



LIBRARY BOARD MEETING

OCTOBER 18, 2021

Melissa Mark
PRESIDENT

Frank Pisano
VICE PRESIDENT

Jennifer Wheeler
SECRETARY

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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e-mail: weir527@gmail.com

Term expires 2021

Building and Finance
Committees

Pisano, Frank
VICE PRESIDENT

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Term expires 2021

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Committees

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Term expires 2023

Communications,
Personnel, and
Policy Committees

Rock, Karen

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Term expires 2021

Personnel, Policy, and
Strategic Planning
Committees

Suhay, James W.

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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



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AGENDA

Baldwin Public Library Board Meeting

Monday, October 18, 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 September 20, 2021 Board Meeting Minutes p. 7
- B. Approval of September 2021 vendor payments in the amount of \$79,411.89, including payments in excess of \$6,000. p. 12
- C. Approval of total expenses in the amount of \$279,117.07. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 38
- D. Upcoming events of interest (Jaclyn Miller) p. 48

III. Board Committee Reports	
A. Finance Committee (Frank Pisano)	p. 16
B. Building Committee (Jim Suhay)	p. 19
C. Policy Review Committee (Jenny Wheeler)	p. 25
Suggested Motion: To adopt the Group Study Room Policy and the Library Displays Policy, as found on pages 26 to 27 of the October 2021 Board packet.	
Suggested Motion: To adopt edits to the Library Board’s bylaws, as found on page 28 of the October 2021 Board packet.	
IV. Library Report– Rebekah Craft & Jaclyn Miller	p. 31
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 46
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. Unfinished Business	
VII. New & Miscellaneous Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 48
B. October 2021 Learn.Connect.Discover Issue	p. 50
C. <i>Detroit Free Press</i> article “Birmingham art exhibit celebrates togetherness after divisive election, pandemic isolation”	p. 54
D. <i>Birmingham Eagle</i> article “Efforts to improve Community House finances force some Birmingham clubs to meet elsewhere”	p. 59
E. Craft: Library Presentation to Bloomfield Hills City Commission	p. 63
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, November 15, 2021 at 7:30 p.m.

Motion: *To adjourn the October 18, 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
September 20, 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, Karen Rock, Jim Suhay, and Jennifer Wheeler.

Absent and excused: None.

Library Staff present: Rebekah Craft, Director, Jaclyn Miller, Associate Director, and Robert Stratton, Administrative Assistant.

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: Two (one, in person; one, 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 Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Mark acknowledged the resignation of Trustee Ashley Aidenbaum after 6 years of service as Board Trustee. Aidenbaum appeared via Zoom. Mark read the commendation (found on page 17 of the September Board packet) honoring Aidenbaum's service to the Library Board. Aidenbaum thanked the Trustees and wished them success in their future endeavors in support of the Library and beyond.

Outreach efforts are ongoing. Board and Staff are dividing their efforts between local business, community, and education organizations. Rock will engage with the Detroit Zoo and Oakland Literacy Council; Suhay with Senior Men's Club of Birmingham, Daughters of the American Revolution chapters, and Holy Name Church; Pisano with Daxton Hotel and Townsend Hotel; Wheeler with Birmingham Public Schools and Scouts; and Mark with local senior centers and Cranbrook. Craft and Miller are developing focused informational materials to be dispensed to these organizations.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversary: Brandon Bolek-Toubeaux (20 years of service), Petra Campbell (2 years), David Dapkus (4 years), Patricia Henricks (4 years), Jessica Hoeck (4 years), Jeff Jimison (4 years), Josh Rouan (21 years), Vicki Sower (14 years), Lynn Szykiel (2 years), and Elisabeth Volpe (16 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 98-99 of the September Board packet.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, September 13 in the Jeanne Lloyd Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 20 of the September Board packet.

Mark gave remarks of gratitude for the Van Dragt Trust donation, which has since been used for renovations in the building. These renovations included repainting the Grand Hall, and replacing carpeting and furniture on the second floor. The Van Dragt Trust will soon be used for expanding the Children's Garden along the northern side of the building. This will improve a previously unused space to make it available for children's activities, story times, and leisure. The Design Review Application and additional details can be found on pages 27 – 42 of the September Board packet.

The next meeting of the Finance Committee will take place on Monday, October 11, 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 Wednesday, August 25 in the Jeanne Lloyd Room. Present were Mark, Pisano, Suhay, Craft, Miller, Kristen Tait, Merritt Cieslak Design (MCD) Principal Architects Steven Schneemann and Ron Cieslack, and MCD Interior Designer Dianne Schurg. Full minutes of this meeting can be found on pages 23 of the September Board packet.

583 responses were gathered from a public survey regarding Phase 3 renovations. Survey responses can be found on pages 43 – 80 of the September Board packet. These responses will be discussed during the upcoming Building Committee meeting.

Craft added that Miller arranged for a company to clean the exterior limestone walls on September 20. Electrical outlets have been installed on a corner of the north side of the building to allow for low-voltage exterior lighting.

The next meeting of the Building Committee will be held on Wednesday, September 22 at 4:00 p.m. in the Jeanne Lloyd Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Strategic Planning Committee:

Rock reported that the Strategic Planning Committee met on Wednesday, September 15 in the Director's Alcove. Present were Rock, Suhay, Craft, and Miller. Full minutes of this meeting can be found on page 81 of the September Board packet.

A community survey will be offered to the public from October 4 through October 15. Mark inquired how the survey would be conducted. Craft responded that the survey will be emailed to the Library's list of 12,000 patrons, with survey copies made available within the Library. She noted the possibility of mailing a survey to every Birmingham and contract community resident, which would cost around \$4000 and is being considered.

Suhay noted that Ann Stuntz has agreed to facilitate focus groups to support revisions to the Strategic Plan. She has previously facilitated focus groups at the Library during the 2010 strategic planning process. The focus groups will be held via Zoom.

The next meeting of the Strategic Planning Committee will take place on Wednesday, November 17 at 9:00 p.m.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 83-95 of the September Board packet.

Computer use time for patrons has been increased from 45 minutes to 90 minutes. This limit was put into place as a safety measure during the COVID-19 pandemic. Teen programs have been held in person this summer and will continue in person throughout the fall. Youth Librarians are hosting outdoor story times at Barnum park four times weekly. Some Adult Services programs, such as Learning in Retirement, are returning in-person. The continuation of in-person programming is tentative based on COVID-19 case numbers.

Several new staff members have been hired in the Circulation Department. Beverly Banks and Elisa Barraza Barrios have been hired as Circulation Assistants. Diana Ancog and Haylie May have been hired as Pages.

A wood and marble table which belonged to Martha Baldwin has been transferred to the Birmingham Museum where it will be put on display.

Daughters of the American Revolution Piety Hill Chapter have donated to the Library to add American history titles, and have set up a Constitution Week display in the Grand Hall.

The Library's Polaris system has been upgraded to version 7.0. This enables staff to catalog and perform maintenance remotely.

The IDEA Task Force continues implementing a monthly thematic calendar, highlighting Hispanic Heritage Month in October and Dyslexia Awareness in November. The IDEA staff book club will be reading *The Fire Keeper's Daughter* and discussing on November 3. A diversity audit of the adult print collection will be performed by staff members. The Youth Services department continues to work through Project Ready.

The 2021 Summer Reading Program report can be found on pages 93 – 96 of the September Board Packet. Selected participants were awarded gift cards for a variety of accomplishments in the program. Miller gave special thanks to the Friends of the Library and iCode of Troy for their support.

First grader Rubina S. was drawn as the winner of a 3D printer, donated by JoAnn Fabric and Creativebug, for their participation in the Beanstack "Carnival of Reading Challenge." Congratulations!

