travel plans, be sure to download the Libby app or Hoopla! Digital app to listen to audiobooks on the go. Once you download the free app from your device's store, you just need to register the app with your BPL card number and pin to get started. Our friendly staff is ready to assist you getting things set up and you can call 248-554-4650 for assistance.

If rain cancels your outdoor plans, we also recommend using the Kanopy or Hoopla! Digital services to stream movies and TV shows. Kanopy has nearly 30,000 independent films that you can choose from. Visit [baldwinlib.org/movies](http://baldwinlib.org/movies) to get started.

As CDC and MDHHS guidelines for COVID-19 change, please keep an eye on our website for the latest updates and changes to our services. Thank you for continuing to wear your masks while inside the building!

*Rebekah Craft*

Rebekah Craft, Library Director

[rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)

248-554-4681



LEARN. CONNECT. DISCOVER.

BALDWIN PUBLIC LIBRARY ► 300 WEST MERRILL, BIRMINGHAM, MI 48009

ADULT SERVICES: 248-554-4650  
CIRCULATION/RENEWALS: 248-554-4630  
YOUTH SERVICES: 248-554-4670  
[WWW.BALDWINLIB.ORG](http://WWW.BALDWINLIB.ORG)

## Zip US Up!™ Call for Artists

Published on May 21, 2021 | News Provided By: Zip US Up!

*Giant, Diversity-Based, Collaborative Art Project Launches. 40 Artists from around the country to be chosen. Applications being accepted.*

**When we all come together, we can create something more meaningful than each of us individually”**

— David Bloom

BIRMINGHAM, MICHIGAN, U.S., May 21, 2021

[/EINPresswire.com/](https://EINPresswire.com/) -- Artists from around the country are invited to apply to paint a segment of canvas that when zipped together will create a giant public mural called Zip US Up!™. Organizer David Bloom said the name represents a combination of diversity, creativity, and collaboration which will result in a 175-foot long unified and highly visible work of art using real zippers to join forty canvas segments together. The mural will be displayed in the windows of the newly opened Youth Wing of the Baldwin Public Library, overlooking the city's central plaza in downtown Birmingham, Michigan, a Metropolitan Detroit community.

### What Is It?

Zip US Up!™ is an artistic statement that affirms when we all come together, we can create something more meaningful than each of us individually. Per Bloom, this past year has shown that we all need to reach out and respectfully collaborate if our society is going to collectively improve itself and prosper for everyone's benefit.



**COLLABORATIVE ART PROJECT**

*Zip US Up! Logo created by Caruso Caruso, a Zip US Up! sponsor*



*Zip US Up! project location at Baldwin Public Library in Metro Detroit community Birmingham, MI with test art hung in corner windows. 40 canvas panels, each created by a different artist, will be zipped together to wrap around the building, forming a 175 foot long mural*

### What Makes This Project Unique?

Forty artists selected from the Call for Entry will be assigned and provided with an 18” (H) x 56” (L) primed canvas panel that has been prepared for hanging with half of a multicolored Riri metal zipper sewn along each side.

Participating artists will be asked to collaborate with the adjacent artists assigned to the right and left of them to make a cohesive piece of artwork that uniquely represents their artistic style—while using the predetermined connecting points provided on the canvas. There is no requirement on theme, genre, colors, or style provided there is some visible form of cohesion/transition and/or flow between the adjacent panels.



*Close up of test art hung in the NE corner windows of the project location at Baldwin Public Library in Birmingham , MI a community in Metro Detroit.*

Upon completion, the canvases will be zipped together to create a 175-foot mural to be on display for an eight-month exhibit from October 2021 through May 2022. Segments will be available for sale and sent to purchasers following the exhibition.

