

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

AUGUST 16, 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

Building and Finance
Committees

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Term expires 2021

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Committees

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Term expires 2023

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Personnel, and
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Term expires 2021

Communications and
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Committees

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Term expires 2021

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Strategic Planning
Committees

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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, August 16, 2021 at 7:30 p.m.

Rotary Tribute & Donor Rooms

The highly transmissible COVID-19 Delta variant is spreading throughout the nation at an alarming rate. As a result, the CDC is recommending that vaccinated and unvaccinated personnel wear a facemask indoors while in public if you live or work in a substantial or high transmission area. Oakland County is currently classified as a substantial transmission area. The City has reinstated mask requirements for all employees while indoors. The mask requirement also applies to all board and commission members as well as the public attending public meetings.

Agenda

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

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

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

I. Consent Agenda

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

- A. Approval of July 19, 2021 Board Meeting Minutes p. 7
- B. Approval of August 9, 2021 Special Board Meeting Minutes p. 11
- C. Approval of July 2021 vendor payments in the amount of \$86,935.32,
including payments in excess of \$6,000. p. 13
- D. Approval of total expenses in the amount of \$249,824.14. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 33
- D. Upcoming events of interest (Rebekah Craft) p. 44

III. Board Committee Reports	
A. Finance Committee (Frank Pisano)	p. 16
B. Building Committee (Jim Suhay)	p. 19
Suggested motion: Motion to approve a payment of up to \$_____ to _____ in order to develop a conceptual/schematic design for the renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 901.0600 (Architectural Services)	p. 21
IV. Library Report– Rebekah Craft	p. 27
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 38
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	
A. 2022 Calendar	
Suggested motion: Motion to approve the 2022 Library calendar as found on page 41 of the August 2021 Board packet and to close the Library on Sunday, December 26, 2021.	p. 40
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 44
B. 'Learn.Connect.Discover.' August 2021 Newsletter	p. 46
C. <i>Hometown Life</i> , "Birmingham's Baldwin Public Library will not charge overdue fines on returned books"	p. 50
D. <i>Hometown Life</i> , "Incumbents not seeking reelection in Birmingham as filing deadline arrives"	p. 52

- E. *The Oakland Press*, "Public invited to learn about next phase of Birmingham construction" p. 53
- F. *Marketplace Morning Report*, "It checks out – libraries are an 'investment that's well worth it'" p. 55
- G. *American Library Association* press release, "ALA adopts new Code of Ethics principle on racial and social justice" p. 57
- H. *Forbes*, "Libraries Across the United States Are Ending Fines for Overdue Books" p. 60
- I. DEI Scorecard for Library and Information Organizations p. 62

X. General Public Comment Period

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

XI. Adjournment

The next regular meeting of the Library Board will be on Monday, September 20, 2021 at 7:30 p.m.

Motion: *To adjourn the August 16, 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 session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
July 19, 2021**

Call to Order and Roll Call:

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

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

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: Three, 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 expressed her excitement about Library outreach efforts in the community, the upcoming expansion of the Idea Lab [into the previous Computer Lab space], and the creation of a Mobile Computer Lab to better respond to the needs of the public. She noted the success of Library program volume and participation in this previous fiscal year compared to the target goal, with 20,611 people participating in 760 programs in 2020-2021. She also noted the recent success of the Friends with their pop-up book sale and book sale tables.

Mark will be meeting with new Birmingham Public Schools Superintendent Dr. Embekka Roberson to discuss the various resources and modes of support that the Library can offer. Mark has also been visiting the senior living center at The Sheridan to help reorganize their Library, exchanging old materials for new.

Mark noted the positive state of Baldwin's finances. She thanked the Board and Library staff for their time and effort, and the community for their support of ongoing efforts at Baldwin.

Board comments: Rock commented on the positive reaction friends of hers had to news that Baldwin is now fine-free, which they read in the Birmingham-Bloomfield Eagle.

Staff Anniversaries: Pisano recognized the following staff anniversary: Rebekah Craft (6 years of service).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 44-45 of the July Board packet. These events will be held virtually until further notice. An open house will be held on Sunday, September 26, from 2:00 to 4:00 p.m. to celebrate the retirement of Doug Koschik, the opening of the new Youth Room, the Van Dragt Trust donations, the installation of the Michigan Spring sculpture, and Martha Baldwin's induction into the Michigan Women's History Hall of Fame. Melissa Mark, Karen Rock, and Jennifer Wheeler volunteered to help plan the event.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, July 12 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 14 of the July Board packet.

The next meeting of the Finance Committee will take place on Monday, August 9, 2021, 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.

Building Committee:

Suhay reported that the Building Committee met on Tuesday, July 13 in the Delos Board Room. Present were Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on pages 17 of the July Board packet.

Craft elaborated on the recommended expenditures from the Van Dragt Trust to purchase 2nd level office furniture, a table for the Delos Board Room, and executive board room chairs. The total cost for these items, based on a quote from ISCG, is \$30,656.27. A motion to approve these expenditures will be heard during the following Trust Meeting.

The next meeting of the Building Committee will be held on Wednesday, August 4 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 19-42 of the July Board packet.

Craft reported on the FY 2020-2021 Key Metrics Dashboard. The report on this data can be found on page 20-22 of the July Board packet. Programs, wireless sessions, gate count, and volunteer hours are all expected to increase in the next fiscal year, as they were off target due to the COVID-19 pandemic and closure of the building. Other metrics were on-target for the fiscal year.

In a softening of the Library's COVID-19 response measures, lounge seating and study tables have returned to the Library. Staff have returned to their original work spaces. Room rentals have resumed for the general public.

The Eick Family has donated \$500 to fill the large planter outside of the front entrance with flowers, which they contribute annually in memory of their parents, Raymond and Margarita Eick.

Baldwin Librarians may now certify the eligibility of applicants to the National Library Service for the Blind and Print Disabled (NLS). NLS has implemented this change to eligibility requirements to make this process easier for those with vision-related disabilities.

In staffing updates, Sheila Sweeting has been hired as a Technical Services Assistant II. David Dapkus (Circulation) will begin training in Technical Services for four to eight hours a week. Matthew Weerakoon, Idea Lab Technology Assistant, will return to University of Michigan in fall, and will return during winter and summer breaks. A job opening has been posted to fill this position.

Library management have completed employee performance evaluations and employees have completed self-assessments. Craft noted the self-assessments included the question, "If you were the Library Director, what would be on your priority list for the coming year?", which she will use as a focus list over the coming year. Answers to this question included prioritizing the safety of staff and patrons, navigating through the end of the pandemic, and transitioning back into regular services; updating Library technology infrastructure; restocking the vending machines (which have since been restocked); exploring new online services and programming in the event of future extended closures; and updating the wage structure for employees (staff will receive a merit-based wage increase this year).

The Library's phone and voicemail system were updated last week, with outdated handsets being replaced.

Miller reported the IDEA Taskforce has continued their monthly thematic structure for Library book displays and programming, with Baldwin Supports Our Troops in July and Women in Translation for August. The staff book club will begin again on July 21, reading *From the Desk of Zoe Washington* in coordination with the documentary *The Innocence Files*.

The 2021 Summer Reading Program is ongoing until August 8. 508 people have registered, who have earned 3,861 Beanstack badges and recorded 5,457 books read.

Miller continues working with graphic designer Michelle Hollo on promotional materials, including summer issues of Learn.Connect.Discover., Summer Reading Program material, and a flyer for the Idea Lab's vinyl cutting services, among other items.

A press release was sent out regarding Baldwin's move to fine-free operations, which was reported on by several local newspaper and media publishers. These articles can be found in the Information Only section of the July Board packet.

Birmingham's Little Free Libraries have been filled with deselected materials from the Library. The Community Partnerships Working Group is finalizing details for a "welcome packet" to be distributed to community partners.

The Youth Room ceiling began leaking during heavy rain and the roof was patched in four places. Since those repairs, leaks have not been evident.

The Idea Lab will expand into the former Computer Lab space. Computer programs will continue with a new mobile computer lab, consisting of a set of laptops, which will allow for computer instruction inside or outside of the Library.

Craft provided a detailed progress report of Library accomplishments and updates to the FY 2020-2021 Baldwin Public Library Action Plan. Craft notes the Strategic Planning Committee's goal for the upcoming fiscal year is to fully update this action plan to address the current needs of the community public. Full details of this report can be found on pages 33-42 of the July Board packet.

5. Liaisons

Friends: No Friends liaison was present, however, Miller reported that the Friends received \$2,374 in donations in June from book sale tables in the Grand Hall. There are currently book sale tables set out across from the Hot Picks section near the front entrance.

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 43-64 of the July Board packet.

10. General Public Comment Period: None.

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 8:35 p.m. The next regular meeting is scheduled for Monday, August 16, 2021, at 7:30 p.m in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date



**BALDWIN PUBLIC LIBRARY MINUTES,
SPECIAL MEETING
AUGUST 9, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Melissa Mark at 7:00 p.m.

Library Board present: Melissa Mark, Frank Pisano, Jennifer Wheeler, Karen Rock, Jim Suhay.

Absent and excused: Ashley Aidenbaum

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Kristen Tait, Head of Circulation.

Members of the public present: One, via Zoom.

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

1. Presentations by Three Architectural Firms:

Presentations were made by each of three firms: Merritt Cieslak Design, Luckenbach Ziegelman Gardner, and NSA Architecture. Each firm was given a forty-five minutes to present and field questions from the Board and members of the public. Board members asked the following questions of each firm.

Suhay: How would you describe your experience in designing libraries and how has that differed from other projects?

Pisano: What are the important issues, considerations, and challenges of this project?

Rock: What are some of the concerns unique to designing a flexible entrance space? How would you address those?

Wheeler: Do you have an example of a past project with difficult space constraints? How did you satisfy the client's needs?

Mark: Please provide an example of a situation that went poorly with a client. How were you able to resolve it?

Suhay: How will you make sure that your final design incorporates the functional requirements of the project (e.g. intuitive flow, ADA-compliance, safety concerns, noise control, sightlines, lighting, etc.)? How do you go about incorporating changes from clients when the changes they request conflict with your overall vision?

Pisano: How can library staff be helpful to you in the design process?

After the three presentations, Suhay commented that because the bids are relatively close, he believes choosing the best architect should be the primary factor in the selection process.

2. General Public Comment Period: None.

3. Adjournment:

Motion to adjourn the meeting.

1st Pisano
2nd Wheeler

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

Nays: None.

Absent and excused: Aidenbaum

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:38 p.m. The next regular meeting is scheduled for Monday, August 16, 2021, at 7:30 p.m in the Rotary Tribute and Donor Room. Selecting the architect for the Phase 3 Schematic/Conceptual work will be done at this meeting.