Miller continues working with graphic designer Michelle Hollo on promotional and marketing materials for the Library, including Learn.Connect.Discover, student welcome booklet, community outreach flyer, Idea Lab booklet, among other items.

Youth Services Librarians Stephanie Klimmek and Susan Dion attended the Greenfield Elementary PTA "Back to School Picnic" on September 10 on behalf of the Library.

The Idea Lab continues finalizing expansion into the former Computer Lab. Workstations have been set up with multiple computers to eliminate the "computer bottleneck" the Idea Lab previously experienced with regards to workflow. Jeff Jimison's full Idea Lab monthly report can be found on pages 91-92 of the September Board packet.

5. Liaisons

Friends: Friends President Ryndee Carney reported Friends membership dropped from 375 to 243 in the previous fiscal year, and posited this is due to the COVID-19 pandemic and lack of traditional large book sales where the Friends are typically able to recruit members. She noted although membership was down, contributions from donors has been stable. The Friends generated approximately \$28,000 in the last fiscal year, compared to around \$38,000 the prior year. Pre-COVID fiscal year revenue was \$53,000.

The Friends donated \$23,375 in this past fiscal year and ended the year with \$35,777.18 in reserve.

Former Library Board Trustee David Underdown will replace Jennifer Peterson as Treasurer as her and her family have moved to Troy.

Craft thanked the Friends for their recent donation of \$6,300 for Adult Services programming.

Pisano commented that he would discuss the plausibility of a dedicated book sale space during Phase 3 renovation talks.

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 97-114 of the September Board packet.

10. General Public Comment Period: Sheila Brice gave her gratitude to Ashley Aidenbaum for her 6 years of service on the Library Board. She commended the Board for their work on community outreach and Phase 3 renovation planning.

11. Adjournment:

Motion to adjourn the meeting.

1st Suhay

2nd Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:38 p.m. The next regular meeting is scheduled for Monday, October 18, 2021, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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
	006638	ACTION MAT & TOWEL RENTAL	30.75
	009126	AMAZON CAPITAL SERVICES INC	2,546.31
	000843	BAKER & TAYLOR BOOKS	186.08
	005717	BSB COMMUNICATIONS, INC.	1,482.00
	003904	CAPITAL ONE BANK	1,961.29
	000902	CENGAGE LEARNING INC	374.20
	000575	DEMCO, INC	582.30
	004493	ELITE IMAGING SYSTEMS	336.26
	008164	GARY EISELE	74.18
	001090	INGRAM LIBRARY SERVICES	16,518.42
	008827	KANOPY, INC	1,162.00
	003527	LOWER HURON SUPPLY CO INC	492.91
	007927	MICHELLE HOLLO	918.75
	000639	MICHIGAN LIBRARY ASSN	95.00
	002013	MIDWEST TAPE	8,540.57
	000678	OCLC, INC.	306.83
	000481	OFFICE DEPOT INC	290.57
	006785	OVERDRIVE, INC.	10,015.42
	007588	PERMACARD	350.31
	007907	SP+ CORPORATION	1,850.00
	000797	THE LIBRARY NETWORK	2,003.83
	007408	T-MOBILE	149.30
	000158	VERIZON WIRELESS	103.35
281326	009202	AQUARIUM DESIGN INC	200.00
281456	007408	T-MOBILE	93.55
281494	003904	CAPITAL ONE BANK	5.00
281519	004493	ELITE IMAGING SYSTEMS	544.28
281527	000249	GUARDIAN ALARM	232.41
281534	001090	INGRAM LIBRARY SERVICES	933.82
281565	008336	NBS COMMERCIAL INTERIORS	856.00
281573	000481	OFFICE DEPOT INC	275.83
281588	MISC	TROY PUBLIC LIBRARY	13.55
281605	006638	ACTION MAT & TOWEL RENTAL	61.50
281607	007745	ALL COVERED	1,608.00
281617	000843	BAKER & TAYLOR BOOKS	139.99
281619	006782	BIBLIOTHECA, LLC	6,616.00
281635	009024	THE D.M. BURR GROUP	3,221.32
281639	000179	DTE ENERGY	8,434.35
281643	005651	FINDAWAY WORLD, LLC	138.81
281651	006666	GRID 4 COMMUNICATIONS INC.	273.19
281653	MISC	HADIDJA HAMADI	14.99
281655	007211	HOME DEPOT CREDIT SERVICES	108.90
281693	009026	WELLS FARGO VENDOR FIN SERV	967.09
4256	009126	AMAZON CAPITAL SERVICES INC	292.22
4257	000517	BEIER HOWLETT P.C.	280.50
4272	002013	MIDWEST TAPE	148.06
4287	009126	AMAZON CAPITAL SERVICES INC	1,560.21
4302	002013	MIDWEST TAPE	2,021.69

Register of Claims

Page: 2/2

Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
Total:			79,411.89

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

Strategic Planning Committee

Policy Review Committee

October 2021 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, October 11, 2021 at 4:00 p.m. in the Jeanne Lloyd Room. Present were Frank Pisano, Jim Suhay, Rebekah Craft, and Jaclyn Miller.

- Craft gave an update on the FY 2021-22 budget.
 - Large expenditures over \$6000 were made to Midwest Tape, Overdrive and Ingram for various materials, Bibliotheca for RFID workstations, and DTE Energy.
 - Health care costs will likely come in about \$90,000 under budget for FY2021-22
 - Contract community invoices have been sent for the second quarter of the year
 - State Aid report will be filed in November
 - Patron Use Revenue is increasing
 - The Idea Lab Yard Sale generated about \$1200 in revenue
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. Expenditures this month supported programming and presenter fees, craft kits and subscription boxes. The Friends granted a \$6,340 wish list in September, including funds for Halloween Hoot. Book Sale donations totaled \$887.05.
- The next meeting of the Finance Committee will take place on Monday, November 8, 2021, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: September 2021

This report references the Revenue and Expense Report 2021-22, found on the following page. At 25.0% of the way through fiscal year 2021-2022, the Library has spent 19.4% of its budget and received 80.5% of its revenue. By this point of the year, the Library was budgeted to have spent 25.0% of its budget and to have received 82.7% of its revenue.

Two pay periods were recorded in September.

Vendor payments in excess of \$6,000:

Ingram Library Services (Print Materials)	\$	17,452.24
Midwest Tape (Audio Visual Materials)	\$	10,710.32
Overdrive (Electronic Materials)	\$	10,015.42
DTE Energy	\$	8,434.35
Bibliotheca (5 RFID Work Stations and Freight)	\$	6,616.00
Total vendor payments in excess of \$6,000	\$	53,228.33
Balance of vendor payments less than \$6,000	\$	26,183.56
Total vendor payments	\$	79,411.89

City of Birmingham allocations:

Payroll Period Ending 09/04/21	\$	86,543.50
Payroll Period Ending 09/18/21	\$	85,976.79
Employee Health Care Payroll Deduction 08/18/21	\$	(729.76)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	185,987.28

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	\$	195,442.97

Reconciling adjustments:

Water Bill for 04-15-21 to 07-15-21	\$	2,537.21
Audit	\$	1,725.00
Total Recon Adjustments	\$	4,262.21

Total expenses for the month	\$	279,117.07
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
September 2021