### Who Picks the Artists?

The jury panel is composed of the following:

- Barbara Heller—Director and Conservator of Special Projects at the Detroit Institute of Arts and Birmingham Public Arts Board Chair
- Laura Whitesides Host—Artist and instructor at the Birmingham Bloomfield Art Center and Lawrence Street Gallery co-owner
- Chad Smith—Drummer for the Red Hot Chili Peppers and philanthropist
- Ilham Mahfouz—Syrian American artist whose artwork has been shown in the U.S. and abroad
- Gerard Marti – Owner/Artist of the Townsend Street Gallery
- David Chung—University of Michigan MFA Program Director/Artist
- Doran Brooks—Executive Chef/Operator of White Wolf Patisserie in Clawson, MI

- Izegbe D. N’Namdi—Executive Director, N’Namdi Center for Contemporary Art in Detroit
- Joyce Riamando—Artist/Author, Founding Director of the Imagine That! Co-op and Pollock-Krasner House and Study Center Education Coordinator in Long Island, NY
- Aaron Cohen—Library consultant and architect/artist

#### Awards

- 1st Prize: \$2,100 (or higher based on additional fundraising) equally divided between the 3 artists with the best collaboration.
- 2nd and 3rd prizes (TBD based on additional fundraising)
- SEE sunglasses will be raffled to one of the selected artists

Artists are invited to apply through CaFÉ™ by sharing examples of their work with a deadline of June 16th. [https://artist.callforentry.org/festivals\\_unique\\_info.php?ID=8913](https://artist.callforentry.org/festivals_unique_info.php?ID=8913).

Contact Email for any inquiries about the project: [zip.us.up.art@gmail.com](mailto:zip.us.up.art@gmail.com)

Contact: David Bloom

Project Logo Artwork files for logo available upon request.

David Bloom

Zip US Up!

+1 248-765-5664

[email us here](#)



## Birmingham approves budget, lower millage

Published on May 28, 2021 | By Kevin Elliott

Birmingham city commissioners on Monday, May 24, approved a \$91.6 million annual budget for fiscal year 2021-2022, a decrease of \$6.3 million from the previous year's budget, with a 4.2 percent decrease in millage rates due to Headlee Tax Limitation Amendment rollbacks.

The city's fiscal year runs from July 1 to June 30 each year.

As property values rose more than expected over the past year, overall tax rates in Birmingham have decreased for the seventh consecutive year while maintaining a .3 mill difference between the operating millage levy and the maximum allowed by state law.

Birmingham Finance Director Mark Gerber said actual tax values were higher than projected, allowing the operating millage and refuse levy to be lower than expected. Overall, the total millage rate will be 13.5896, down from 14.1870, a decrease of .55974.

The city's library fund was set to a maximum of 1.3380, from 1.3554, a budget increase of \$31,730. The city's refuse fund was increased from .7803 mills to .7930, an increase of \$35,640. The city's debt levy decreased from 1.008 mills to .5657 mills.

Gerber noted the budget marks the fourth consecutive annual decrease in its operating levy.

In terms of highlights to the general fund, Gerber said grants available to fund the police department's mental health caseworker for next year will increase intergovernmental revenue by \$44,000. The city manager also recommended \$25,000 be added to the city commission budget for strategic planning after the November 2021 election.

Gerber noted the budget reduces unfunded pension and retiree health care liability by contributing about \$1.2 million above actuarial requirements without increasing costs. Additionally, he said the budget adds three additional positions, provides \$900,000 in lead water service line abatement; includes \$6.1 million in street, sidewalk and alley improvements,

including a half-million for unimproved streets; and \$4 million for ice arena and park improvements.

Commissioners unanimously approved the budget and tax millage rates.

## Baldwin Library pop-up used books, media sale

Published on June 11, 2021 | By Lisa Brody

The Friends of the Baldwin Public Library will hold a pop-up sale of used books and media on Saturday, June 12, from 10 a.m. to 4 p.m. and Sunday, June 13, from noon to 3 p.m.