Jennifer Wheeler, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	6,651.16
	009202	AQUARIUM DESIGN INC	200.00
	000843	BAKER & TAYLOR BOOKS	7,856.21
	003904	CAPITAL ONE BANK	4,003.72
	004269	CENTER POINT LARGE PRINT	54.54
	000627	CONSUMERS ENERGY	878.00
	000575	DEMCO, INC	124.18
	001090	INGRAM LIBRARY SERVICES	8,455.91
	008827	KANOPY, INC	612.00
	007927	MICHELLE HOLLO	341.25
	000639	MICHIGAN LIBRARY ASSN	85.00
	002013	MIDWEST TAPE	8,630.19
	001194	NELSON BROTHERS SEWER	1,387.00
	000481	OFFICE DEPOT INC	241.68
	006785	OVERDRIVE, INC.	14,936.66
	000158	VERIZON WIRELESS	103.35
280229	001612	BIRMINGHAM ROTARY CLUB	490.00
280313	000639	MICHIGAN LIBRARY ASSN	2,047.28
280315	006349	MIDWEST COLLABORATIVE	125.00
280392	MISC	BERKLEY PUBLIC LIBRARY	11.98
280400	003904	CAPITAL ONE BANK	100.00
280407	007615	CINTAS CORPORATION-K11	209.05
280423	004493	ELITE IMAGING SYSTEMS	1,051.60
280427	000585	FARMINGTON COMM. LIBRARY	4,500.00
280433	000249	GUARDIAN ALARM	232.41
280468	000481	OFFICE DEPOT INC	149.76
280494	003703	AT&T MOBILITY	87.40
280496	008309	ABSOLUTE LOCKSMITHS	230.00
280497	007745	ALL COVERED	1,608.00
280567	MISC	MCMASTER-CARR	128.21
280570	008336	NBS COMMERCIAL INTERIORS	792.00
280588	009026	WELLS FARGO VENDOR FIN SERV	677.87
280592	006638	ACTION MAT & TOWEL RENTAL	61.50
280621	009024	THE D.M. BURR GROUP	3,221.32
280624	000179	DTE ENERGY	8,584.62
280626	008164	GARY EISELE	62.68
280632	000585	FARMINGTON COMM. LIBRARY	2,094.52
280639	006666	GRID 4 COMMUNICATIONS INC.	275.34
280644	007211	HOME DEPOT CREDIT SERVICES	189.06
280653	MISC	LAURA WERRY	15.65
280674	000678	OCLC, INC.	306.83
280676	MISC	OGEMAW DISTRICT LIBRARY	20.00
280684	003218	PROQUEST-CSA LLC	2,596.40
280689	006932	SALINE DISTRICT LIBRARY	28.99
280711	007907	SP+ CORPORATION	1,850.00
4003	000517	BEIER HOWLETT P.C.	627.00
4066	009126	AMAZON CAPITAL SERVICES INC	0.00

Register of Claims

Page: 2/2

Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
Total:			86,935.32

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

August 2021 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, August 9, 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 and 2021-22 budgets; revenues and expenses are still changing from last FY.
 - Large expenditures over \$6000 were made from Midwest Tape, Baker & Taylor, Overdrive, Ingram, Amazon, Farmington Community Library/MetroNet, and DTE Energy.
 - The yearly landscaping bill paid to the City of Birmingham was \$2100.
 - The Library received the FY2020-21 penal fine payments from the state in the amount of \$62,418.
 - The Library will see a reduction in parking expenses this year as it was able to secure additional monthly parking passes for employees working more than 20 hours per week. This will amount to less than the daily parking rates that were previously paid.
- The committee discussed the annual merit-based raises, making a recommendation of 2.5-3.5% wage increases, plus salary range adjustments.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. All expenditures this month supported programming and presenter fees, including Summer Reading. Book Sale donations totaled \$2452.81.
- The next meeting of the Finance Committee will take place on Monday, September 13, 2021, at 4:00 p.m. in the Delos Board room.

FINANCIAL REPORT: July 2021

This report references the Revenue and Expense Report 2021-22, found on the following page. At 8.33% of the way through fiscal year 2021-2022, the Library has spent 5.9% of its budget and received 0.4% of its revenue. By this point of the year, the Library was budgeted to have spent 8.3% of its budget and to have received 8.3% of its revenue.

Three pay periods were recorded in July.

Vendor payments in excess of \$6,000:

Overdrive (Electronic Materials)	\$	14,936.66
Midwest Tape (Audio Visual Materials)	\$	8,630.19
DTE Energy	\$	8,584.62
Ingram Library Services (Print Materials)	\$	8,455.91
Baker and Taylor Books (Print Materials)	\$	7,856.21
Amazon Capital Services (Idea Lab, Supplies and Books)	\$	6,651.16
Farmington Community Library (Annual Dues, Creative Bug, Ancestry.com)	\$	6,594.52
Total vendor payments in excess of \$6,000	\$	61,709.27
Balance of vendor payments less than \$6,000	\$	25,226.05
Total vendor payments	\$	86,935.32

City of Birmingham allocations:

Payroll Period Ending 06/26/21	\$	88,416.56
Payroll Period Ending 07/10/21	\$	83,077.24
Employee Health Care Payroll Deduction 07/10/21	\$	(676.96)
Payroll Period Ending 07/24/21	\$	84,643.94
Payroll Accrual/Misc Adjustments for FY End 2021	\$	(118,324.40)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	151,333.13

BS&A Software Charge (acct 811.0000)	\$	248.19
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 957.0400)	\$	466.67
Total City of Birmingham allocations	\$	160,788.82

Reconciling adjustments:

Landscaping Services	\$	2,100.00
Total Recon Adjustments	\$	2,100.00

Total expenses for the month	\$	249,824.14
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
July 2021

	Approved 2021-2022 Budget	Current Month Budget July 2021	Current Month Actual July 2021	Variance For Month	Y-T-D Budget 2021-2022	Y-T-D Actual 2021-2022	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2020-2021	% Received/ Spent Prior Y-T-D
REVENUES										
TAXES	\$3,646,550	\$303,879	\$0	(\$303,879)	\$303,879	\$0	(\$303,879)	0.0%	\$3,532,911	99.6%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$1,250)	\$0	\$1,250	0.0%	(\$350)	2.3%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$15,459	\$7,126	\$8,333	\$15,459	\$7,126	15.5%	\$0	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$965,715	\$80,476	\$0	(\$80,476)	\$80,476	\$0	(\$80,476)	0.0%	\$0	0.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$2,057	\$274	\$1,783	\$2,057	\$274	9.6%	(\$67)	-0.1%
INVESTMENT INCOME	\$30,000	\$2,500	\$0	(\$2,500)	\$2,500	\$0	(\$2,500)	0.0%	(\$56)	-0.1%
TOTAL REVENUE	\$4,748,665	\$395,722	\$17,516	(\$378,206)	\$395,722	\$17,516	(\$378,206)	0.4%	\$3,532,437	75.2%
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$151,333	(\$71,366)	\$222,699	\$151,333	(\$71,366)	5.7%	\$159,269	6.3%
SUPPLIES	\$119,500	\$9,958	\$10,211	\$252	\$9,958	\$10,211	\$252	8.5%	\$8,756	8.2%
CONTRACTED SERVICES	\$383,830	\$31,986	\$20,085	(\$11,900)	\$31,986	\$20,085	(\$11,900)	5.2%	\$16,013	5.5%
TECHNOLOGY & MAINTENANCE	\$149,784	\$12,482	\$1,825	(\$10,657)	\$12,482	\$1,825	(\$10,657)	1.2%	\$1,506	1.1%
UTILITIES	\$96,000	\$8,000	\$9,463	\$1,463	\$8,000	\$9,463	\$1,463	9.9%	\$8,502	8.9%
OTHER CHARGES	\$82,260	\$6,855	\$10,284	\$3,429	\$6,855	\$10,284	\$3,429	12.5%	\$7,142	8.6%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$1,387	(\$3,971)	\$5,358	\$1,387	(\$3,971)	2.2%	\$149,447	29.7%
COLLECTIONS	\$640,700	\$53,392	\$45,236	(\$8,155)	\$53,392	\$45,236	(\$8,155)	7.1%	\$50,624	7.7%
TOTAL EXPENSES	\$4,208,764	\$350,730	\$249,824	(\$100,906)	\$350,730	\$249,824	(\$100,906)	5.9%	\$401,259	9.1%
VARIANCE	\$539,901	\$44,992	(\$232,308)	(\$277,300)	\$44,992	(\$232,308)	(\$277,300)			
FUND BALANCE-BEGINNING OF YEAR									\$1,219,311.08	
FUND BALANCE-CURRENT									\$987,003.06	

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 \$3,646,550 in Birmingham tax revenue, \$3,018,212 is for operating expenses, and \$628,338 is for funding the Youth Room expansion and renovation.

Building Committee Agenda

The Building Committee of the Baldwin Public Library met on Wednesday, August 4, 2021 at 4:00 p.m. in the Delos Board Room, with a Zoom option for guests. Present: Melissa Mark, Frank Pisano, Jim Suhay, Rebekah Craft and Jaclyn Miller, along with two members of the public.

Building Updates/Issues

- Installation of drinking fountain/bottle filler is complete.
- Building windows will be washed on August 11.
- Drywall has been repaired under the ceiling leak in the Youth Room. Painting will be completed at the end of this week.
- New and improved brighter bulbs are going into the existing cans around the play area to add more light. We will add additional cans if necessary after that adjustment.
- Staff office – Jeff will be filling in the hole in the glass wall between the wall, ceiling cove and brick to help reduce noise in the space. We will use Trust funds to pay for this fix.
- Discovery Room – Jeff will be researching sound dampening panels to reduce the noise in the room that spills into the Youth Room. We will use Trust funds to pay for this fix.
- Jaclyn has ordered foam tape to place on the limestone wall edges in the Discovery Room so that children do not get injured on the wall.

Phase 3: Architectural bids

- The Committee discussed the three bids received for the Phase 3 renovations and agreed to ask each firm the same set of questions. Craft will develop the questions, have the Board members review the questions, and then issue the questions to all architects via the Board packet on Friday, August 6.
- Rebekah will be checking references before the special meeting/interviews at the request of the committee.
- For future consideration, the Library will ask that dates of completion on previous projects are included in bids.

Youth Room Expanded Garden

- Three C's Landscaping completed a walk through with Craft on August 4 and has openings for installation at the end of October or in spring 2022. The representative noted that plant selection might not be as good in the fall, but it is a good time to plant grass and sod
- Great Oaks has scheduled a walk through on August 11 and has openings for installation at the end of September onward.
- Goldner Walsh, who previously installed the landscaping on the north side of the building, is unable to provide a quote and plans until November or start work until 2022
- DPW staff recommend removing both crabapple trees on the west end because one is not healthy and because both trees will be messy in a grassy area.

Discussion of Expenditures with the Van Dragt Trust Donation

- Office Furniture
 - Carpet installation is scheduled for August 30-September 4
 - Office furniture installation is scheduled for September 7-10
 - Miller will work with LDA to relocate the Board Room tables to their new locations. This will be an extra charge. The existing tables are being repurposed in the Staff

Work Room and Director's Alcove

- Grand Hall periodical shelving is delayed due to steel shortages
- Jeanne Lloyd room chairs shipping this month
- Jeanne Lloyd room tables shipping in November

The next meeting will be held on Wednesday, August 25, 2021 at 2:00pm

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

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.

Steven G. Schneemann, RA, LEED

07/19/2021

PREPARED BY
(Print Name)

DATE

Firm Principal

07/19/2021

TITLE

DATE



ss@mcdarchitects.com

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

Merritt Cieslak Design, PLC

COMPANY

33610 Grand River Ave. Farmington, MI 48335 248-427-0007

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

ATTACHMENT C - COST PROPOSAL

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

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:

COST PROPOSAL	
ITEM	BID AMOUNT
Fixed Fee Proposal for Conceptual/Schematic Design	\$ 45,000
Miscellaneous (Attach Detailed Description)	\$ 0
GRAND TOTAL AMOUNT	\$ 45,000

Firm Name Merritt Cieslak Design, PLC

Authorized signature  Date 07/19/2021

ATTACHMENT B – BIDDERS AGREEMENT
For Expansion/Renovation of Front Entry and Circulation Area
of Baldwin Public Library

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.