	Approved 2021-2022 Budget	Current Month Budget September 2021	Current Month Actual September 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	25.00%	3rd Month of the year
REVENUES											
TAXES	\$3,678,280	\$0	\$0	\$0	\$3,678,280	\$3,678,280	\$0	100.0%	\$3,532,911		99.6%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$224)	\$1,026	(\$3,750)	(\$797)	\$2,953	5.3%	(\$870)		5.8%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$25,000	\$0	(\$25,000)	0.0%	\$0		0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0		0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$130,739	\$50,263	\$241,428	\$161,154	(\$80,273)	16.7%	\$205,281		21.8%
PATRON USE REVENUE	\$21,400	\$1,783	\$3,278	\$1,495	\$5,350	\$6,933	\$1,583	32.4%	\$190		0.3%
INVESTMENT INCOME	\$30,000	\$2,500	\$2,785	\$285	\$7,500	\$2,785	(\$4,715)	9.3%	\$3,342		6.4%
TOTAL REVENUE	\$4,780,390	\$91,843	\$136,577	\$44,734	\$3,953,808	\$3,848,355	(\$105,453)	80.5%	\$3,740,855		79.6%
EXPENSES											
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$185,987	(\$36,712)	\$668,098	\$530,464	(\$137,634)	19.8%	\$509,039		20.0%
SUPPLIES	\$119,500	\$9,958	\$8,273	(\$1,685)	\$29,875	\$29,291	(\$584)	24.5%	\$29,271		27.4%
CONTRACTED SERVICES	\$383,830	\$31,986	\$22,576	(\$9,410)	\$95,958	\$66,254	(\$29,704)	17.3%	\$61,710		21.0%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$1,729	(\$10,752)	\$37,445	\$9,852	(\$27,593)	6.6%	\$18,334		13.1%
UTILITIES	\$96,000	\$8,000	\$10,972	\$2,972	\$24,000	\$29,025	\$5,025	30.2%	\$27,527		28.7%
OTHER CHARGES	\$82,260	\$6,855	\$2,605	(\$4,250)	\$20,565	\$15,493	(\$5,072)	18.8%	\$9,907		11.9%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$6,616	\$1,258	\$16,075	\$8,123	(\$7,952)	12.6%	\$344,020		68.4%
COLLECTIONS	\$640,700	\$53,392	\$40,359	(\$13,033)	\$160,175	\$129,867	(\$30,308)	20.3%	\$138,669		21.1%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$279,117	(\$71,613)	\$1,052,190	\$818,369	(\$233,821)	19.4%	\$1,138,478		25.7%
VARIANCE	\$571,630	(\$258,888)	(\$142,540)	\$116,347	\$2,901,618	\$3,029,985	\$128,368				
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64					
FUND BALANCE-CURRENT						\$4,240,611.97					

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 \$3,678,280 in Birmingham tax revenue, \$3,034,942 is for operating expenses, and \$628,338 is for funding the Youth Room expansion and renovation.



MEETING MINUTES

Time: 4:00 PM – 5:30 PM
Date: September 22nd, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay (Via Zoom)	Board Member	BPL Building Committee
Rebekah Craft	Director	Baldwin Public Library
Jaclyn Miller	Assistant Director	Baldwin Public Library
Kristen Tait	Circulation Director	Baldwin Public Library
Steven Schneemann	Principal Architect	Merritt Cieslak Design
Ron Cieslak	Principal Architect	Merritt Cieslak Design
Dianne Schurg	Interior Designer	Merritt Cieslak Design
Three members of the public (via Zoom)		

AGENDA ITEMS

1. Update of tasks completed to date
 - Steve gave an update on tasks that MCD has completed to date including drawing the existing 2D & 3D of the existing building, meeting with staff for input, meeting with the community for input and conducting a community wide survey. Steve stated that all the referenced documents related to staff and community outreach could be found in the 64 page PDF file that was submitted to the library director prior to the meeting.
2. Review outreach efforts
 - A. All-staff meeting (Sept. 14)
 - Steve read through the documents shared at the all-staff meeting and gave a brief overview of the findings of the meeting that were outlined in the minutes.
 - B. Focus group meeting (Sept. 15)
 - Steve reviewed the agenda provided by the director that was used to format the focus group meeting and shared the outcome, insights, and

discussions that resulted.

C. Community survey (opened Sept. 2)

- Steve reviewed the survey questions as well as the results of the feedback from the community.

D. Summary of findings

- During this portion of the meeting Steve gave a summary of the collective responses of the community regarding the library and Phase 3. At this time it was also noted that the demographics of the respondents should be taken into consideration regarding variables such as age and how they may play a role in the nature of the responses.
- The All-Staff meeting provided insight on the library staff's concern with the addition of a cafe. Most prevalent concerns were regarding the success rate of staffed coffee bars, the risk of attracting vermin, selection of a vendor as well as vendors being concerned about competition. With regards to vendors being concerned about outside food being brought into the library, Steve suggested that BPL stipulate that it would allow outside food and caterers in the terms that the vendor would have to agree to.
- Additionally library staff worried that if the cafe was left unstaffed, then patrons may expect library staff to service the cafe which would impede on their other responsibilities.
- Steve also suggested that the cafe could be more of a kiosk station for coffee.
- It was suggested that combining the cafe and bookstore spaces as a potential hybrid space could reduce the total space required for both, however the library staff explained that they worried that the Friends of the Library or the cafe vendor might not have someone to operate this and the expectation would fall to the library staff.
- Rebekah suggested turning the sorting room into a bookstore and relocating sorting, in order to create a designated bookstore space; however it would depend on whether there was a better location for the sorting room within phase 3.
Additionally, during the Focus Group, Rebekah explained that the Friends of the Library's goal of having their own book store space would ideally be an enclosed space approximately 10'x10'.
- During the meeting, patron David Bloom suggested that the library consider a coffee station that was based on the honor system if it was not being staffed. Additionally he said that having high quality coffee and healthy food options would be a useful amenity. He also requested that the cafe have flexible access to adjacent outdoor spaces.
- The next topic covered was the concept of creating an art gallery space, library staff explained that the maintenance of an art gallery display requires considerable attention and this takes away from the library's current responsibilities.
- There was also a suggestion that the service desks be divided into 3 locations throughout the library; 1 adult service desk (1 adult librarian staff/ 1 circulation staff), 1 main entrance circulation desk (1 adult librarian staff/ 1 circulation staff), as well as 1 children's area circulation desk (1 children's librarian/ 1 circulation staff).
- Jaclyn also suggested that there be at least one way to provide service to the community at street level.
- For the circulation desk- there was concern that a skylight in the vicinity might create unwanted noise (when raining hard) and make hearing for patrons difficult.
- Jim Suhay also wanted at least 1 alternative option with granite pavers at the plaza (the same kind as Shain park). MCD said they would provide at

least one option including this and consider the maintenance required for upkeep.

3. Review updated MCD Work Plan
 - Steve reviewed the updated work plan with dates for upcoming meetings. He also noted that unless otherwise noted that all building committee meetings would be assumed to take place at 4:00 PM.
4. Next Building Committee meeting scheduled for September 29, 2021 4:00PM
 - A meeting between library director, board president and MCD was scheduled at Svenska café in Birmingham at 2:30 pm on Wednesday September 29th, for the purpose of learning more about how a small café operates.