The sale of selected children's books, adult fiction and non-fiction, DVDs and music CDs will take place on the plaza in front of the library. All proceeds benefit the library's programs and services.

The Friends of the Baldwin Public Library held a small pop-up sale last October. The upcoming event will be larger than that sale, but smaller than the group's traditional semi-annual sales. Members of the public are invited to browse a large selection of lightly-used hardcover and paperback books for children and adults, DVDs, and music CDs.

Friends President Ryndee Carney said COVID-19 restrictions in 2020 negatively impacted the group's fundraising efforts. "I don't know who has missed our book sale more – the Friends of the BPL or our loyal members and customers," Carney said.

Established in 1950, Friends of the Baldwin Public Library is a non-profit association that supports and enhances the library's goals. The group of volunteers raises thousands of dollars each year to supplement tax-payer funding the library receives.

## Baldwin Library Hosts Book Sale This Weekend

Published on June 9, 2021 | Vol. 19, No. 14

BIRMINGHAM-BLOOMFIELD EAGLE, June 9, 2021 — 7A



### **BALDWIN LIBRARY HOSTS BOOK SALE THIS WEEKEND**

**BIRMINGHAM** — The Friends of the Baldwin Public Library will hold a “pop-up” sale of used books and media 10 a.m.-4 p.m. Saturday, June 12, and noon-3 p.m. Sunday, June 13.

The sale of selected children’s books, adult fiction and nonfiction, DVDs, and music CDs will take place on the plaza in front of the Baldwin Public Library. All proceeds benefit the library’s programs and services.

The Friends of the Baldwin Public Library held a small pop-up sale last October. The upcoming event will be larger than that one, but smaller than the group’s traditional semiannual sales.

Established in 1950, the Friends of the Baldwin Public Library is a nonprofit association that supports and enhances the library’s goals. The group of volunteers raise thousands of dollars each year to supplement taxpayer funding the library receives.

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

## BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

**Baldwin Public Library Trust Meeting**  
Monday, June 21, 2021  
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 May 17, 2021 minutes                  | p. 81 |
| B. Acceptance of the May 2021 receipts of \$6,506.18     | p. 90 |
| C. Approval of the May 2021 disbursements of \$53,902.07 | p. 91 |

II. New and Miscellaneous Business

- A. Approval of purchases related to building improvements

**Suggested motion:** To authorize the purchase of meeting room chairs for the Jeanne Lloyd Room from Gasser Chair, in the amount \$10,876, using the Van Dragt Trust fund.

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, July 19, 2021.

***Motion:*** To adjourn the June 21, 2021 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  
May 17, 2021**

**1. Call to Order**

The meeting, held via Zoom, was called to order by President Melissa Mark at 8:31 p.m.

Library Board present: Melissa Mark (Birmingham, MI), Frank Pisano (Birmingham, MI), Jennifer Wheeler (Birmingham, MI), Ashley Aidenbaum (Birmingham, MI), Karen Rock (Birmingham, MI), Jim Suhay (Birmingham, MI).

Absent and excused: None.

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, 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.

**2. Consent Agenda**

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

1st      Pisano

2nd      Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**3. New and Miscellaneous Business:**

**Motion to transfer \$61,376.08 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$61,376.08 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.**

1st      Mark

2nd      Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.  
The motion was approved unanimously.

4. General Public Comment Period: With no public comment, Craft took the opportunity to acknowledge all 25 Trust Endowment Funds established in support of the Library. The list of these may be found on page 74 of the May Board packet. She gave her thanks to all who have donated to these funds.

5. Adjournment:

**Motion: To adjourn the meeting.**

1st Aidenbaum

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting will be on Monday, June 21, 2021.

---

Jennifer Wheeler, Secretary

Date



## Baldwin Public Library Trust: May 2021

May receipts totaled \$6,506.18. May disbursements totaled \$53,902.07.