Robert L. Ziegelman, FAIA

July 20, 2021

PREPARED BY
(Print Name)

DATE

Principal

July 20, 2021

TITLE

DATE



rzeigelman@lzarch.com

AUTHORIZED SIGNATURE

EMAIL ADDRESS

Luckenbach|Ziegelman|Gardner Architects, PLLC

COMPANY

555 S. Old Woodward, Suite 27L
Birmingham, MI 48009

248.644.0600

ADDRESS

DATE

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NAME OF PARENT COMPANY

PHONE

--

ADDRESS

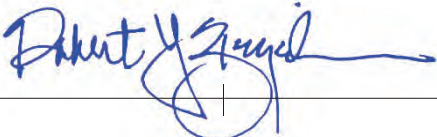
ATTACHMENT C – COST PROPOSAL
For Expansion/Renovation of Front Entry and Circulation Area
of Baldwin Public Library

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:

COST PROPOSAL	
ITEM	BID AMOUNT
Fixed Fee Proposal Conceptual/Schematic Design	\$ 45,640.00 _____
Miscellaneous (Attach Detailed Description)	
GRAND TOTAL AMOUNT	\$ 45,640.00 _____

Revised:
July 20, 2021
12:45 pm
RLZ

Firm Name Luckenbach/Ziegelman/Gardner Architects PLLC

Authorized Signature  Date July 20, 2021



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

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.

Brooke Smith, AIA, NCARB, LEED AP

July 20, 2021

PREPARED BY

DATE

Associate Principal

July 20, 2021

TITLE

DATE


AUTHORIZED SIGNATURE

bsmith@nsa-architecture.com

E-MAIL ADDRESS

NSA Architecture

COMPANY

23761 Research Drive, Farmington Hills, MI 48335

248.477.2444 / c 248.310.1997

ADDRESS

PHONE

Nordstrom-Samson Associates

248.477.2444

NAME OF PARENT COMPANY

PHONE

23761 Research Drive, Farmington Hills, MI 48335

ADDRESS

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

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:

COST PROPOSAL	
ITEM	BID AMOUNT
Fixed Fee Proposal for Conceptual/Schematic Design	\$ 36,700.00
Miscellaneous (Attach Detailed Description)	\$ 0.00
GRAND TOTAL AMOUNT	\$ 36,700.00

Firm Name NSA Architecture

Authorized signature  Date July 20, 2021

COST PROPOSAL

NSA proposes to provide the Scope of Services as outlined in the Request for Proposal and in accordance with the enclosed Work Plan for a fixed-fee in the amount **Thirty Six Thousand Seven Hundred Dollars (\$36,700)**, including all consultant and project related expenses.

As a leading architectural firm, NSA strives to provide our clients with a range of high value services that provides a balance between your specific planning needs and your financial constraints. Please know that we are fully prepared to work with you to adjust the scope of services and fee as needed to solidify our working relationship. Please consider this the beginning of the conversation.

As a value-added proposition, should the Library elect to move forward with the implementation of the project at the conclusion of the Schematic Design Phase, if selected for the Final Design Phase, NSA will credit 50% of the Schematic Design Phase fee toward the cost of the Final Design Services for the completion of the project.

LIBRARY REPORT

Key Metrics Dashboard

Diversity & Inclusion

Services and Programs

Financial Stability

Marketing and Public Relations

Personnel and Organization

Community Relationships and Partnerships

Facilities and Technology

Expenditures from FOBPL Donations

Strategic Plan Status Report

Key Metrics Dashboard: July 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q1 Target
Financials					
Revenues	\$ 17,516	\$ 3,556,646	\$ 17,516	\$ 3,556,646	
Expenses	\$ 249,824	\$ 399,241	\$ 249,824	\$ 399,241	
Circulation					
Circ (Charges & Renewals)	52,609	36,343	52,609	36,343	103,094
Self-Check Usage	21.5%	34.4%	21.5%	34.4%	
% of Circ by Residents*	92.1%	96.8%	92.1%	96.8%	92.0%
% of Circ by Non-Residents	7.9%	3.2%	7.9%	3.2%	8.0%
Interlibrary Loans					
Items borrowed	915	-	915		
Items loaned	758	-	758		
Technology Usage					
Database Sessions	2,333	1,805	2,333	1,805	4,847
Downloadable Content	11,624	12,988	11,624	12,988	31,741
Public Computer Usage	286	459	286	459	
Wireless Sessions	5,287	4,743	5,287	4,743	15,000
Program Attendance					
Program Attendance for Adults	386	134	386	134	
# of Programs for Adults	18	27	18	27	
Program Attendance for Teens	125	46	125	46	
# of Programs for Teens	5	5	5	5	
Program Attendance for Youth	1,308	122	1,308	122	
# of Programs for Youth	36	35	36	35	
Computer Classes	12	47	12	47	
# of Computer Programs	3	7	3	7	
Online Video Views	67	448	67	448	
Idea Lab Certifications	-	-	-		
Idea Lab Visits	-	-	-		
Total Program Attendance	1,898	797	1,898	797	4,421
Total # of Programs	62	74	62	74	175
Outreach Attendance	-	-	-		
# of Outreach Programs	-	-	-	144	
Gate Count	12,598	8,289	12,589	8,289	46,107
Volunteer Hours	21	3	21	3	173
Social Media New Users					
Website Hits/Pageviews	20,734	22,844	20,734	22,844	65,121
e-Newsletter Subscribers	-14	-44	11448	11558	11000
Facebook Page Likes	9	15	2638	2474	2652
Twitter Followers	-2	5	1318	1298	1349
Instagram Followers	22	26	1896	1606	1906

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

Strategic Plan Status Report

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

Diversity and Inclusion

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

The IDEA Committee met on August 11. The group will continue to meet monthly 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. In August we celebrate and promote Women in Translation, which highlights authors who have works which have been translated from their original languages. Only 3% of the books published in the U.S. in a year are translations, and fewer than 30% of those are by women. In September we will highlight Hispanic Heritage Month
- On July 20, staff discussed the book [From the Desk of Zoe Washington](#) by Janae Marks, along with the resource guide that was shared with staff, with supplementary podcasts, articles and documentary information. Our next discussion will be November 3, and we will read [The Firekeeper's Daughter](#) by Angeline Boulley
- Developing guidelines to consider while Library policies are being reviewed and updated, to ensure they are inclusive for all users and staff.
- Grading the Library's DEI practices following the DEI Scorecard for Library and Information Organizations, developed by the ALA Committee on Diversity. To see the full document, look at page 62 in the August Board Packet.
- 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.



Services and Programs

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

2021 Summer Reading Program: Tales and Tails

Our annual summer reading program wrapped on August 8. 557 people registered for the program; a full report of the program will be provided in September.

Mobile Laptop Computer Lab

The overwhelming popularity of our Idea Lab space has created a wonderful opportunity! We'll be transitioning the former computer lab into a bigger space for the Idea Lab. This means that we'll be able to create a mobile computer lab. The mobile computer lab will be used to host our popular technology classes beyond the physical library space. The new lab will consist of 6 student computers, all equipped with the Microsoft Office suite and the full Adobe suite. We're already planning quarterly classes at one of our senior living communities: All Seasons. We will also look at hosting classes at the Sheridan.

Learning in Retirement

Learning in Retirement will also return in September with a hybridized setup. There will be an in-person weekly meeting for the local attendees and a Zoom attendance option for our participants who live out of state during the colder months.

Workforce Development Starter Collection

As part of the workforce development support focus in the CARES and LSTA Acts, the Library of Michigan provided Baldwin with a free starter collection of 22 workforce development print titles. These items have been added to our Career collection and include titles relating to career change, entrepreneurship, job hunting, job skills, leadership, legal issues, resume writing and interviewing skills, workforce education, and workplace environment.

COVID-19 Response

We continue to encourage visitors to wear masks, due to the number of children who visit who do not yet qualify for vaccinations. Staff are still required to wear masks in public areas of the building, and are deciding department by department whether or not to wear masks while in their office workrooms. Soft seating has been reintroduced to all areas of the building and chairs have been placed at all study tables throughout the building. The few pieces of furniture still in storage require additional shifting of material and will be replaced on a rolling basis.

Newspapers are back on the shelves in the Grand Hall, but patrons are invited to continue reading them outdoors, in Shain Park or out onto the terrace; signage is posted to that effect.

Financial Stability

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

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.



Miranda S. Burnett Youth Reference Desk

Family and friends of Miranda Burnett donated money in her memory to purchase the naming rights for the Youth Reference Desk in the newly expanded Youth Room, which opened in August 2020. Burnett's daughter Elizabeth Burnett worked closely with Library Director Rebekah Craft to secure the naming rights. Bill Burnett Sr. and Bill Burnett Jr. stopped by the Library to

view the desk in person and are shown standing with Stephanie Klimmek and Susan Dion.

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.

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 July 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.

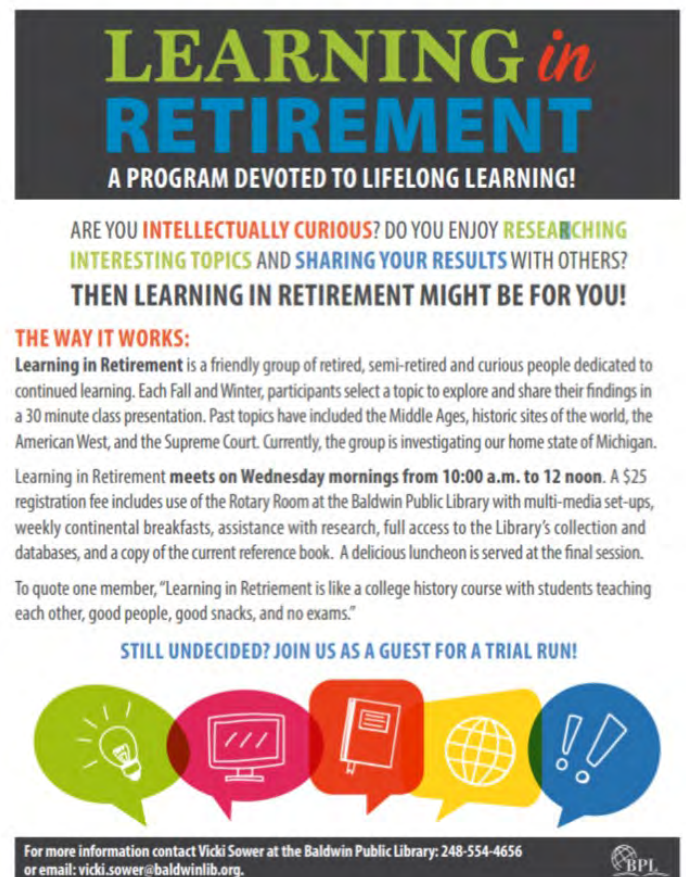
Marketing

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
- Display signage
- COVID signage updates
- Program promotional posters and flyers
- Shelving labels
- Updated Learning in Retirement promotional flyer

Press Releases

Miller sent a press release to announce the naming of the Miranda S. Burnett Youth Reference Desk.




LEARNING in RETIREMENT
A PROGRAM DEVOTED TO LIFELONG LEARNING!


ARE YOU **INTELLECTUALLY CURIOUS**? DO YOU ENJOY **RESEARCHING INTERESTING TOPICS** AND **SHARING YOUR RESULTS** WITH OTHERS?
THEN LEARNING IN RETIREMENT MIGHT BE FOR YOU!