*Note: These minutes represent the best efforts of **Merritt Cieslak Design** to record discussions and decisions at this meeting. Please report any errors or omissions to the author upon review.*



MEETING MINUTES

Time: 4:00 PM – 5:45 PM
Date: August 29th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay (Via Zoom)	Board Member	BPL Building Committee
Rebekah Craft	Director	Baldwin Public Library
Jaclyn Miller	Assistant Director	Baldwin Public Library
Kristen Tait	Circulation Director	Baldwin Public Library
Steven Schneemann	Principal Architect	Merritt Cieslak Design
Ron Cieslak	Principal Architect	Merritt Cieslak Design
Dianne Schurg	Interior Designer	Merritt Cieslak Design

AGENDA ITEMS

1. Discuss Svenska Café visit highlights
 - Steve gave an overview of the meeting at Svenska Café, explaining that the purpose of the meeting was to gather insight on how a small café is run and how BPL may be able to incorporate a café into Phase 3 with an informed decision.
 - The following were discussed during the meeting with the owners at Svenska, Christina and Isabella:
 - The café is a total area of 550SF (including toilet room)
 - The café serves an average of 80-100 guests per day
 - The café serves coffees, espressos, lattes, hot tea, iced tea and other speciality drinks
 - All baked goods/pastries are prepared off-site
 - All other prepared foods are made on site including soups/ sandwiches
 - The café introduces a variety of treats/weekly specials in order to keep regulars interested
 - The café employees are able to educate and inform the clients of the ingredients of the products and how they are prepared and

- are trained to do so enthusiastically
- The interior of the café utilizes a variety of lighting styles as well as plays off of the daylighting
- The café utilizes the following equipment: register, toaster, 3 undercounter refrigerators, 1 freezer, cooler, 90 second Champion dishwasher, 2 grinders (1 for coffee brew, 1 for espresso), ice machine and 1 espresso machine
- The café owner also explained that Svenska uses specialty coffee (Ferris Coffee Co.)
- Svenska has 10 staff members on their roster in order to keep it fully staffed seven days a week.
- During the Building Committee meeting it was noted that MCD would ask further questions from Svenska to ask how they would envision working as the vendor for the BPL café.
- During the Building Committee meeting there was a brief discussion about whether or not the county health department would require permits. It was determined that a coffee shop that is not preparing food on site does not require a permit from the health department.
- There was concern about whether or not the café would be successful and a discussion about potentially utilizing high end vending machines with coffee. Additionally, it was noted that regardless of whether the café was staffed or not, it would still require the infrastructure such as water supply, as well as a vendor to maintain the equipment.
- It was also noted that prior to COVID the library served approximately 800-900 patrons a day; post COVID daily averages range from 300-500 daily patrons
- The building committee suggested creating a café space that also works as a meeting space and/or serves another dual function. It was noted that if the café were to be open outside of library hours with its own separate entrance that it would require a toilet room that could also be used at that time.

2. Discuss highlights from meeting with Nick DuPuis, Birmingham Planning Director

- Steve shared with the Building Committee that he and Nick discussed turning Merrill into a One-way headed East. Additionally they talked about any potential cost-implications and that it may not be overly expensive. Nick also expressed that he thought there would be support for changing Merrill to one-way by the city commission.
- Steve explained that Nick liked the idea of a tangible connection between Shain Park and BPL and felt that introducing visual cues of the pedestrian access might provide drivers with extra caution.
- During the Building Committee meeting Jim mentioned that the granite pavers did not have to be the extents of the Exterior Plaza, and that having them at the outside edge of the plaza is what a previous rendering called for and that it might be enough to draw a connection to Shain Park without requiring the use of granite pavers for the entire exterior plaza.
- The next topic covered with the Planning Director was the drive up window/ book drop. The Building Committee is interested in alternative options for the drive-up window/ or new book drop location; there was concern whether or not a full-service drive-up window would work with the budget. Another suggestion was to have the book drop at the street with a new heat trace sidewalk installed in order to make servicing the book drop easier for library staff. Melissa asked how many times a day the book drop was emptied, and Kristen said 3-5x a day and that it was almost always full and it was very difficult to maneuver, particularly in the winter.
- Steve suggested that for Phase 3 to stick with the original program and the drive-up window could potentially be a future upgrade for the library- that for the time being any discussion of a drive up window should be high level

conceptual design work.

3. Distribute and Review Program Statement Draft

- Steve explained to the group that the Program Statement was a draft and that it was important to consider it as a “living” document since things are still being developed. He stated that it was important to create 1 program statement to foster multiple design concepts.
- During this portion of the meeting, the request for bird friendly glass was discussed, and Steve said that MCD would look into glass standards for the city of Birmingham. Additionally, it was noted that the new glass in the youth room was 66% light transmittance.
- It was also noted by Jim Suhay that it was previously discussed to restore the original ceiling in the existing circulation area and elevator room. Steve said that MCD would check the ceiling conditions to better understand the conditions there.
- It was requested that, although the security cameras would be outside the budget, that, before the ceilings go up, the library would meet with Guardian alarms to verify the infrastructure needs for a checkout system security camera.
- Steve asked whether the Building Committee knew of a dark skies ordinance and it was uncertain. MCD would check into this and design in order to minimize/prevent excessive light pollution.

4. Discuss next steps (Organizational Concepts and Cost Projections)

- The final portion of the meeting was a discussion of what the next steps would be and what that would look like. Steve said that MCD would be providing the Building Committee with graphics as well as cost projections for the scope of work addressing several options.

5. Next Building Committee meeting scheduled for October 13, 2021 4:00PM

*Note: These minutes represent the best efforts of **Merritt Cieslak Design** to record discussions and decisions at this meeting. Please report any errors or omissions to the author upon review.*

September 2021 Policy Committee Report

The Baldwin Public Library Board's Policy Committee met on Wednesday, September 29, 2021 at 9:30 a.m. in the Director's Alcove. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

- The Committee reviewed and edited the new Library Group Study Rooms Policy, as provided by H Jennings and Rebekah Craft.
- The Committee reviewed and edited the new Library Displays Policy, as provided by Robert Stratton, Stephanie Klimmek, and Jaclyn Miller.
- The Committee reviewed the Board Bylaws, with changes recommended by City Attorney Mary Kucharek.

The Policy Committee recommends that the Library Board approve these two new policies and the changes to the Board Bylaws.

The next meeting of the Policy Committee will take place on Wednesday, November 3, 2021 at 9:30 a.m.

Group Study Rooms Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

The Baldwin Public Library (BPL) provides Study Rooms for groups to meet without disrupting quieter areas of the library.

Guidelines:

- Study Rooms check out for two (2) hours.
- Study Rooms are available on a first come, first served basis. Study Rooms may not be reserved ahead of time.
- Study Rooms are limited to four (4) people at a time.
- Study Rooms must be checked out with a valid Baldwin Public Library card. If a user enters the Study Room without first checking out the room, the user will be asked to check out the room or possibly leave the room. The person who checks out the room must be the person using the Study Room.
- Physically entering the Study Room before checking the room out does not give a user priority to use the room.
- Accompanying technology packs can be checked out with a valid Baldwin Public Library card. These packs must be returned to the Adult Reference Desk.
- If there are groups waiting to use the Study Rooms after your session, a new group will receive priority use of the room.
- Any items that are brought into the Study Rooms are the responsibility of the BPL card holder using the Study Room. Items left in Study Rooms for more than ten minutes will be removed and turned into lost and found. In the event that a Study Room is vacated for more than ten minutes, the checkout will be canceled and the Study Room will be made available to other users.
- Noise volume within Study Rooms must be kept to a low level.
- Users of Study Rooms will be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately, as determined by BPL staff.
- Meetings that may disturb regular BPL functions are not permitted.
- The Study Room must be left in the same condition it was in prior to the meeting.
- Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- Violations of the BPL Code of Conduct may result in the loss of room checkout privileges.

Library Displays Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

As part of its public service, the Baldwin Public Library (BPL) provides designated areas for displays and handouts. BPL retains priority rights to all display space for library purposes. Displays, handouts and announcements must be approved by the Library Director or appointed designee(s) before being posted. These items will be placed in the literature rack or on bulletin boards as determined by BPL staff. Priority consideration will be given to organizations based in BPL's service district.

All materials displayed or left at BPL are subject to the following conditions:

- Any request for posting of literature must be delivered to BPL Administration and receive administrative approval before display. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group. The fact that an organization or person is permitted the use of a BPL display space does not in any way constitute an endorsement by BPL of their policies or beliefs.
- The time, extent, content and manner of display will be limited to designated areas.
- There will be full compliance with City of Birmingham Code, Article IV, Section 26-111 through 26-138.
- For-profit or business materials will not be approved.
- Materials will be discarded or recycled after their use at BPL. Due to limited distribution and storage capacity, excess quantities will be discarded immediately. A 6 inch or shorter stack of materials is the maximum height of literature that will be accepted.
- Prior posting of an item by an organization is not a guarantee for ongoing posting for similar or additional items.
- Unapproved materials will be discarded at BPL's discretion.