The current value of the Trust is \$2,490,735.43, divided up in the following way:

Total endowment investments*	\$ 1,349,430.63
Endowment funds distributed for use	\$ 165,925.65
Total endowment funds	\$ 1,515,356.28
General spendable funds	\$ 357,619.25
Van Dragt fund	\$ 184,756.00
Building fund	\$ 343,421.38
Restricted funds**	\$ 25,112.26
Naming rights for Rotary Tribute Room	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 5,924.45
Naming rights for Thal Reference Desk	\$ 6,000.00
Total non-endowment funds	\$ 932,171.23
Total endowment funds	\$ 1,515,356.28
Total non-endowment funds	\$ 932,171.23
Total of all Trust funds	\$ 2,447,527.51

\* The principal of the endowment funds is \$865,888.98

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

In addition, the Baldwin Trust has received \$2,800 in pledges for the Building Fund.

As of May 31, 2021, the amount of money in the Trust that is undesignated stands at \$453,977.07

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## Miranda Burnett Youth Reference Desk

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Miranda Burnett, a Birmingham resident and Library supporter, passed away on April 19. As a tribute to her, Miranda Burnett's family asked that donations in her memory be made to the Baldwin Public Library to purchase naming rights for the Youth Reference Desk. To date, the Library has received \$7,020 in donations. Craft is working with Ms. Burnett's children, Elizabeth and Bill, to establish the design for the plaque commemorating Ms. Burnett's life and the signage on the reference desk.

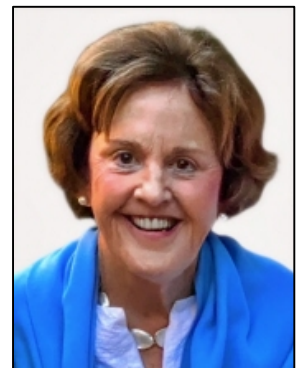
We are immensely grateful to the friends and family of Ms. Burnett for celebrating her life with a donation to the Library. Ms. Burnett's obituary is published below.

### *Obituary*

(taken from <https://www.desmondfuneralhome.com/obituaries/Miranda-Schuler-Burnett?obId=20841995>)

Miranda Schuler Burnett died peacefully on April 19, 2021 due to complications from brain cancer that emerged only months ago and was as unique and extraordinary as she was in living.

Miranda was born on March 12, 1944, the middle of three girls. She grew up in a beloved home in Greenwich, CT, dressing up, putting on parties with her parents and developing a keen eye for beautiful things. She met her husband, Bill, in Central Park in 1966 and moved with him to his hometown of Birmingham, MI, where they spent their lives together in a series of homes Miranda found and decorated; they also enjoyed homes in Harbor Springs.



Miranda devoted her energies to mothering her children Bill Jr. and Elizabeth, volunteering at many community organizations and her church, and being an attentive friend to many. When her children were grown, she went back to college to earn the bachelor's degree she had always wanted, from Oakland University, with exceptionally high marks. She loved travel, including recent cruises with Bill; sharing holidays with family; winning at Scrabble, bridge or golf; singing and dancing; holding babies; reading to children; having events to look forward toward to; and being a grandmother to twins Hanna and Lily, who affectionately called her "Mimi." It made her heart glad to plan and attend parties and hear the phone ring. She also loved polished silver, gorgeous clothes (especially discovered on sale), fresh flowers, well-written notes and blue skies.

A lifelong writer and journal-keeper, she became a writing instructor and taught memoir to women and older adults, including a special group of friends called the Storytellers. She intended to write her own memoir, which will now live on through those who survive her: husband Bill Burnett, son Bill Burnett, Jr. and his wife Sigrid Burnett, daughter Elizabeth Burnett and her partner Stacy Govi, granddaughters Hanna and Lily, sisters Ashley Rooney and Cary Hull, golden retriever Sadie, and many nieces, nephews, other relatives and adoring friends.