THE WAY IT WORKS:
Learning in Retirement is a friendly group of retired, semi-retired and curious people dedicated to continued learning. Each Fall and Winter, participants select a topic to explore and share their findings in a 30 minute class presentation. Past topics have included the Middle Ages, historic sites of the world, the American West, and the Supreme Court. Currently, the group is investigating our home state of Michigan. Learning in Retirement **meets on Wednesday mornings from 10:00 a.m. to 12 noon**. A \$25 registration fee includes use of the Rotary Room at the Baldwin Public Library with multi-media set-ups, weekly continental breakfasts, assistance with research, full access to the Library's collection and databases, and a copy of the current reference book. A delicious luncheon is served at the final session. To quote one member, "Learning in Retirement is like a college history course with students teaching each other, good people, good snacks, and no exams."

STILL UNDECIDED? JOIN US AS A GUEST FOR A TRIAL RUN!

For more information contact Vicki Sower at the Baldwin Public Library: 248-554-4656 or email: vicki.sower@baldwinlib.org.





Personnel and Organization

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

Volunteer Hours

20 volunteer hours were utilized in the month of July.

Communications with Staff

A Virtual all-staff meeting was held on August 4. The next meeting will be held on September 14.

Staff Anniversaries

Linda Beyer, Circulation Assistant II, reached 12 years of service on August 10.

Paul Gillin, Bookkeeper, reached 8 years of service on August 16.

Mick Howey, Adult Services Librarian reached 4 years of service on August 5.

Tony Lowe, Circulation Assistant I, reached 16 years of service on August 2.

Kathleen McBroom, Substitute Adult Services Librarian, reached 4 years of service on August 4.

Terry Meyer, Youth Services Library Assistant, will reach 9 years of service on August 27.

Daniel Patton, Substitute Adult Services Librarian, will reach 4 years of service on August 18.

Kristen Tait, Head of Circulation Services, reached 20 years of service on August 15.

Nicholas Tupper, Idea Lab Assistant, reached 3 years of service on August 6.

Sarah von Oeyen, Substitute Librarian, reached 9 years of service on August 6.

Staffing Updates

With the departure of Matthew Weerakoon, the Idea Lab had an opening for an assistant. Interviews were conducted on Thursday, August 5 and our new staffer will be named in the next week.

Our congratulations to Olivia Reeves of the Circulation Department, who just accepted a job at Massachusetts General Hospital in Boston. Her departure creates an opening in the Circulation Department, which has been posted.

We will also be posting an opening for an Operations Assistant to help with meeting rooms and light cleaning in the evenings and on weekends.

Community Relationships and Partnerships

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

City of Birmingham

Craft has attended weekly City of Birmingham staff meetings. The meetings are now being held via Zoom. Miller submits content for the monthly newsletter and Craft submits an update to the City Manager to be discussed as part of his report during the last Commission meeting of each month.

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 contract communities.

Library staff will host an info booth and game at the inaugural Bingham Farms Family Fest on Saturday, August 16 from 11am-3pm.

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 to request the book and join the meeting.

Eye on Oakland

Rebekah appeared on a recent episode of Eye on Oakland with Chuck Moss. The episode will be airing on BCTV and is available to watch online. Idea Lab staff created a laser cut wood logo to present to Chuck Moss during the program.



All Seasons of Birmingham

All Seasons hosted a well-attended book club that was moderated by Baldwin librarians. This was interrupted during the pandemic, but will be returning in September of 2021.

Birmingham Museum

On August 4, H Jennings and Megan Novak met with Leslie Pielack and Donna Cascarelli of the Birmingham Museum to discuss joint programming opportunities. In October, we will resume our Thursdays with the Birmingham Museum lectures. Leslie Pielack, and her team, will be presenting a lecture on local Birmingham history on the first Thursday of each month. The first presentation will be on the Utter Murders on October 7, at 7:00 p.m..

Birmingham Rotary Club

Craft continues to attend weekly Rotary Club meetings. The Rotary Club is meeting in the Jeanne Lloyd Room this summer until a permanent meeting location can be arranged.

Friends of the Baldwin Public Library

The Friends of the Library continue to sell deselected and previously donated materials from tables in the lobby near the Hot Picks shelves. In an effort to clear out material from storage, a by-donation book sale was held in the Rotary Room on July 23-26. In all, book donations totaled \$2452.81 in July. Meetings are on hiatus until September.

Birmingham Community Schools

Superintendent Embekka Roberson and five administrators from the Birmingham Public Schools met at the Library on August 9 for a staff meeting. After their meeting, Craft gave the members of the team a tour of the Library and shared resources that would be valuable to students, parents, and employees in the district. Stephanie Klimmek and Elisabeth Phou will continue to work closely with the school librarians in an effort to provide support to the district.

Statewide Millage Campaigns, August Elections

There were 6 library millages on ballots in the August election, 4 of which passed – Glen Lake, Saugatuck, Westland and Dearborn. Kent District in Nelson Twp. And Chesterfield Twp. – both increases – failed. All on the ballot were increases, increase/renewal or new.

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.

Polaris

In August Baldwin will upgrade its Polaris library system to version 7.0. Version 7.0 sees major updates to Leap, the web-based version of Polaris, that will bring its functionality closer to parity with the Polaris client. After the upgrade, staff will be able to catalog titles online, as well as view, edit, and pay invoices. Staff will now also have the ability to modify the due dates of multiple items at once.

Window Washing

Annual window washing was completed on Wednesday, August 11.

Fire Extinguisher Inspection

Annual inspection and replacement of necessary fire extinguishers took place on August 4.

Water Bottle Refill Station

The new water bottle refill station has been installed on the Main level of the library, at the top of the stairs near the front entrance. We're excited to offer this eco-friendly option to our visitors and staff.



Idea Lab

Update from Jeff:

The Idea Lab continues to flourish as the summer progresses. We are tremendously excited to begin our expansion into the adjacent room. The additional space will be as valuable as any tool or equipment we have yet acquired.

For the first time in our history, after the expansion is complete we will be able to accommodate a comparatively sizable number of patrons at a single time, easily allowing each of our key machines to be in operation simultaneously. We're also using the additional space to introduce new equipment and services that would have previously been impossible to attain. I look forward to revealing all of that to you as work on the expansion progresses.

And, we as say "goodbye for now" to our assistant Matthew Weerakoon who is returning to university this week, we look forward to welcoming a new member to our team in the coming weeks. Be sure to stop by the Idea Lab and see what's brewing! We look forward to seeing you!



A patron contacted us via Facebook and sent us this photo of her son with his mechanical keyboard, made from the kit shared by the Idea Lab staff. She said "Thank you so much for the make your own keyboard. My son had so much fun putting this together and had been using it all evening". *Photo shared with permission.*

Baldwin Public Library: Friends Funds	
July 2021 Expenditures	
Adult Services	
Presenter Fees - 4 programs	\$ 1,070.00
July Crafts to Go Kit Supplies	\$ 85.63
July Books Unshelved	\$ 163.48
Total	\$ 1,319.11
Teen Services	
Summer Reading Prizes	\$ 150.00
Planthropie Program & Giveaway	\$ 200.00
Book Club Books	\$ 17.97
Book Club Refreshments	\$ 54.47
Total	\$ 422.44
Youth Services	
Family Story Time Books	\$ 89.30
Craft Supplies, incl Take and Make crafts	\$ 190.09
Summer Program Programs	\$ 116.90
Books Unboxed	\$ 104.69
Summer Reading Prizes	\$ 19.99
Total	\$ 520.97
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,262.52
July 2021 Balances	
Adult Services	\$ 43.88
Teen Services	\$ 1,271.18
Youth Services	\$ 4,060.91
Outreach & Equipment	\$ 5,098.72
Total Balance	\$ 10,474.69
July In-Library Book Sale Donations	\$2,452.81
Submitted by Jaclyn Miller on August 9, 2021	

NEW BUSINESS

Recommendation About 2022 Library Calendar – Rebekah Craft

Following this page is the proposed 2022 Library calendar. Due to uncertainties around the future format of the Friends of the Baldwin Public Library Used Book Sales on the 2022 City Calendar.

We have scheduled a Friday closure on September 23, 2022 to host a full day for staff development training. The 2020 staff development day was cancelled due to COVID-19 and we did not schedule a 2021 staff development day due to ongoing uncertainties around COVID-19. Our last staff development day was held on September 6, 2019.

Once the closing dates have been reviewed, I recommend that the Library Board approve the 2022 calendar.

In addition to the approving the following calendar, I also propose that the Library close on Sunday, December 26, 2021. This will give all staff the opportunity to have a three-day weekend with family and friends after a challenging year. Typically, 10 staff members are scheduled to work a Sunday shift.

**Baldwin Public Library
2022 Calendar**

Saturday, January 1, 2022	Closed	New Year's Day
Tuesday, January 11, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, January 17, 2022	No Board activity	Martin Luther King, Jr. Day
Wednesday, January 19, 2022	7:30 PM	Library Board Meeting
Tuesday, February 8, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, February 21, 2022	7:30 PM	Library Board Meeting
Tuesday, March 8, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, March 21, 2022	7:30 PM	Library Board Meeting
Tuesday, April 12, 2022	7:00 PM	Friends of the Library Board Meeting
Friday, April 15, 2022	No Board activity	Good Friday
Saturday, April 16, 2022	No Board activity	Passover begins
Sunday, April 17, 2022	Closed	Easter
Monday, April 18, 2022	7:30 PM	Library Board Meeting
Friday, April 22, 2022	No Board activity	Passover ends
Tuesday, May 3, 2022	No Board activity	Eid al-Fitr
Tuesday, May 10, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, May 16, 2022	7:30 PM	Library Board Meeting
Saturday, May 28, 2022	Closed	Memorial Day Weekend
Sunday, May 29, 2022	Closed	Memorial Day Weekend
Monday, May 30, 2022	Closed	Memorial Day
Tuesday, June 14, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, June 20, 2022	7:30 PM	Library Board Meeting
Monday, July 4, 2022	Closed	Independence Day
Sunday, July 10, 2022	No Board activity	Eid al-Adha
Monday, July 18, 2022	7:30 PM	Library Board Meeting
Monday, August 15, 2022	7:30 PM	Library Board Meeting
Saturday, September 3, 2022	Closed	Labor Day Weekend
Sunday, September 4, 2022	Closed	Labor Day Weekend
Monday, September 5, 2022	Closed	Labor Day
Tuesday, September 13, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, September 19, 2022	7:30 PM	Library Board Meeting
Friday, September 23, 2022	Closed	Staff Development Day
Monday, September 26, 2022	No Board activity	Rosh Hashanah
Wednesday, October 5, 2022	No Board activity	Yom Kippur
Tuesday, October 11, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, October 17, 2022	7:30 PM	Library Board Meeting
Tuesday, November 8, 2022	7:00 PM	Friends of the Library Board Meeting
Monday, November 21, 2022	7:30 PM	Library Board Meeting
Wednesday, November 23, 2022	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 24, 2022	Closed	Thanksgiving Day
Monday, December 19, 2022	7:30 PM	Library Board Meeting
Saturday, December 24, 2022	Closed	Christmas Eve
Sunday, December 25, 2022	Closed	Christmas Day
Saturday, December 31, 2022	Close at 5:30 PM	New Year's Eve
Sunday, January 1, 2023	Closed	New Year's Day

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times are Back!

Visit our story time page at www.baldwinlib.org/storytime for dates, locations, and more information. Registration required. We have a new schedule and will be holding in person story times at Barnum Park and virtual story times based on feedback from parents. Fall story times will begin after Labor Day. Our new schedule will be updated soon.