Bylaws of the Board of Directors

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

These Bylaws should be read in concert with federal, state and local laws. To the extent that federal, state or a local law supersedes the Bylaws, then the applicable law (not the Bylaws) shall apply.

ARTICLE I - BOARD OF DIRECTORS

The Library Board of Baldwin Public Library shall consist of six directors elected at the biennial city election in accordance with Chapter XVI of the Birmingham City Charter as amended.

ARTICLE II

Section 1 – The Officers of the Board of Directors shall be a President, a Vice President and a Secretary. The Library Director or his or her designee shall act as Recording Secretary and keep a true and accurate account of all of the proceedings of the Board Meetings. The Treasurer of the City of Birmingham shall be Treasurer of the Library Board ex officio, as designated in Chapter XVI, Section 3 of the Birmingham City Charter as amended.

Section 2 – The President, Vice President and Secretary shall be elected annually at the annual meeting, as defined in Article III, Section 2. Each officer shall hold office until a successor shall have been duly elected or until death or resignation. Vacancies in any office shall be filled for the unexpired portion of the term at the next regular meeting of the Board of Directors after such vacancy occurs. **The Library Board may fill any vacancy occurring on the Library Board, by the appointment of a person to hold such office until the next regular city election, in accordance with Chapter XVI of the Birmingham City Charter. No person shall be eligible to be appointed to fill a vacancy on the library Board if that person is a spouse or a parent, grandparent, child, grandchild, brother or sister or the spouse of any library employee or official.**

Section 3 – The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally performs the duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Directors all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Board of Directors.

Section 4 – In the absence of the President or in the event of the death or inability of the President to act, the Vice President shall perform the duties of president.

Section 5 – The Secretary of the Board shall certify along with the Library Director all bills approved by the Board of Directors. In the absence of the Secretary, any member of the Board of Directors present at the meeting may certify bills approved by the Board of Directors. The secretary shall perform such other duties as are assigned by the President of the Board of Directors.

ARTICLE III - MEETINGS

Section 1 – The regular monthly meetings of the Library Board shall be held at the Library on the third Monday of the month at 7:30 pm or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Board of Directors.

Section 2 – The regularly scheduled November meeting of the Library Board shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 3 – Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting. Notice will be provided according to the Michigan's Open Meetings Act, as amended, MCL 15.261, et seq.

Section 4 – As required by applicable law, including, but not limited to, the Michigan's Open Meetings Act, as amended, MCL 15.261, et seq., public notice of all meetings of the Board of Directors shall be posted in advance of such meetings.

Section 5 – A quorum for the transaction of business shall consist of four (4) members of the Board. The affirmative vote of four (4) members of the Board of Directors is required for the approval of any action or decision of the Board regardless of whether four, five, or six Board Members are present.

Section 6 – In the case of an emergency when only three Board Members can attend a meeting, a fourth Board Member may participate via telephone conference or any other technological measure without being physically present in order to establish a quorum for the transaction of business in accordance with the Michigan's Open Meetings Act, as amended, MCL 15.261, et seq. Proper equipment would be required to assure full participation by both telephone attendee and the Board, as well as any members of the public attending the meeting

ARTICLE IV - COMMITTEES

Special Committees for the study and investigation of special problems may be appointed by the President and shall make periodic reports to the Board as requested.

ARTICLE V - LIBRARY DIRECTOR

Section 1 – The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board of Directors.

ARTICLE VI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order govern the Board in all cases which are not inconsistent with these bylaws or any special rules of order the Board may adopt.

ARTICLE VII

These bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Directors, provided that the amendment was stated in the call for the meeting.

Bylaws adopted by the Baldwin Public Library Board in 1940. Revised May 1961, November 1981, October 1985, December 1985, February 1989, October 2014, October 2021

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: September 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q1 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 136,577	\$ 128,095	\$ 3,848,355	\$ 3,738,383			
Expenses	\$ 279,117	\$ 333,274	\$ 818,369	\$ 1,138,312			
Circulation							
Circ (Charges & Renewals)	45,284	47,521	151,127	132,002	103,094	48,033	On Target
Self-Check Usage	20.6%	76.5%	40.0%	57.6%			
% of Circ by Residents*	93.3%	89.1%	92.4%	93.3%	92.0%	0%	On Target
% of Circ by Non-Residents	6.7%	10.9%	7.6%	6.7%	8.0%	0%	On Target
Interlibrary Loans							
Items borrowed	810	852	2,584	1,568			
Items loaned	763	508	2,273	965			
Technology Usage							
Database Sessions	2,583	2,564	7,207	7,138	4,847	2,360	On Target
Downloadable Content	11,078	11,695	34,414	37,480	31,741	2,673	On Target
Public Computer Usage	277	651	861	1,807		861	
Wireless Sessions	4,121	5,229	13,651	14,715	15,000	(1,349)	Off Target
Program Attendance							
Program Attendance for Adults	285	523	918	1,076			
# of Programs for Adults	16	27	48	81			
Program Attendance for Teens	139	66	522	180			
# of Programs for Teens	4	4	13	14			
Program Attendance for Youth	742	592	2,612	888			
# of Programs for Youth	33	39	87	107			
Computer Classes	27	40	69	122			
# of Computer Programs	6	7	14	20			
Online Video Views	82	621	257	1,379			
Idea Lab Certifications	-	-	-	-			
Idea Lab Visits	-	-	-	-			
Total Program Attendance	1,275	1,842	4,378	3,645	4,421	(43)	On Target
Total # of Programs	59	77	162	222	175	(13)	On Target
Outreach Attendance	61	-	61	-			
# of Outreach Programs	1	-	1	-			
Gate Count	11,686	9,002	39,074	27,485	46,107	(7,033)	Off Target
Volunteer Hours	19	14	60	31	173	(113)	Off Target
Social Media							
	New Users	New Users					
Website Hits/Pageviews	23,142	18,696	67,976	62,172	65,121	2,855	On Target
e-Newsletter Subscribers	-75	-24	12801	11505	11000		On Target
Facebook Page Likes	13	16	2660	2509	2652	8	On Target
Twitter Followers	2	-2	1321	1295	1349	(28)	Off Target
Instagram Followers	7	5	1904	1702	1906	(2)	On Target

*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.

Key Metrics Explanation: September 2021

On Target = Met or exceeded goal, or no more than 0.1% below goal

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the first quarter:

- **Financials:** Revenues and expenses are tracking as expected.
- **Circulation:** For the first three months of the fiscal year, circulation was up compared to FY 2020-21, and was ahead of our target for the first quarter by 32%.
- **Technology Statistics:** Database sessions are on par with last year's usage, likely owing to COVID-19 impacting time spent in the Library. Downloadable content usage is down 8.9% from last year, but is running nearly 8% better than our goal this year. We continue to promote databases and downloadable content through social media and online tutorials. Wi-fi usage is down 9% likely due to a decrease in time spent inside the Library, and in the first quarter this could be especially attributed to a fully virtual Summer Reading Program, which meant fewer visitors to the building over those months.
- **Program Attendance:** Due to COVID-19 case number fluctuations, we continue to evaluate program offerings, presenting a mix of in-person, virtual and hybrid versions. As we work to do so in a high quality manner, we offered 20% fewer programs than this time last year. Youth librarians offered in person and virtual options for storytimes, and Adult librarians are working to find the right balance for guest presenters. As we strive to offer a diverse slate of programming, we are also bound by the preferences of the presenters. The take-and-make programs, subscription boxes, Little Explorers, and Crafts to Go kits remain steady.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) is 30% higher than last year, notably because the Library is open pre-COVID hours and at full capacity. Our current gate count is 15% lower than targeted.
- **Volunteer Hours:** Total volunteer hours for the first quarter remain low, but continue to climb as volunteers slowly make their way back into the library, or are available to help with

remote tasks. We are below our target, but anticipate that this will improve as more volunteers are able to return to their tasks.