In lieu of flowers, the family requests that charitable donations be directed to the Baldwin Public Library, where a youth reference desk will be dedicated in Miranda's memory. Please send gifts to the Miranda Burnett Youth Reference Desk, Baldwin Public Library Trust, 300 W. Merrill, Birmingham MI 48009 or give online at this link (Be sure to choose the "Miranda Burnett Youth Reference Desk" from the dropdown menu.)

In addition, the family hopes you will buy a bouquet, bake sugar cookies or lemon bars, hug a baby, dance with your sweetheart, or uncork a bottle of wine (preferably Chardonnay) in celebration of the ever-marvelous Miranda.

A memorial service will be available via Livestream at First United Methodist Church of Birmingham on Saturday, June 5 at 11:00am. Please click this link for the livestream: [Burnett Livestream](#)

~Lovingly written by the family.

**Baldwin Public Library Trust**  
**Endowment Funds Portfolio Performance Benchmarks**  
**As of May 31, 2021**

<b><u>Index</u></b>	<b><u>2021: YTD</u></b>	<b><u>2020: Entire Year</u></b>
S&P 500-Equity Benchmark (75%)	11.93%	16.26%
Global Aggregate-Bond Benchmark (25%)	-2.80%	8.66%
Blended Return of Both Benchmarks*	8.25%	14.36%
Baldwin Endowment Funds' Portfolio	6.05%	16.32%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-2.20%</b>	<b>1.96%</b>

\*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 May 31, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,363,262.63
Raymond James General Funds Account	\$672,235.44
TCF Bank Checking Account	\$4,177.59
TCF Bank Money Market Account	<u>\$407,851.85</u>
<b>Total</b>	<b>\$ 2,447,527.51</b>

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.

**BALDWIN PUBLIC LIBRARY TRUST  
BALANCES BY FINANCIAL INSTITUTIONS  
MAY 31, 2021**

<b>Investment and Cash Report</b>										
	Prior Month Balance 04/30/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/21	
<b>TCF Bank Checking:</b>										
Endowment Money	\$0.00	\$0.00	\$0.00	\$989.38	\$33,151.61	\$989.38			\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$17.94	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$1,738.20	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$276.00	\$0.00			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$49,204.00	\$65,244.00	\$49,204.00			\$0.00	
Restricted Funds	\$4,178.04	\$0.00	\$0.00	\$2,726.69	\$14,571.60	\$2,726.24			\$4,177.59	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$4,599.51	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$4,178.04								\$4,177.59	
General Spendable Funds	\$0.00	\$0.00	\$10.00	\$982.00	\$8,819.58	\$982.00			\$0.00	
<b>TOTAL</b>	\$4,178.04	\$0.00	\$10.00	\$53,902.07	\$128,418.44	\$53,901.62	\$0.00		\$4,177.59	
<b>TCF Bank Money Market:</b>										
Endowment Budgeted Funds	\$107,044.84	\$0.00	\$0.00	\$0.00	\$0.00	\$61,376.08	(\$989.38)		\$167,431.54	
Endowment Investment Funds	\$0.00	\$488.70	\$14,329.00	\$0.00	\$0.00	\$0.00	(\$488.70)		\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$416.55	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$416.55	
2015 Books & Bites at Baldwin Fundraiser	\$0.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.87	
Building Fund	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$233,960.00	\$0.00	\$250,000.00	\$0.00	\$0.00	\$0.00	(\$49,204.00)		\$184,756.00	
Restricted Funds	\$22,725.14	\$5,926.37	\$28,575.17	\$0.00	\$0.00	\$0.00	(\$2,726.24)		\$25,925.27	
Restricted Fund - Covid	\$516.43	\$0.00	\$221.26	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$29,696.08	\$91.11	\$26,489.24	\$0.00	\$0.00	\$0.00	(\$982.00)		\$28,805.19	
<b>TOTAL</b>	\$394,359.91	\$6,506.18	\$379,614.67	\$0.00	\$0.00	\$61,376.08	(\$54,390.32)		\$407,851.85	
<b>Raymond James &amp; Associates:</b>										
Endowment Fund Investments	\$1,343,232.64	\$0.00	\$2,000.00			\$488.70	(\$51,000.00)	(\$4,060.41)	\$1,288,660.93	
Endowment Cash	\$84,488.33	\$0.00	\$13,000.00			\$0.00	(\$10,376.08)	\$489.45	\$74,601.70	
<i>Sub-total Endowment Funds</i>	\$1,427,720.97	\$0.00	\$15,000.00			\$488.70	(\$61,376.08)	(\$3,570.96)	\$1,363,262.63	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$324,636.22	\$0.00	\$0.00			\$0.00	\$0.00	\$3,801.88	\$328,438.10	
General Spendable Building Mutual Funds	\$339,464.33	\$0.00	\$0.00			\$0.00	\$0.00	\$3,957.05	\$343,421.38	
<i>Sub-total General Spendable Funds</i>	\$664,476.51	\$0.00	\$0.00			\$0.00	\$0.00	\$7,758.93	\$672,235.44	
<b>TOTAL</b>	\$2,092,197.48	\$0.00	\$15,000.00			\$488.70	(\$61,376.08)	\$4,187.97	\$2,035,498.07	
<b>Total All Funds</b>	\$2,490,735.43	\$6,506.18	\$394,624.67	\$53,902.07	\$128,418.44	\$115,766.40	(\$115,766.40)	\$4,187.97	\$2,447,527.51	