LinkedIn

Saturday, August 21 — 3:00 p.m. to 4:15 p.m.

Build and nurture your professional identity with LinkedIn, the world's largest network of its kind. Registration required. Once registered, you will receive a Zoom link a half hour before class. Virtual event.

Community Science and Bizarre Bees

Tuesday, August 24 — 7:00 p.m. to 8:00 p.m.

Come learn about the concept of "community science," and some of the exciting local opportunities available as well as some of the world's most bizarre bees! Presented by Jenna Walters of Michigan State University's Department of Entomology Pollination Ecology Lab. Virtual event.

Adult Craft to Go: Embroidered Constellations with Creativebug

Monday, September 6 — All Day

Pick up a kit to create a beautiful embroidered constellation piece with the help of Creativebug. Limit one per patron. First come, first served, as supplies last.

Season Preview with the Michigan Opera Theatre

Thursday, September 2 — 7:00 p.m.

Join MOT presenters for a preview of the exciting pieces chosen for the 2021-22 season. Virtual program. Registration required.

Twitter 101

Thursday, September 9 — 2:00 p.m. to 3:15 p.m.

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

Bedtime Tales

Wednesday, September 15 — 6:30 p.m.

Put on your pjs, grab something to cuddle with, and join Ms. Syntha for a special virtual bedtime story time. Craft kit will be available one week before the program. Registration required.

Teen Advisory Board Meeting

Thursday, September 16 — 7:00 p.m.

Get involved with the Library by joining our Teen Advisory Board (TAB). Share ideas for teen programs, discuss teen books, organize community service projects, play games, eat snacks and more. Meeting

attendance will count as a volunteer hour, and members of TAB will be considered first for other volunteer opportunities. If you are passionate about teen library services, the Library would love to have you join TAB! Grades 7 to 12.

LEARN CONNECT DISCOVER

AUGUST 2021 NEWSLETTER

- 1 BALDWIN CELEBRATES WOMEN IN TRANSLATION
- 2 PROGRAMS FOR CHILDREN AND TEENS
- 3 PROGRAMS FOR ADULTS, COMPUTER CLASSES
- 4 DIRECTOR'S UPDATE, IDEA LAB BOARD MEETING



ORIGINAL LANGUAGE COVER

MY BRILLIANT FRIEND
BY ELENA FERRANTE



ORIGINAL LANGUAGE COVER

THE ELEGANCE OF THE HEDGEHOG
BY MURIEL BARBERY



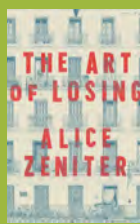
ORIGINAL LANGUAGE COVER

CATCH THE RABBIT
BY LANA BASTAŠIĆ



ORIGINAL LANGUAGE COVER

PERSEPOLIS
BY MARJANE SATRAPI



ORIGINAL LANGUAGE COVER

THE ART OF LOSING
BY ALICE ZENITER



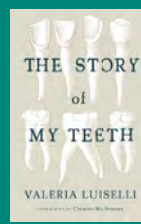
ORIGINAL LANGUAGE COVER

AN ELDERLY LADY IS UP TO NO GOOD
BY HELENE TURSTEN



ORIGINAL LANGUAGE COVER

FEVER DREAM : A NOVEL
BY SAMANTA SCHWEBLIN



ORIGINAL LANGUAGE COVER

THE STORY OF MY TEETH
BY VALERIA LUISELLI



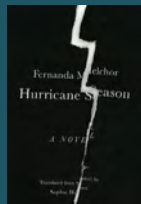
ORIGINAL LANGUAGE COVER

CONVENIENCE STORE WOMAN
BY SAYAKA MURATA



ORIGINAL LANGUAGE COVER

THE YEAR OF OUR LOVE
BY CATERINA BONVICINI



ORIGINAL LANGUAGE COVER

HURRICANE SEASON
BY FERNANDA MELCHOR



ORIGINAL LANGUAGE COVER

THE HISTORY OF BEES : A NOVEL
BY MAJA LUNDE

BALDWIN CELEBRATES

Women in Translation



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

AUGUST PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

REGISTER FOR PROGRAMS LISTED BELOW AT 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 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 ZOOM STORY TIMES

VISIT OUR STORY TIME PAGE AT BALDWINLIB.ORG/STORYTIME FOR ALL THE VIRTUAL OPTIONS.

Registration required. Storytimes listed are through August 6.

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 and Ms. Susan will email you a do-it-yourself home scavenger hunt once a month

COLORING CLUB

TUESDAY, AUGUST 10 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 Stegosaurus or a Pegasus.*

Advance registration required.

TAKE AND MAKE CRAFTS

New kits will be put out every Monday through August 2.

First come, first served.

INTERACTIVE STORY BOOK TRAIL

WEDNESDAY, AUGUST 4

FROM 1:00 TO 3:00 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.

ANIMAL TALES STORY TIME: BIRDS

SATURDAY, AUGUST 14 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 a goodie bag to use during the program one week before story time.* Registration required.



VIRTUAL KIDS LIBRARY SOCIETY

GRADES 3 TO 5

THURSDAY, AUGUST 19 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.

VIRTUAL

BOOK CLUBS

FOR CHILDREN

PANELS & FRAMES

GRADES 3 TO 6

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

THE TIME MUSEUM BY MATTHEW LOUX

TUESDAY, OCTOBER 19 AT 7:00 P.M.

RECESS WARRIORS BY MARCUS EMERSON

Email Ms. Caroline at caroline.salucci@baldwinlib.org

to register for this graphic novel book club that meets every other month.

mother/daughter book club

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, AUGUST 10 AT 7:00 P.M.

I CAN MAKE THIS PROMISE BY CHRISTINE DAY

TUESDAY, SEPTEMBER 14 AT 7:00 P.M.

MERCI SUÁREZ CHANGES GEARS BY MEG MEDINA

Email Ms. Susan at susan.dion@baldwinlib.org to register.

BEYOND the book

GRADES 1 TO 3 AND A GROWNUP

THURSDAY, AUGUST 12 AT 7:00 P.M.

CLEOPATRA BY BARBARA KRAMER

Email Ms. Rosemary at rosemary.isbell@baldwinlib.org to register for this non-fiction book club.

BOOKS & bagels

GRADES 4 TO 6

TUESDAY, AUGUST 24 AT 7:00 P.M.

FRAMED! BY JAMES PONTI

TUESDAY, SEPTEMBER 28 AT 7:00 P.M.

EFREN DIVIDED BY ERNESTO CISNEROS

Email Ms. Susan at susan.dion@baldwinlib.org to register.

moms BOOK CLUB

AUGUST 4 AT 7:00 P.M.

IN THE COUNTRY OF WOMEN BY SUSAN STRAIGHT

OCTOBER 6 AT 7:00 P.M.

THE QUEEN OF PARIS: A NOVEL OF COCO CHANEL BY PAMELA BINNINGS

Email Ms. Susan at susan.dion@baldwinlib.org to register for this book club for moms

AUGUST PROGRAMS FOR TEENS

GRADES 6 TO 12

PIZZA AND PAGES

GRADES 7 TO 12

THURSDAY, AUGUST 5 AT 7:00 P.M.

PET BY AKWAEKE EMEZI

This book is also available on Libby.

Weather permitting, we will meet outside on the Youth patio! Pizza will be provided. The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. **Registration required.**

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 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.



CD SCRATCH ART

GRADES 6 TO 12

Starting Monday, August 2,

pick up a craft kit with supplies and instructions to make CD scratch art that can be used as a suncatcher or a wall decoration. **Limit one per patron. Available while supplies last.**

TEENS' TOP TEN CONTEST

GRADES 6 TO 12

The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year. A video announcing the 25 nominees and an annotated list is available at <http://www.ala.org/yalsa/teenstopten>.

Teens are encouraged to read the nominees throughout the summer to prepare for the national **Teens' Top Ten vote**, which will take place **Aug. 15 – Oct. 12**. The 10 nominees that receive the most votes will be named the official 2021 Teens' Top Ten.

Visit the Teen Scene to choose the 10 books you think will win. Whoever guesses the most correct, will win a gift card to Books-A-Million.

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.



**SUNDAY, AUGUST 1
AT 1:00 P.M.**

"WHERE'D YOU GO BERNADETTE" (PG-13, 2019) AND
WHERE'D YOU GO BERNADETTE BY MARIA SEMPLE



**MONDAY, AUGUST 2
AT 1:00 P.M.**

WHEREABOUTS BY JHUMPA LAHIRI



**TUESDAY, AUGUST 10
AT 10:00 A.M.**

SAY NOTHING BY PATRICK RADDEN KEEFE



**WEDNESDAY, AUGUST 11
AT 2:00 P.M.**

DAYS WITHOUT END
BY SEBASTIAN BARRY



**TUESDAY, AUGUST 17
AT 7:00 P.M.**

VIRGIL WANDER BY LEIF ENGER



**WEDNESDAY, AUGUST 25
AT 7:00 P.M.**

MIDNIGHT AT THE BRIGHT IDEAS
BOOKSTORE BY MATTHEW J. SULLIVAN



BOOKS ON FOOT

Books on Foot is a 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/ to learn more and register for the challenge.

DISCUSSION GROUPS

SOCRATES CAFE

SUNDAY, AUGUST 15 AT 2:00 P.M.

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

GREAT BOOKS DISCUSSION GROUP

AUGUST 4 AND AUGUST 18 AT 6:45 P.M.

All meetings take place via Zoom.

Email adult.reference@baldwinlib.org to join.

AUGUST 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 to subscribe.

CRAFTS & GO

POP CAN SPINNERS

Starting August 2, pick up a kit to create a beautiful eco friendly garden wind spinner out of recycled pop cans.

Limit one per patron.

First come, first served as supplies last.

HYPERTUFA POTS

Starting August 16, pick up a kit to create a small planter that is almost as strong as concrete but far less heavy.

Limit one per patron.

First come, first served as supplies last.

FOODSCAPING WITH BRIE ARTHUR

MONDAY, AUGUST 9 AT 7:00 P.M.

Learn about native edible plants and the pollinators they attract that aid in ecological restoration. Get inspired to see the potential every landscape offers by transforming them into purposeful spaces that embrace solutions to modern day landscape practices.

DETROIT'S LOST POLETOWN

MONDAY AUGUST 16 AT 7:00 P.M.

Author Brienne Turczynski shares the story of Poletown's resident's unprecedented defiance and fight to stop GM's plans for a new plant in their neighborhood.

COMMUNITY SCIENCE AND

BIZARRE BEES

TUESDAY AUGUST 24 AT 7:00 P.M.

Come learn about the concept of "community science," and some of the exciting local opportunities available as well as some of the world's most bizarre bees! Presented by Jenna Walters of Michigan State University's Department of Entomology Pollination Ecology Lab.

LIBRARIAN RECOMMENDED READS

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

VIRTUAL

COMPUTER CLASSES

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

MICROSOFT POWERPOINT: AN INTRODUCTION

WEDNESDAYS, AUGUST 4 & 11 AT 7:00 P.M.

Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two-session class.

GOOGLE SLIDES

THURSDAY, AUGUST 12 AT 10:00 A.M.

Create and share an online slideshow with Google Slides, a solid alternative to PowerPoint.

DOWNLOADING EBOOKS FROM THE LIBRARY

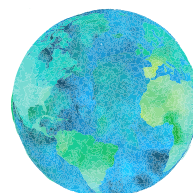
THURSDAY, AUGUST 19 AT 10:00 A.M.