- **Social Media:** The number of e-Newsletter is slightly higher than the target, as we continue to send monthly newsletters by email. We anticipate this number leveling, or dropping off as the newsletters return to quarterly publication in summer 2022. The number of our Facebook, Twitter, and Instagram followers are on target, as is website usage for the year, though down just under 5% compared to last year.

Diversity and Inclusion

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

The IDEA Committee met on October 13. 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 October we highlighted Dyslexia Awareness Month; November will focus on Native American Heritage Month.
- Our next staff book 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.
- 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.

Kids Library Society

Rosemary Isbell and the members of the (virtual) Kids Library Society held a contest in September, asking our youngest patrons to submit the reason they loved the Library. There were 85 responses, and three lucky participants were awarded gift baskets.

We're All in This Together

Why Kids Love the Library


October 11 2021

I love the Library because I love to read I also love the library because you can learn new things
- Eddie, Age 9

Because I love to read and the library is my favorite place in the whole world
- Dominic, Age 8

It has a variety of different themes
- Emerson, Age 10

I love to read! It's one of my 3 hobbies
- Will, Age 8

I am able to explore new things in the books I read!
- Reade, Age 2

I love the library because there is fun stuff to look at and I can read in a book nook
- Madeline, Age 5

because you can learn from the books you rented!
- Marin, Age 8

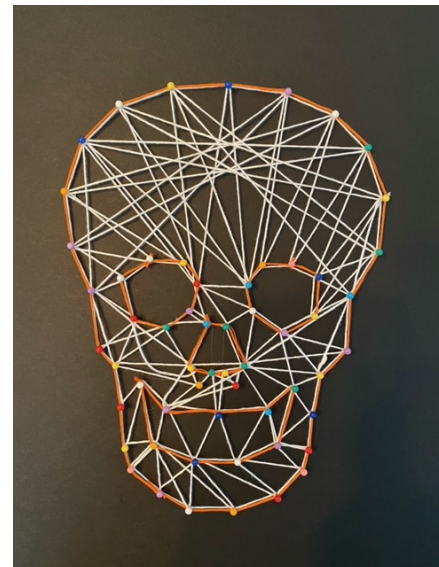
I love the library because there fish books and reptile books. I really LOVE fish and reptiles
- Mitchell, Age 5

I like a lot of books around here. Some are funny, some are mysteries. They're all great.
- Morgan, Age 8

Cause I love the way you organize the books
- Craig, Age 6

Teen Crafts to Go: Skull String Art

Elisabeth Phou continues to make crafts go to kits available to teens every month. On October 4, the kit for skull string art went out, and on October 6 we received this great photo from a parent, along with the note *"my daughter...finished the skull string art & I think it looks fabulous! Thanks for another wonderful craft kit"*.



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 board members are asked to wear masks during public meetings.

We have increased the computer use time for Baldwin patrons to 90 minutes per day, which is up from 45 minutes per day.

Our Teen programs will continue to be held in person with mask requirements. Youth librarians have resumed outdoor story times four times a week, which are being held at Barnum Park. Some adult programs are returning to in person meetings and some continue to be held virtually. We are reviewing whether or not to hold in person or virtual programs on a weekly basis.

We are excited to once again be accepting used book and media donations, on an unlimited basis.

Skill Builders

The Youth Department is preparing to launch Skill Builders. Skill Builders is a collection of educational kits that feature books, games, and activities that were selected to increase student's literacy skills. These kits are for students in kindergarten through third grade. Each kit focuses on a core component of reading: comprehension, fluency, vocabulary, phonics, and phonemic awareness. Youth Librarians Rosemary Isbell and Syntha Green created these kits in response to the Read by Grade Three Law with the goal of helping students become stronger readers.



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.

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 September 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 through May 2022 and will resume sending out a quarterly print newsletter in June 2022.

Strategic Planning Survey

As part of the strategic planning process, the Library has created a community survey. This survey has been advertised on the Library website and social media, emailed to 12,000 subscribers to our e-newsletters, and placed on tables in the Library lobby and Youth Room. As of Friday, October 15, we have received 549 responses, including 111 people who are interested in participating in focus groups in November.

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* October issue
- Display signage
- COVID poster updates
- Program, Beanstack, and Zip US Up! Promotional and directional posters and flyers
- Books Unshelved bookmarks
- Book Club flyer
- Skill Builders Logo



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

19 volunteer hours were utilized in the month of September

Communications with Staff

A hybrid all-staff meeting was held on October 13, at which Director Craft acknowledged all the 5, 15, and 20-year milestone anniversaries of staff who reached those in 2020. The next meeting will be held on November 11.

Staff Anniversaries

Gary Eisele - 12 years of service on October 1.
Carolyn Wheeler - 7 years of service on October 4.
Phoenix Nash - 1 year of service on October 7.
Nolan Peterson - 1 year of service on October 7.
Cyndi Summers - 1 year of service on October 7.
Faith Whitted - 1 year of service on October 7.
Stephanie Klimmek - 10 years of service on October 17.
Jamie Richards - 6 years of service on October 19.
Laurie Olmstead - 2 years of service on October 20.
Connie Ilmer - 27 years of service on October 21.
Hanna Drisko - 1 year of service on October 25.
Sara Jurek - 1 year of service on October 27

Staffing Updates

Idea Lab

We welcome **Catherine Galligan** to Baldwin as the new assistant in the Idea Lab. Catherine is an experienced maker, with a specialty in materials science. Her skills, enthusiasm and expertise are a perfect match for the general vibe of The Idea Lab, and we're extremely pleased to have her onboard. Catherine's official first day was October 13.

Lab Assistant **Nicholas Tupper** will be departing later this month, moving on to a full-time position as an aviation instructor for a local school district. He's become a regular Idea Lab fixture in the past years and will return on school breaks. His passion for aviation and luthiery, as well as his myriad other skills and interests, have made for some very successful programming during his time here. We wish him all the best as he continues his journey.

Maintenance

We welcome **Lawson Glenn III** to BPL as our new Operations Assistant. Lawson has amazing enthusiasm for customer service and is training now to assist with light building cleaning, room setups, and seasonal tasks, while working on meeting everyone. Lawson is a graduate of Oakland University in Rochester and his goal is a role in public administration, specifically with a non-profit. We're delighted to add him to the team.

Circulation

Julie Beckwell has been promoted to Circulation Supervisor. She will be both working at the Circ desk and training until Linda Beyer retires November 19, and then will officially start as a supervisor Monday November 22. Prior to working at Baldwin Julie worked at a private elementary school in Clawson. She also worked in childcare and was a designer at Lear and Vehma International. Julie's many volunteer activities over the years include assisting students in Clawson Schools' media centers, raising puppies for the Leader Dog program, and being a Girl Scout troop leader. Julie has worked in various capacities since she started at Baldwin as a page. She was one of the first to work the Mobile Circ position and along with Lynn and Petra helped shape our highly-praised curbside service into the well-oiled machine it is today. We value Julie's attention to detail and problem-solving skills.

Sinjin Green is no stranger to Baldwin, having volunteered for the Youth Department for several years. A resident of St. Clair Shores, Sinjin is currently a high-school student with many hobbies, including reading (of course!), baking, and cosplay. The last one will come in handy when Sinjin joins BPL's booth at this year's Halloween Hoot.

Diane Marrich-Simon is a long-time resident of Birmingham & patron of Baldwin, and she too is a baker (she even taught a baking class a few years ago). She is happy to be back in the Library, having stayed home - like most of us - during the last two years. With a son in the airline industry, Diane likes to travel and we look forward to hearing about her past adventures and future plans.