## MAY 31, 2021

\$1,349,430.63

**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
MAY 31, 2021**

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance
	Purpose	04/30/21	Revenue	Revenue	Expense	Expense	In	Out	Value	05/31/21
<b>Gift &amp; Tribute Funds</b>										
<b>General Spendable Funds</b>		\$354,708.26	\$91.11	\$26,499.24	\$982.00	\$8,819.58			\$3,801.88	\$357,619.25
<b>Restricted Funds:</b>										
Building Fund		\$339,464.33	\$0.00	\$60,000.00	\$0.00	\$0.00			\$3,957.05	\$343,421.38
Van Dragt Fund		\$233,960.00	\$0.00	\$250,000.00	\$49,204.00	\$65,244.00				\$184,756.00
Memorials/Tributes		\$8,540.61	\$0.00	\$295.00	\$0.00	\$15.41				\$8,540.61
2012 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$17.94				\$0.00
2013 Books & Bites at Baldwin Fundraiser		\$416.55	\$0.00	\$0.00	\$0.00	\$1,738.20				\$416.55
2015 Books & Bites at Baldwin Fundraiser		\$0.87	\$0.00	\$0.00	\$0.00	\$276.00				\$0.87
Covid Project		\$516.43	\$0.00	\$221.26	\$0.00	\$4,599.51				\$516.43
Friends	Adult Services Programs	\$3,118.53	\$1.92	\$6,530.72	\$1,705.64	\$6,377.74				\$1,414.81
	Young Adult Programs	\$2,595.81	\$0.00	\$3,475.00	\$456.67	\$3,009.93				\$2,139.14
	Youth Services Programs	\$6,549.51	\$0.00	\$6,850.00	\$564.38	\$4,688.52				\$5,985.13
	Outreach & Equipment	\$6,098.72	\$0.00	\$5,500.00	\$0.00	\$500.00				\$6,098.72
	<b>Sub-total Restricted</b>	\$601,261.36	\$1.92	\$332,871.98	\$51,930.69	\$86,447.25	\$0.00	\$0.00	\$3,957.05	\$553,289.64
<b>Rotary Room Fund</b>										
	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
<b>Ileane Thal Reference Desk</b>										
		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>Miranda Burnett Reference Desk</b>										
		\$0.00	\$5,924.45	\$5,924.45	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,924.45
<b>Total Gift and Tribute Funds</b>		\$971,307.51	\$6,017.48	\$365,295.67	\$52,912.69	\$95,266.83	\$0.00	\$0.00	\$7,758.93	\$932,171.23
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