Learn how to access Libby app to check out e-books and e-audiobooks. **A BPL card is required.**

LINKEDIN

SATURDAY, AUGUST 21 AT 3:00 P.M.

Build and nurture your professional identity with LinkedIn, the world's largest network of its kind.



THE IDEA LAB

THE IDEA LAB IS TAKING REQUESTS FOR REMOTE SERVICES. SUBMIT YOUR REQUEST TO 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 FOR MORE INFORMATION.

IDEA LAB TAKE-N-MAKE NIGHTSTAND ORGANIZER

STARTING AUGUST 11th, pick up a kit to assemble a handsome organizer for your nightstand or dresser, to keep your phone, glasses, watch, keys and other items neat and tidy. *First come, first served. Limit one per household.*

CUSTOM PET TAGS

Register by Monday, August 2nd, to receive a customized collar tag for your pet! Choose from a variety of shapes and colors, enter the text of your choice, and The Idea Lab will laser cut a durable, lightweight acrylic tag for your furry friend! **Registration required: you'll be notified when your tag is ready for pickup.**

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 FOR
CURRENT UPDATES
ABOUT THE LIBRARY'S
REOPENING PLANS.

LIBRARY BOARD



MONDAY, AUGUST 16 AT 7:30 P.M.

Ashley Aidenbaum, Melissa Mark, Jim Suhay, Karen Rock, Jennifer Wheeler, and Frank Pisano,

Members of the public are welcome to [ATTEND VIRTUALLY](#)

DIRECTOR'S UPDATE

EXPAND YOUR HORIZONS AT BPL

This August, we're wrapping up our annual **Summer Reading Program**. If you haven't joined yet, it's not too late! You can sign up and participate through Sunday, August 8 by visiting baldwinlib.beanstack.com. We have programs for all ages and everyone is encouraged to participate.

Women in Translation Month (#WITmonth) is an annual celebration, first started in 2014 by Israeli book blogger Meytal Radzinski. The goal of the month is to "increase the dialogue and discussion about women writers in translation" and to "read more books by women in translation." After all, only 3% of books published in the United States are translations and, of those, fewer than 30% are books written by women.

I really enjoy watching world cinema, so the experience of reading translated works from around the world is a natural extension for me. Subtleties of the human experience, differences in the landscape and culture, and learning about history, traditions, and politics of other nations are all reasons I enjoy cinema and novels from other countries.

This month at Baldwin, you'll find book displays featuring women in translation and I also invite you to attend an upcoming discussion of *Whereabouts* by Jhumpa Lahiri with the Next Popular Reads Book Club (see page 3). Here are other translated novels to get you started:

- *Convenience Store Woman* by Sayaka Murata, trans. Ginny Tapley Takemori
- *Flights* by Olga Tokarczuk, trans. Jennifer Croft
- *The Vegetarian* by Han Kang, trans. Deborah Smith
- *The Story of My Teeth* by Valeria Luiselli, trans. Christina MacSweeney
- *My Brilliant Friend* by Elena Ferrante, trans. Ann Goldsteint
- *Kim Jiyoung, Born 1982* by Olga Tokarczuk, trans. Jennifer Croft

In July, we added the New York Times Games subscription to our newspaper collection. With your Baldwin Library Card, you can access popular games online, including the daily crossword puzzle, Spelling Bee, Sudoku, Vertex, Letter Boxed, and more. Visit baldwinlib.org/nyt-crossword to get started.



We hope you'll save the date for our upcoming **Open House** on **Sunday, September 26 from 2:00 to 4:00 p.m.** We'll be celebrating many great milestones at Baldwin that have happened in the last year, including the opening of the new Youth Room, the retirement of former Director Doug Koschik, the new renovations made possible by a generous donation from the Jane M. Van Dragt Trust, and the installation of the Michigan Spring sculpture by Jim Miller-Melberg on the Library's southwest lawn.

Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681



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ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

WWW.BALDWINLIB.ORG

Birmingham's Baldwin Public Library will not charge overdue fines on returned books

Published on July 15 2021 | By Susan Vela



Janet Francis prepares to check out some books from Birmingham's Baldwin Public Library on July 12, 2021 as clerk Elizabeth Volpe, left, assists. The Library has decided to no longer collect overdue fines from its patrons.
John Heider | Hometownlife.com

To support the community's love for reading, Birmingham's Baldwin Public Library is now being advertised as a fine-free institution.

The 300 Merrill St. locale for local bibliophiles stopped charging, as of July 1, overdue fines for materials that came back to the library after their due dates.

The library also has removed historic overdue fines from patrons' records.

Nosy Nellies should beware: Library officials aren't saying how many patrons were cleared or which titles were tied to the biggest overdue bills.

They're more interested in watching lost-but-not-forgotten patrons return to browse their stacks and check out books than they are in detailing what may have grown into punishing and prohibitive fines.

"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," Library Director Rebekah Craft said in a statement. "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."



Some novels on the shelf at Birmingham's Baldwin Public Library.
John Heider | Hometownlife.com

Library trustees have said the fine-free library movement is a nationwide one, intended to boost free public access to library services. Their research revealed that fine-free libraries are reporting more items being returned and registration and circulation being on the rise.

They voted to eliminate overdue fines in June, saying that overdue fine revenues were less than 1% of the 2018-19 budget.

Patrons still will have responsibilities since materials will still have return dates and must be returned. Patrons can renew materials three times if there are no holds.

They face charges if items are not returned or return damaged. Borrowing privileges could be suspended if long-overdue items are not returned.

For more information, visit www.baldwinlib.org.

Contact reporter Susan Vela at svela@hometownlife.com or 248-303-8432. Follow her on Twitter [@susanvela](https://twitter.com/susanvela).

Incumbents not seeking reelection in Birmingham as filing deadline arrives

Published on July 21 2021 | By Susan Vela

Exactly 13 Birmingham residents are actively striving to become their city's next commissioner or library board member.

The candidates officially filed nominating petitions for the November election by the 4 p.m. July 20 deadline.

Three four-year commission seats and three four-year library board seats are up for grabs, Birmingham Clerk Alexandria Bingham said. There also is a partial, two-year term available on the library board.

Commissioners are paid \$5 per meeting and paid quarterly. Library board members are not paid.

Whoever wins a commission seat will have to deal with the legacies of the council members whose terms expire.

Rackeline Hoff was elected to serve on the commission in November 2001; Commissioner Stuart Sherman, in November 2005; and Commissioner Mark Nickita, in November 2009. None of the three are seeking another term in office.

An unofficial Oakland County candidate list indicates those willing to replace the outgoing commissioners are Mo Rabbi Alam, David Bloom, Andrew Haig, Stephen Konja, Anthony Long, Michael Lossia, Elaine McLain, Katie Schafer and Lynda Schrenk.

For the library board, current board member Karen Rock is running for a two-year term. Board President Melissa Mark, Board Vice President Frank Pisano and Danielle Rumple are running for four-year terms.

Ashley Aidenbaum currently serves on the board but did not file to seek run in the November election.

Candidates have until 4 p.m. Friday to withdraw their candidacy.

Contact reporter Susan Vela at svela@hometownlife.com or 248-303-8432. Follow her on Twitter [@susanvela](https://twitter.com/susanvela).

Public invited to learn about next phase of Birmingham construction

Published on July 22 2021 | By Anne Runkle



An artist's rendering shows what the next phase of reconstruction on South Old Woodward in Birmingham will look like. *Rendering courtesy of City of Birmingham.*

The Birmingham community will have an opportunity to learn about the next phase of the South Old Woodward reconstruction during a public meeting Tuesday, Aug. 3.

The meeting will be held from 4-7 p.m. in the lower level of the Baldwin Public Library, 300 W. Merrill St.

The project will span South Old Woodward between Brown and Landon. It is a continuation of the work completed in 2018 on other areas along Old Woodward, and in 2020 on Maple.

Those who attend the meeting will have an opportunity to review project renderings and plans and discuss the project with city engineers and consultants.

The project will result in new underground infrastructure and new streetscape between Brown and Landon. It will include:

Curb bump-outs at each intersection to improve crosswalks for pedestrians. Mid-block crosswalks, raised planter beds and landscape features will also be added.

Enhancements such as exposed aggregate concrete, granite bench seating areas, new street lights and cell phone charging stations.

Improved on-street accessible parking spaces, each served with an individual sidewalk ramp to improve conditions for those needing accommodations.

Residents and businesses are encouraged to sign up for the South Old Woodward Reconstruction Phase 3 Constant Contact group at bit.ly/bhamnews to receive updates throughout the project.

More information is available at www.bhamgov.org/oldwoodwardphase3.



It checks out – libraries are an “investment that’s well worth it”

Heard on Marketplace Morning Report, July 20 2021
David Brancaccio, Chris Farrell, Erika Soderstrom, and Daniel Shin

The rapid development of the digital economy led some to believe public libraries could go the way of the dinosaur. After all, why go to all the trouble to trek to your local library when you can simply find what you need with the click of a mouse?

Yet in the digital age the evidence is compelling that libraries remain vital community institutions, especially as public trust in institutions remains low and people’s connections with each other grow weaker and further apart.

Senior economics contributor Chris Farrell spoke with “Marketplace Morning Report” host David Brancaccio on how public libraries are still enriching the communities and neighborhoods they serve. Below is an edited transcript of their conversation.

David Brancaccio: I mean, a lot of people listening don’t even know what a card catalog is. But some do —

Chris Farrell: Or the Dewey Decimal System?

Brancaccio: Yeah, I love the Dewey Decimal System. It was the coding system for where you can find the books if you understood the code. But libraries have evolved to meet this new world.

Farrell: That’s right, they’ve essentially reinvented and reimagined themselves. You know, look, libraries still fulfill that traditional mission of offering books and study space for users. But libraries also help people find work, start a business, take college prep courses, apply for government benefits, learn English as a second language. And by the way, when you go to a library, you see that they’re just full of computers and offering internet connections for people to use. And, by the way, many of those people, they may not have high-tech gear at home.

Brancaccio: Yeah. Now libraries 100, 150 years ago, were the internet, the place that had the knowledge that used to be held by the gatekeepers. Andrew Carnegie, the great payer for public libraries, thought libraries were the best tool for the masses to lift themselves up, and that’s social change. What do you think now? Are libraries still a force for social change?

Farrell: Yeah, David, I really think they are instruments of social change a century later. You know, several years ago, I was in Columbia, South Carolina, and I’m talking to the head of the Public Library Workforce Development Initiative. And she said, you know, helping older workers figure out their encore careers, that was part of her

mission. And later I went to the downtown library in Phoenix and I was impressed by its college depot. You know, this is a free, full-service college access center to help with everything from getting a GED [high school equivalency diploma] to a college degree. And you can multiply these examples because there are over 15,000 library branches in the U.S., and local governments spend over \$12 billion annually on their libraries. And it's safe to say, this is an investment that's well worth it.

Brancaccio: Well, do we know that? It's a decent return on investment?

Farrell: Well, there's this [recent study](#) — this one grabbed my attention — [by] three economists [from] Montana State University, Federal Reserve Bank of Chicago and Miami University. And they calculate by some measures a healthy return on investment. So among their findings, library capital investment increases children's attendance at library events by 18%, children's checkout of items by 21% and total library visits by 21%. Now, OK, that's interesting, but increases in library use translate into improved children's test scores in nearby school districts.

Brancaccio: So there are interesting, almost hard-to-quantify benefits as well?