Adult Services

Full-time Librarian **Sarah Bowman** submitted her resignation, and her last day was October 15. In her 5 years at BPL, Sarah created content for BPL Social Media, lead the Books and Brews Book Club, maintained the fiction print and ebook collection, and spearheaded the Books Unshelved program. Applications for this open position were due on October 18, and interviews will be held in the immediate future.

New Director Workshop: Pathway for New Directors

Rebekah Craft completed the Library of Michigan New Director Workshop: Pathway for New Directors in Michigan in September. The completion of this course is one of the requirements for Baldwin's State Aid application.

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 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. Rebekah Craft, Kristen Tait, Mary Macmillan, Cameron Crawford, Sinjin Green, and Denise Konchel will represent BPL at the annual Halloween Hoot on October 23.

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Craft attended the October 12 City Commission meeting and presented an update on Library services. Members of the Commission were pleased to hear about the variety of new programs and services available at the Library. Miller will work with City Manager Dave Hendrickson to include Library information in the City's upcoming print newsletter

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.

Birmingham Museum

Museum staff and the Birmingham Police Department joined forces to present a program on October 14. The topic was the Utter Murders in 1825; the first in Birmingham history. The Night with the Museum Series will continue monthly into Summer 2022.

Birmingham Rotary Club

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

The Community House

Craft will meet with The Community House CEO William Seklar on October 21 to discuss how these two organizations can support each other.

Friends of the Baldwin Public Library

The Friends of the Library continue to sell deselected and previously donated materials from tables and carts in the lobby near the Hot Picks shelves. In September \$887 in book donations were collected.

Miller attended the FOTBPL Board meeting on October 12, where the major topics of discussion were book donations and a book sale planned for November 6-8. We are also grateful to the Friends for the granting of wish list items in the total of \$6,340.

Oakland Literacy Council

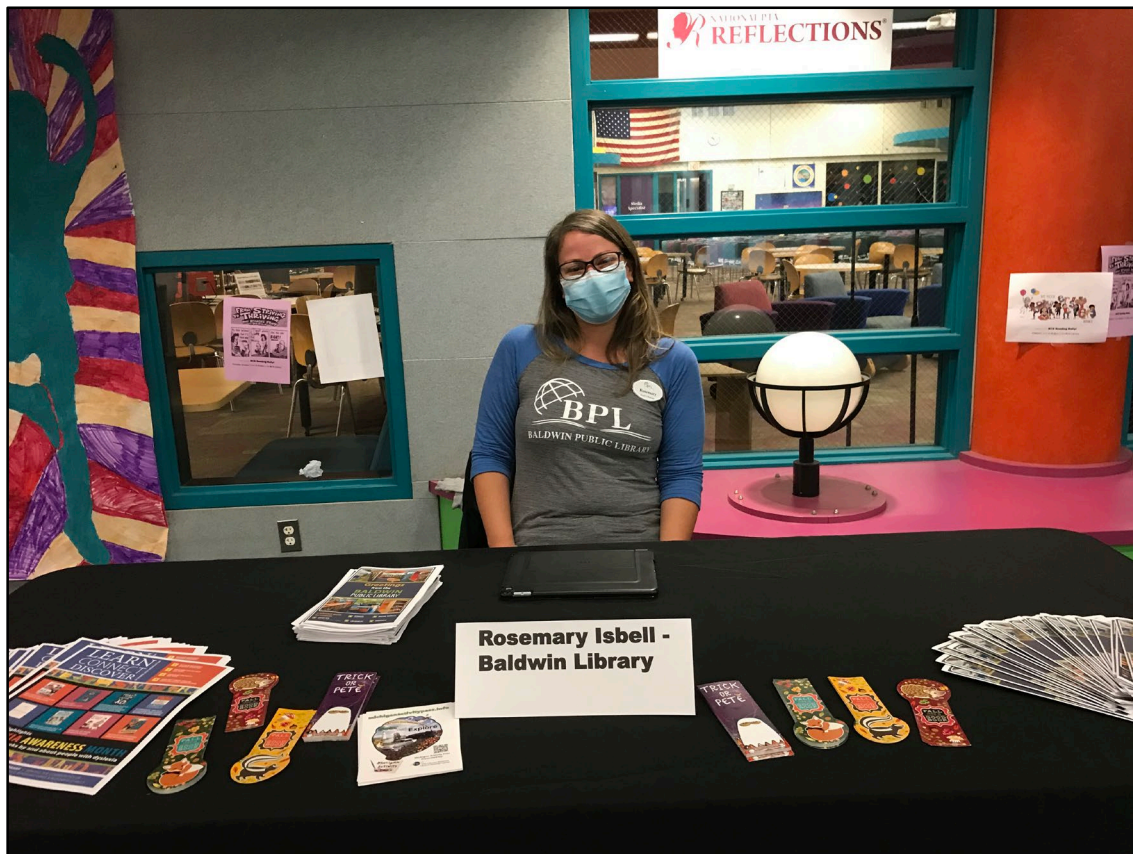
H Jennings will work with OLC to plan a series of informational events in 2022.

Birmingham YMCA

Miller will be a guest reader at the upcoming Halloween event on October 22.

Birmingham Public Schools

Rosemary Isbell attended the BCS Reading Rally on October 7, speaking with parents and students about Library resources. One boy later told Stephanie Klimmek he came straight over to BPL afterward to obtain his own card.



Reciprocal Holds for Non-resident Patrons

As of September 14, Baldwin now allows non-resident patrons to place holds on Library items. With our Polaris ILS, we have the ability to prioritize resident holds over non-resident holds so that BPL cardholders receive requested items first. This change to our service will help us to provide better customer service to everyone who walks in our doors.

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.

Idea Lab

Update from Jeff:

As you may have seen in the October edition of Learn.Connect.Discover, the announcement has officially been made that The Idea Lab is once again open to the public. While occupancy will be carefully monitored, and large-scale in-person programs will remain on hold for now, patrons can once again use our equipment directly. Speaking personally, I'm excited for this development. For months now, we've been operating through "remote work" requests, wherein patrons drop off the work they'd like to have done, and we perform the actual tasks for them. As much as I enjoy working for our patrons, I'm very glad to now be working with our patrons once again. It is something I have missed.

Contracted Cleaning Company

DM Burr, the company Baldwin contracts with for nightly building cleaning, has had much difficulty in providing regular staff to clean our building each night. They are unable to provide a cleaner an average of two to three nights per week. Operations Assistant Gary Eisele has stepped up his daily tasks and has been cleaning the restrooms and emptying trash in the building when cleaners are not available. We have received credit for each night of service that has not been completed. Our contract with DM Burr ends in February 2022. The Library will be working with the City, which is also having great difficulties with the cleaning company that they contract with, to work on a solution to this issue. We will either be issuing a joint RFP for cleaning services or jointly hiring multiple full-time cleaners to clean all of the buildings in the City.

Second Floor Refresh

Connectrac was installed in the Delos Board Room, to allow for connectivity in the new board room table. Carpet installation was completed on the second floor on October 14. We await the installation the large monitor for screen sharing in the Board Room.



Jeanne Lloyd Room



Staff Workroom



Administration office



Director's office



Director's alcove

Zip US Up Art Installation
 Birmingham resident David Bloom and his team of volunteers installed and opened this display on October 1. The exhibit is near the top of the windows in the Youth Department, and is best viewed from across Bates St. The canvases will remain in place until May 2022.