	General Funds	\$69,011.31	\$0.00	\$0.00	\$0.00	\$1,171.93	\$12,739.19			\$81,750.50
	Adult Large Print	\$1,570.10	\$0.00	\$0.00	\$336.32	\$2,021.96	\$3,001.26			\$4,235.04
	Adult Services Department	\$15,340.44	\$0.00	\$0.00	\$32.53	\$429.22	\$5,878.13			\$21,186.04
	Adult Audio Visual	(\$6.68)	\$0.00	\$0.00	\$0.00	\$493.04	\$724.29			\$717.61
	Adult Reference	\$137.19	\$0.00	\$0.00	\$0.00	\$18,828.70	\$18,625.88			\$18,763.07
	Adult Programs	\$6,683.54	\$0.00	\$0.00	\$131.77	\$1,841.02	\$5,312.53			\$11,864.30
	Adult Architecture	\$2,454.16	\$0.00	\$0.00	\$0.00	\$0.00	\$690.53			\$3,144.69
	Youth Services Department	\$4,217.47	\$0.00	\$0.00	\$488.76	\$3,364.08	\$5,751.23			\$9,479.94
	Youth Programs (Nix)	(\$124.21)	\$0.00	\$0.00	\$0.00	\$922.14	\$512.03			\$387.82
	Professional Development	\$4,236.46	\$0.00	\$0.00	\$0.00	\$1,550.12	\$6,455.72			\$10,692.18
	Staff Appreciation	\$2,019.17	\$0.00	\$0.00	\$0.00	\$2,529.40	\$689.50			\$2,708.67
	Koschik Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$995.79			\$995.79
	<b>Sub-total</b>	\$105,538.95	\$0.00	\$0.00	\$989.38	\$33,151.61	\$61,376.08	\$0.00	\$0.00	\$165,925.65
<b>Total Endowment Investments</b>		\$1,413,888.97	\$488.70	\$29,329.00	\$0.00	\$0.00	\$0.00	\$61,376.08	\$3,570.96	\$1,349,430.63
<b>Total Endowment Funds</b>		\$1,519,427.92	\$488.70	\$29,329.00	\$989.38	\$33,151.61	\$61,376.08	\$61,376.08	\$3,570.96	\$1,515,356.28
<b>Total All Trust Funds</b>		\$2,490,735.43	\$6,506.18	\$394,624.67	\$53,902.07	\$128,418.44	\$61,376.08	\$61,376.08	\$4,187.97	\$2,447,527.51

**TRUST RECEIPTS**  
**May-21**

**Trust Money Mkt General Funds:**

Three Flags Chapter NSDAR in Honor of Deborah Thompson	\$	25.00	
Cindy Reichard in Memory of Adriana DeVogel	\$	48.60	
TCF Bank-Interest Income for May	\$	17.51	\$ 91.11

**Friends of BPL:**

- Adult Programs (Refund of tax payment on prior seed purchase)	\$	1.92	
- Teen Programs			
- Youth Programs			
- Outreach and Equipment			\$ 1.92