Farrell: That's right. And that's, you know, really the thing that stands out to me is we're living through an era where there's a lack of trust in so many institutions and, you know, the sense that we have connections with each other, I mean, that's splintering. Well, public libraries are still trustworthy, community institutions and most important, public libraries are open to everyone. It doesn't matter your age, it doesn't matter your race, ethnicity, social class and net worth.

Brancaccio: Yeah, but then the pandemic comes by, and it's hard on libraries. People weren't allowed to go into some of them, budgets were cut. And you know, it's not that so many libraries were overly funded even before the pandemic arrived.

Farrell: And this is why I think the return on investment, particularly as you've mentioned, the return on investment on the intangibles, is so important. So a lot more needs to be done to maintain buildings, update bathrooms, increase the number of hours that they're open, and there's a wonderful book by sociologist Eric Klinenberg, "Palaces for the People." And you know, in that book, he persuasively argues that libraries, the people who work there, and the people who visit that they're essential to our democracy, and to our community. So support your local library.



ALA adopts new Code of Ethics principle on racial and social justice

Press Release July 28, 2021

CHICAGO – During the American Library Association (ALA) Annual and Exhibition virtual conference, the ALA Council unanimously adopted a new ninth principle on racial and social justice to the association's [Code of Ethics](#). This new professional guideline illustrates ALA's continued commitment to providing library professionals with resources that promote equity within library service and librarianship.

The ninth principle was the product of work done by the Social and Racial Justice subgroup of the [Committee on Professional Ethics](#) (COPE) in collaboration with groups within the ALA, including the [Office for Diversity, Literacy, and Outreach Advisory Committee](#), the [Committee on Diversity](#), and the [Intellectual Freedom Committee](#). A draft of the principle was posted on ALA Connect (a forum for ALA members, sections, and roundtables to communicate with each other) so that members could provide feedback. All feedback was considered, and COPE members voted on the final draft of the proposed principle on May 11, 2021. This final draft was presented to the ALA Council by chair Stephen Matthews and passed unanimously during the Council III meeting of the ALA Annual Conference on June 29, 2021.

"This addition to the ALA Code of Ethics supports the association's mission to foster cultural understanding by providing library professionals with a professional framework that supports equity, diversity, and inclusion," said ALA President Patty Wong. "On behalf of the ALA Executive Board, I would like to thank COPE, the ALA Office for Diversity, Literacy, and Outreach Advisory Committee, the ALA Committee on Diversity, and ALA's Intellectual Freedom Committee for their diligence, commitment, and dedication to ensuring that library service is equitable and available to all."

The ninth principle within the ALA Code of Ethics reads:

"We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces."

The ALA Code of Ethics translates the values of intellectual freedom that define the profession of librarianship into broad principles and provides a framework for library professionals dealing with situations involving ethical conflicts. The addition of the principle codifies the library and information services profession's commitment to racial and social justice and further emphasizes diversity and inclusion as one of the profession's core values.

The ALA Code of Ethics and supplementary documents can be found on the [ALA website](#).

About the American Library Association

The American Library Association (ALA) is the foremost national organization providing resources to inspire library and information professionals to transform their communities through essential programs and services. For more than 140 years, the ALA has been the trusted voice for academic, public, school, government, and special libraries, advocating for the profession and the library's role in enhancing learning and ensuring access to information for all.

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
4. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

Forbes

Libraries Across The United States Are Ending Fines For Overdue Books

Published on July 30, 2021 | By Rachel Kramer Bussel



Numerous libraries across the United States are eliminating fines for overdue books.
Getty Images.

Libraries across the United States are eliminating late fees for overdue books. In Burbank, California, the [Burbank Public Library](#) became fine free on July 1, eliminating fees for overdue books and cancelling historical overdue fees.

Of the switch, the library wrote on its website, "This move is part of our efforts to improve equity of access. While fines for overdue items may seem like a small burden, they can create a major barrier to service for those who are struggling financially. Too many people have made the choice to stop using the Library because of inability to pay or fear of accruing fines." The library also stated, "Research has shown that fines are not effective in getting materials returned on time, and libraries that have eliminated fines have found that long overdue items come back and patrons who avoided the library for years start visiting again." Fines won't be charged for lost library cards, or holds that aren't picked up, but will still be charged for lost or damaged checked out items.

In Louisville, Kentucky, the Louisville Free Public Library also [stopped collecting fines](#) as of July 1, saying in a news release, “But LFPL officials expect the elimination of fines will lead to the return of more library materials, reducing the need for and associated costs of repurchasing lost items.”

The Baldwin Free Library in Birmingham, Michigan, did the same as of July 1, with Library Director Rebekah Craft saying in a [statement](#), ““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.”

In [Alamance County Public Libraries](#) in North Carolina, the same elimination of library fines took place July 1; the fines made up less than 1% of ACPL’s revenue per calendar year. In a statement, Kathy Garrison, public services manager at ACPL, said, “Sad to say, but I’ve had the opportunity to witness lots of unhappy kids leave the library because of fines owing on either their card or the parent’s card.” Garrison also said that grandparents attending the library with their grandchildren sometimes “weren’t in a position to cover the fines or couldn’t get a card themselves because they were visiting from out of town. On several occasions I was able to turn those tears into a smile when I checked the books out on my own library card. Nothing gives me more satisfaction than seeing a happy child leave the library with the books they picked out. Saying goodbye to overdue fines will mean this happens more often.”

Other libraries are testing going fine free on a conditional basis. [Norfolk Public Library](#) in Virginia will be fine free from July 1, 2021 through June 30, 2022, although any fines incurred prior to July 1 must still be paid.

In Pennsylvania, the Lehigh Carbon Library Cooperative is [considering](#) making the change to going fine free. Kara Edmonds, Dimmick Memorial Library director, called this a “pretty fantastic trend” and said, “The majority of patrons who have their accounts blocked by overdue fees are people from lower income families or children. We want them to be able to use our services. The real mission of the library is to provide free information without restrictions, not to teach responsibility.”

The American Library Association passed a [resolution](#) in January 2019 stating, “The American Library Association asserts that imposition of monetary library fines creates a barrier to the provision of library and information services.”

DIVERSITY, EQUITY, AND INCLUSION (DEI) SCORECARD FOR LIBRARY AND INFORMATION ORGANIZATIONS

April 2021

The *DEI Scorecard for Library and Information Organizations*, developed by the ALA Committee on Diversity, is an evaluative tool that centers accountability and transparency in determining organizational effectiveness in diversity, equity, and inclusion in the recruitment, hiring, retention, and promotion of people of color. Additionally, the *Scorecard* includes areas that impact these factors such as training, budgeting, and data practices. The *Scorecard* is designed to help administrators of information organizations assess their current practices in five core areas to produce actionable data for decision making and enacting a robust and sustainable commitment to equity, diversity, inclusion, and justice. The *Scorecard* is in alignment with [ALA's Core Values of Librarianship](#) and ACRL's commitment to diversity as outlined in [Diversity Standards: Cultural Competency for Academic Libraries](#).

Scorecard measures:

- Embeddedness of DEI into the Culture and Climate of the Organization: Integration of diversity, equity, and inclusion into the organization which ensures that DEI is a priority.
- Training and Education: The organization provides training that keeps staff current on topics related to racism and on ways to assess the organization's current racial climate to create a more equitable workplace.
- Recruitment, Hiring, Retention, and Promotion: Effectiveness in reaching out to candidates of color for recruitment and in hiring them. Examining the consistency of retention and promotion of persons of color.
- Budget Priorities for DEI: Funding that demonstrates investment in diversity, equity, and inclusion in the organization and community, including staff, collections, programs, and services.
- Data Practices: Plans and procedures for acquiring or collecting, analyzing, disseminating, and applying data to monitor and achieve organizational DEI goals and objectives.

The *DEI Scorecard* can be used as is or adapted to accommodate local context.

DEI SCORECARD FOR LIBRARY AND INFORMATION ORGANIZATIONS

	Level of Performance				Score
	3 Excellent	2 Improved	1 Developing	0 Insufficient	
Embeddedness of DEI into the Culture and Climate of the Organization	The library has created, outlined, and implemented DEI within its strategic plan	The library has developed but not implemented DEI goals within the strategic plan	The library is in the process of developing DEI goals within its strategic plan	No plan is in place or created to include DEI in the strategic plan	
Training and Education	The library provides at least twice-yearly mandatory DEI trainings on current and systemic issues that impact equity in the organization and the greater community	The library provides annual DEI training on current and systemic issues in libraries, but staff attendance is voluntary	The library is developing but has not yet implemented DEI training	The library does not offer DEI trainings	
Recruitment, Hiring, Retention, and Promotion	The library has a plan with measurable goals to attract, retain, hire, and promote BIPOC personnel—including librarians—with clear timelines	The library has a plan for the recruitment, retention and promotion of BIPOC personnel	The library has a plan to recruit BIPOC personnel, but it does not include retention or promotion	No plan in place for recruitment, hiring, retention, and promotion of BIPOC personnel	
Budget Priorities for DEI	Funding for DEI initiatives is consistently built into the annual budget	Funding within the budget is not specifically allocated to DEI initiatives, but can be used for these initiatives	Requests for funds related to DEI initiatives is in process	DEI efforts are not outlined in the budget	
Data Practices	The organization regularly uses DEI data for decision making and monitoring progress towards achieving DEI goals	The organization has a protocol and system for collecting, analyzing, and disseminating DEI data	The organization has begun to consider developing protocols and systems for collecting, analyzing, and disseminating DEI data	The organization has no protocols or systems in place for collecting, analyzing, and disseminating DEI data	
Total score					

Supplemental Questions

These questions can be used to provide context for reflection on the concepts in the *Scorecard*. The list is not exhaustive but is representative of factors that can be taken into consideration when assessing performance on DEI measures.

Embeddedness of DEI into the Culture and Climate of the Organization

1. Does the library's mission, vision, and value statements identify diversity, equity, and inclusion as central to the organization's success and wellbeing?
2. Has the library established a committee to create initiatives to address DEI issues?
3. Does the director develop an annual plan that includes **all** departments to create best practices for anti-racism? This is not education efforts or theory, but actual anti-racist changes in practice.
4. Is there a committee to investigate and reconcile with colonialism and racism? Does the committee meet regularly to address concerns and develop protocols, policies, and procedures to address problems in the organization and recommend solutions?

Training and Education

1. Does the director and administrative staff of the organization continuously identify needs for training in critical topics such as anti-racism? Is the training and education used to implement change?
2. Do employees at all levels of the organization have an opportunity for leadership in developing anti-racist best practices for DEI training and education?
3. Does the organization seek out persons inside/outside the organization who have expertise in delivering DEI training and education programs? Are programs generic or do they meet the specific needs of the organization?

Recruitment, Hiring, Retention, and Promotion

1. Are candidates asked about their involvement or achievements in DEI on employment applications and during the interview process?
2. Does the institution provide candidates with information about its involvement or achievements in DEI on employment applications and during the interview process?
3. Has the director implemented a process for increasing BIPOC representation in management and administration, which includes transparent pathways to promotion for staff?
4. Are there additional processes to attract a more diverse workforce, including advertising relevant jobs in more geographically and demographically diverse venues and on listservs and job boards within POC library organizations?

5. Does the director ensure that there is pay equity for BIPOC personnel?

Budget Priorities for DEI

1. Does the library's budget include funding for diversifying the collections to include resources written by or about BIPOC?
2. Does the library identify and purchase from local and online BIPOC booksellers/bookstores and vendors?