**Memorial/Book Fund:**

\$ -

**Miranda Burnett Youth Desk**

Jennifer Wingate	\$	97.50	
Jessica Burlingame	\$	48.60	
MacDonald Dick	\$	48.60	
Susan Smith	\$	97.50	
Alexandra Garbarini	\$	48.60	
Jamie Barwin	\$	48.60	
Diane Roegner	\$	24.15	
Michael Cook	\$	293.10	
Guy Hart and Plus Delta Partners	\$	488.70	
Goldfish Swim School Franchising, LLC	\$	97.50	
Jessica Cross	\$	73.05	
Carol Driscoll	\$	48.60	
Megan Gillick	\$	146.40	
Ralph Bergemann	\$	488.70	
Mosher Dolan	\$	244.20	
Terrill Burnett	\$	195.30	
Bill Walker	\$	24.15	
David Knight	\$	97.50	
Jonathan Burnett Knight & Daryle Butler Knight	\$	97.50	
Rebecca Burnett Journigan	\$	146.40	
Jan & Jon Bird	\$	97.50	
David Carney	\$	488.70	\$ 3,440.85
Nancy & Thomas Trimmer	\$	100.00	
Mary & Jeff Hockman	\$	100.00	
Lyn & John S. Bell	\$	100.00	
Judith Monson	\$	25.00	
Susan M. Csernits	\$	100.00	
Diane and Jarold Peck	\$	100.00	
Joan Duncan	\$	25.00	
Kay & Don Duncan	\$	200.00	
Ann & Robert Hays	\$	100.00	
Jennifer Kanefsky	\$	20.00	
Susan F. Reepeyer	\$	50.00	
Franziska I. Schoenfeld, DDS	\$	100.00	
Margaret C Griner	\$	1,000.00	\$ 2,020.00
Linnoah Bussmann	\$	97.50	
Brett Miller	\$	97.50	
Eleanor Siewert	\$	48.60	
Anne Hanna	\$	97.50	
Matt Miller	\$	97.50	
Murial Van Dyke	\$	25.00	\$ 463.60

**Trust Money Mkt Endowment Fund:**

Karen and Robert Rock for Doug Koschik Fund	\$	488.70	\$ 488.70
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**Total Receipts at TCF Bank**

**\$ 6,506.18    \$ 6,506.18**

**Raymond James**

Karen and Robert Rock for Doug Koschik Fund (from TCF)	\$488.70	\$488.70
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05/27/2021 09:47 AM  
 User: 2540  
 DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM  
 CHECK DATE FROM 05/01/2021 - 05/31/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
05/14/2021	LIBRY	5528	009126	AMAZON CAPITAL SERVICES INC	665.43
05/14/2021	LIBRY	5529	003904	CAPITAL ONE BANK	1,393.85
05/14/2021	LIBRY	5530	000902	CENGAGE LEARNING INC	24.00
05/14/2021	LIBRY	5531	001090	INGRAM LIBRARY SERVICES	64.60
05/14/2021	LIBRY	5532	000795	LIBRARY DESIGN ASSOCIATES, INC.	9,454.00
05/14/2021	LIBRY	5533	000757	SCHOLASTIC INC	236.74
05/28/2021	LIBRY	5534	009126	AMAZON CAPITAL SERVICES INC	1,298.97
05/28/2021	LIBRY	5535	009126	VOID	0.00 V
05/28/2021	LIBRY	5536	000843	BAKER & TAYLOR BOOKS	32.53
05/28/2021	LIBRY	5537	004867	BALDWIN PUBLIC LIBRARY TRUST	12.87
05/28/2021	LIBRY	5538	000902	CENGAGE LEARNING INC	203.94
05/28/2021	LIBRY	5539	004269	CENTER POINT LARGE PRINT	108.38
05/28/2021	LIBRY	5540	008419	GOLD STAR COMMERCIAL	39,750.00
05/28/2021	LIBRY	5541	004604	GORDON FOOD	44.31
05/28/2021	LIBRY	5542	001090	INGRAM LIBRARY SERVICES	194.09
05/28/2021	LIBRY	5543	000481	OFFICE DEPOT INC	90.16
05/28/2021	LIBRY	5544	000757	SCHOLASTIC INC	28.20
05/28/2021	LIBRY	5545	MISC	VIORGOLD 2 LLC	300.00

LIBRY TOTALS:

Total of 18 Checks:	53,902.07
Less 1 Void Checks:	0.00
Total of 17 Disbursements:	53,902.07