Data Practices

1. To what extent has the organization built capacity for obtaining, archiving, using, and applying data toward developing an inclusive work environment?
2. What are the organization's plans for continuous assessment of DEI?
3. How are the data that the library collects used to effect positive change?

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BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Rotary Tribute & Donor Rooms

Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. Consent Agenda

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

A. Approval of the July 19, 2021 minutes p. 69

B. Acceptance of the July 2021 receipts of \$1,091.09 p. 76

C. Approval of the July 2021 disbursements of \$28,924.95 p. 77

II. New and Miscellaneous Business

III. General Public Comment Period

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

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, September 20, 2021.

Motion: To adjourn the August 16, 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,
TRUST MEETING
July 19, 2021**

1. Call to Order

The meeting was called to order by President Melissa Mark at 8:35 p.m.

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

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.

2. Consent Agenda

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

1st Pisano

2nd Wheeler

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 approve the purchase of office furniture, a board room table and board room chairs from ISCG in the amount of \$30,656.27, using the Van Dragt Trust Fund.

1st Suhay

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: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Suhay

2nd Rock

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 Trust Meeting will be on Monday, August 16, 2021, following the regular meeting in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date

Baldwin Public Library Trust: July 2021

July receipts totaled \$1,091.09. July disbursements totaled \$28,924.25.

The current value of the Trust is \$2,496,481.77, divided up in the following way:

Total endowment investments*	\$ 1,387,923.67
Endowment funds distributed for use	\$ 162,173.80
Total endowment funds	\$ 1,550,097.47
General spendable funds	\$ 361,413.15
Van Dragt fund	\$ 194,246.84
Building fund	\$ 346,982.03
Restricted funds**	\$ 20,148.74
Naming rights for Rotary Tribute Room	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 8,255.65
Naming rights for Thal Reference Desk	\$ 6,000.00
Total non-endowment funds	\$ 946,384.30
Total endowment funds	\$ 1,550,097.47
Total non-endowment funds	\$ 946,384.30
Total of all Trust funds	\$ 2,496,481.77

* The principal of the endowment funds is \$867,088.98

**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 July 31, 2021, the amount of money in the Trust that is undesignated stands at \$456,201.25

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

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	17.02%	16.26%
Global Aggregate-Bond Benchmark (25%)	-2.52%	8.66%
Blended Return of Both Benchmarks*	12.14%	14.36%
Baldwin Endowment Funds' Portfolio	8.95%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-3.41%	1.96%

*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 June 30, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,401,755.67
Raymond James General Funds Account	\$679,217.11
TCF Bank Checking Account	\$4,161.39
TCF Bank Money Market Account	<u>\$411,347.60</u>
Total	\$ 2,496,481.77

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
JULY 31, 2021**

Investment and Cash Report										
	Prior Month Balance 06/30/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 07/31/21	
TCF Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$2,399.88	\$2,399.88	\$2,399.88			\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$23,837.55	\$23,837.55	\$23,837.55			\$0.00	
Restricted Funds	\$4,161.39	\$0.00	\$0.00	\$2,262.52	\$2,262.52	\$2,262.52			\$4,161.39	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$4,161.39								\$4,161.39	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$425.00	\$425.00	\$425.00			\$0.00	
TOTAL	\$4,161.39	\$0.00	\$0.00	\$28,924.95	\$28,924.95	\$28,924.95	\$0.00		\$4,161.39	
TCF Bank Money Market:										
Endowment Budgeted Funds	\$166,079.57	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$2,399.88)		\$163,679.69	
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$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	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$218,084.39	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$23,837.55)		\$194,246.84	
Restricted Funds	\$24,698.85	\$872.82	\$872.82	\$0.00	\$0.00	\$0.00	(\$2,262.52)		\$23,309.15	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$29,584.80	\$18.27	\$18.27	\$0.00	\$0.00	\$0.00	(\$425.00)		\$29,178.07	
TOTAL	\$439,381.46	\$891.09	\$891.09	\$0.00	\$0.00	\$0.00	(\$28,924.95)		\$411,347.60	
Raymond James & Associates:										
Endowment Fund Investments	\$1,322,913.58	\$0.00	\$0.00			\$0.00	\$0.00	\$4,534.60	\$1,327,448.18	
Endowment Cash	\$75,869.69	\$200.00	\$200.00			\$0.00	\$0.00	(\$1,762.20)	\$74,307.49	
Sub-total Endowment Funds	\$1,398,783.27	\$200.00	\$200.00			\$0.00	\$0.00	\$2,772.40	\$1,401,755.67	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$330,406.78	\$0.00	\$0.00			\$0.00	\$0.00	\$1,452.34	\$331,859.12	
General Spendable Building Mutual Funds	\$345,470.42	\$0.00	\$0.00			\$0.00	\$0.00	\$1,511.61	\$346,982.03	
Sub-total General Spendable Funds	\$676,253.16	\$0.00	\$0.00			\$0.00	\$0.00	\$2,963.95	\$679,217.11	
TOTAL	\$2,075,036.43	\$200.00	\$200.00			\$0.00	\$0.00	\$5,736.35	\$2,080,972.78	
Total All Funds	\$2,518,579.28	\$1,091.09	\$1,091.09	\$28,924.95	\$28,924.95	\$28,924.95	(\$28,924.95)	\$5,736.35	\$2,496,481.77	

JULY 31, 2021

\$1,387,923.67

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JULY 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 07/31/21
Gift & Tribute Funds	Purpose	06/30/21	Revenue	Revenue	Expense	Expense	In	Out	Value	
General Spendable Funds			\$18.27	\$18.27	\$425.00	\$425.00			\$1,452.34	\$361,413.15
Restricted Funds:										
Building Fund		\$345,470.42	\$0.00	\$0.00	\$0.00	\$0.00			\$1,511.61	\$346,982.03
Van Dragt Fund		\$218,084.39	\$0.00	\$0.00	\$23,837.55	\$23,837.55				\$194,246.84
Memorials/Tributes		\$8,517.86	\$40.00	\$40.00	\$0.00	\$0.00				\$8,557.86
2012 Books & Bites at Baldwin Fundraiser		\$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				\$416.55
2015 Books & Bites at Baldwin Fundraiser		\$0.87	\$0.00	\$0.00	\$0.00	\$0.00				\$0.87
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$368.71	\$0.00	\$0.00	\$1,319.11	\$1,319.11				(\$950.40)
	Young Adult Programs	\$1,693.62	\$1.62	\$1.62	\$422.44	\$422.44				\$1,272.80
	Youth Services Programs	\$4,756.88	\$0.00	\$0.00	\$520.97	\$520.97				\$4,235.91
	Outreach & Equipment	\$6,098.72	\$0.00	\$0.00	\$0.00	\$0.00				\$6,098.72
	Sub-total Restricted	\$585,924.45	\$41.62	\$41.62	\$26,100.07	\$26,100.07	\$0.00	\$0.00	\$1,511.61	\$561,377.61
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$7,424.45	\$831.20	\$831.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,255.65
Total Gift and Tribute Funds		\$969,054.33	\$891.09	\$891.09	\$26,525.07	\$26,525.07	\$0.00	\$0.00	\$2,963.95	\$946,384.30
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$81,268.50	\$0.00	\$0.00	\$1,227.35	\$1,227.35	\$0.00			\$80,041.15
	Adult Large Print	\$3,842.83	\$0.00	\$0.00	\$248.80	\$248.80	\$0.00			\$3,594.03
	Adult Services Department	\$21,097.90	\$0.00	\$0.00	\$12.70	\$12.70	\$0.00			\$21,085.20
	Adult Audio Visual	\$717.61	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$717.61
	Adult Reference	\$18,763.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$18,763.07
	Adult Programs	\$11,864.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$11,864.30
	Adult Architecture	\$3,144.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$3,144.69
	Youth Services Department	\$9,267.49	\$0.00	\$0.00	\$869.28	\$869.28	\$0.00			\$8,398.21
	Youth Programs (Nix)	\$387.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$387.82
	Professional Development	\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$10,692.18
	Staff Appreciation	\$2,531.50	\$0.00	\$0.00	\$41.75	\$41.75	\$0.00			\$2,489.75
	Koschik Building Fund	\$995.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$995.79
	Sub-total	\$164,573.68	\$0.00	\$0.00	\$2,399.88	\$2,399.88	\$0.00	\$0.00	\$0.00	\$162,173.80
Total Endowment Investments	All Funds	\$1,384,951.27	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,772.40	\$1,387,923.67
Total Endowment Funds		\$1,549,524.95	\$200.00	\$200.00	\$2,399.88	\$2,399.88	\$0.00	\$0.00	\$2,772.40	\$1,550,097.47
Total All Trust Funds		\$2,518,579.28	\$1,091.09	\$1,091.09	\$28,924.95	\$28,924.95	\$0.00	\$0.00	\$5,736.35	\$2,496,481.77

TRUST RECEIPTS
July-21

Trust Money Mkt General Funds:

TCF Bank-Interest Income for July	\$ 18.27	\$ 18.27
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Friends of BPL:

- Adult Programs		
- Teen Programs (refund of prior purchase from OTC Brands)	\$ 1.62	
- Youth Programs		
- Outreach and Equipment		
		\$ 1.62

Memorial/Book Fund:

Pam and Rick Bunch in memory of Anna Adriana DeVogel	\$ 40.00	\$ 40.00
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Miranda Burnett Youth Desk

Teresa Lerchen Hartle in Memory of Miranda Burnett (From Paypal)	\$ 97.50	
Laurie Orner in Memory of Miranda Burnett (From Paypal)	\$ 146.40	
Joan Heinz in Memory of Miranda Burnett (From Paypal)	\$ 48.60	
Gail Burnett in Memory of Miranda Burnett (From Paypal)	\$ 488.70	
Thomas and Justine Rowley in Memory of Miranda Burnett	\$ 50.00	\$ 831.20

Trust Money Mkt Endowment Fund:

Total Receipts at TCF Bank	\$ 891.09	\$ 891.09
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Raymond James

Kristen Tait for Douglas R. Koschik Endowment	\$200.00	\$200.00
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Total Trust Receipts	\$1,091.09	\$1,091.09
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Register of Claims
Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009

Page: 1/1

Check Number	Vendor #	Vendor	Amount
5565	000843	BAKER & TAYLOR BOOKS	12.70
5566	000902	CENGAGE LEARNING INC	160.76
5567	005605	RUTH ANN CZECH	19.99
5568	MISC	LAURA DALUGA	470.00
5569	MISC	LISA CHRISTIE	25.00
5570	MISC	RFO, LLC DBA PLANTHROPIE	175.00
5571	MISC	ROBERT STRATTON	16.75
5572	000757	SCHOLASTIC INC	108.50
5573	MISC	ISCG INC	14,609.00
5574	009126	AMAZON CAPITAL SERVICES INC	1,664.72
5575	MISC	BRIANNE TURCZYNSKI	200.00
5576	MISC	BRIENNE GLUVNA	300.00
5577	000902	CENGAGE LEARNING INC	60.77
5578	004269	CENTER POINT LARGE PRINT	27.27
5579	009315	FIRST NATIONAL BANK OF OMAHA	4,778.89
5580	MISC	GASSER CHAIR COMPANY, INC.	5,652.55
5581	001090	INGRAM LIBRARY SERVICES	28.75
5582	MISC	JENNA WALTERS	100.00
5583	000757	SCHOLASTIC INC	89.30
5584	008145	TOWN SQUARE PUBLICATIONS	425.00

Total: 28,924.95

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board