Baldwin Public Library: Friends Funds	
September 2021 Expenditures	
Adult Services	
Presenter Fees & Program supplies	\$ 1,230.21
Crafts to Go Kit Supplies	\$ 318.16
Books Unshelved	\$ 119.71
Total	\$ 1,668.08
Teen Services	
Summer Reading Prizes, refund	\$ (25.00)
Crafts to Go	\$ 214.08
Teen Advisory Board	\$ 27.97
Book Club Books	\$ 63.70
Book Club Refreshments	\$ 54.25
Total	\$ 335.00
Youth Services	
Story Time PA system for Barnum Park	\$ 373.69
Summer Reading	\$ 6.00
Little Explorers	\$ 51.92
General Program Supplies	\$ 269.17
Kids Library Society, "Why I Love My Library" contest	\$ 109.91
Total	\$ 810.69
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,813.77
September 2021 Balances	
Adult Services	\$ 3,332.54
Teen Services	\$ 185.30
Youth Services	\$ 2,828.31
Outreach & Equipment	\$ 5,498.72
Total Balance	\$ 11,844.87
September In-Library Book Sale Donations	\$887.05
Submitted by Jaclyn Miller on October 11, 2021	

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times

Visit our story time page at www.baldwinlib.org/storytime for dates, locations, and more information. Registration required. Story times are being offered virtually and in person, outdoors at Barnum Park.

Night with the Museum: The Utter Murders

Thursday, October 14 — 7:00 p.m. to 8:00 p.m.

Join the staff of the Birmingham museum as they share stories and information about local history in and around Birmingham. Director and head curator of the Birmingham Museum will be presenting the story of the Utter Murders the first murders in Birmingham. Commander Grewe of the Birmingham Police department will be in attendance to offer expert opinions and offer insight as to what may have happened that fateful night in 1825. This event has limited in person seating. Registration is required whether attending virtually or in person.

Virtual Kids Library Society - Grades 3 to 6

Thursday, October 21 — 7:00 p.m. to 8:30 p.m.

Grades 3 to 6. Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Registration required.

Teen Advisory Board Meeting

Thursday, October 21 — 7:00 p.m. to 8:00 p.m.

Get involved with the Library by joining our Teen Advisory Board (TAB). Anyone in grades 7-12 is welcome. 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! This program will meet in person. Please email teen@baldwinlib.org if you have questions or would prefer to join via Zoom.

The Ground Breaking: An American City and Its Search for Justice

Monday, October 25 — 7:00 p.m. to 8:00 p.m.

NYT bestselling and award-winning author Scott Ellsworth joins us to tell the story of how The 1921 Tulsa Race Massacre was finally brought to light by a courageous group of African American who survived the Massacre. Scott's latest book *The Ground Breaking: An American City and Its Search for Justice* is a selection for the 2021 Longlist for the National Book Award for Nonfiction. This is a virtual event. Registration is required.

Idea Lab LIVE: Coffee Things

Wednesday, October 27 — 7:00 p.m. to 8:00 p.m.

Join Jeff on Instagram Live for the first in our new "Idea Lab: Things" series! In each episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models that fall under a particular category. Our first episode is: COFFEE THINGS. Learn all about clever models that will improve or enhance the brewing and consumption of that famous brown beverage!

NYT & WSJ From Home

Thursday, October 28 — 2:00 p.m. to 3:15 p.m.

Learn how to access popular newspapers, including the New York Times and the Wall Street Journal with your Baldwin Public Library card.

Book Scavengers

Starting Monday, November 1

We've hidden pictures in the Youth Room. How many can you find? New pictures will be hidden each month.

Pizza and Pages: This Is Where It Ends by Marieke Nijkamp

Thursday, November 4 — 7:00 p.m. to 8:00 p.m.

Grades 7-12. The first 10 to register will receive a free paperback book, thanks to the Friends of Baldwin Public Library. This book is also available in electronic formats. Pizza and drinks will be provided.

Registration required. This program will meet in person. Email teen@baldwinlib.org if you would prefer to join via Zoom.

Give My Regards to Broadway & the Movies

Monday, November 8 — 7:00 p.m. to 8:00 p.m.

Join pianist Dan Fogel as he features music from Broadway & Film Musicals from the 1920s-1980s such as: All The Things You Are from Very Warm for May, Memory from Cats, Over the Rainbow from The Wizard of Oz, I Got Rhythm from Girl Crazy, Edelweiss from The Sound of Music, Tonight from West Side Story, Matchmaker, Matchmaker, Fiddler on the Roof, Tomorrow from Anne, Summer Nights from Grease, & Music of the Night from Phantom of the Opera and many more.

Pop Culture Pixels

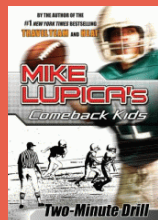
Saturday, November 13 — 11:00 a.m. to 12:00 p.m.

Pick up a Perler Bead kit one week before the program and join us on Zoom to create Pixel Art featuring your favorite fandom. You will need an iron and a grown up, all other supplies provided. You can choose from Disney, Minecraft, Super Mario or Marvel. Limit one kit per child. Registration required.

LEARN CONNECT DISCOVER

OCTOBER 2021 NEWSLETTER

- 1 BALDWIN HIGHLIGHTS
DYSLEXIA AWARENESS
- 2 PROGRAMS FOR CHILDREN
AND TEENS
- 3 PROGRAMS FOR ADULTS
AND TEENS
- 4 DIRECTOR'S UPDATE, IDEA LAB
COMPUTER CLASSES, BOARD MEETING



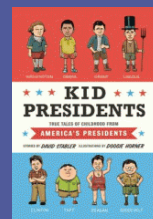
TWO-MINUTE DRILL: A COMEBACK KIDS NOVEL BY MIKE LUPICA



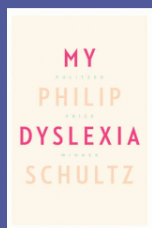
FISH IN A TREE BY LYNDA MULLALY HUNT



EVERYTHING IS GOING TO BE K.O.: AN ILLUSTRATED MEMOIR OF LIVING WITH SPECIFIC LEARNING DIFFICULTIES BY KAIYA STONE



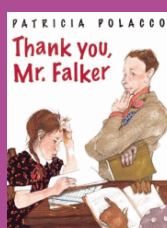
KID PRESIDENTS: TRUE TALES OF CHILDHOOD FROM AMERICA'S PRESIDENTS BY DAVID STABLER



MY DYSLEXIA BY PHILIP SCHULTZ



HANK ZIPZER: NIAGARA FALLS, OR DOES IT? BY HENRY WINKLER



THANK YOU, MR. FALKER BY PATRICIA POLACCO



THE CASE OF THE TIME-CAPSULE BANDIT BY OCTAVIA SPENCER

Baldwin Highlights

DYSLEXIA AWARENESS MONTH

Spotlight on books by and about people with dyslexia



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

OCTOBER 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 three month subscription book service and receive a surprise library book tailored to your preference each month. Visit www.baldwinlib.org/youth to subscribe now.

YOUTH TAKE AND MAKE CRAFTS

MONDAY, OCTOBER 11

Pick up your free craft kit to take home.

First come, first served.

COLORING CLUB

TUESDAY, OCTOBER 12

Receive a fun poster to color at home. This month's choice is a Jack O'Lantern or a Haunted House.

Advance registration required.

PUMPKIN PAINTING

SATURDAY, OCTOBER 16

Get started on your Halloween decorating with a pumpkin painting take home kit.

First come, first served. Recommended for ages 6 and up.

BEDTIME TALES | ALL AGES

WEDNESDAY, OCTOBER 20 AT 6:30 P.M.

Join Ms. Syntha for a special, virtual bedtime storytime. *Craft kit will be available one week before the program. Registration required.*

KIDS LIBRARY SOCIETY | GRADES 3 TO 6

THURSDAY, OCTOBER 21 AT 7:00 P.M.

Do you want to be more involved with the Library? Would you like to help us shape our upcoming program? Share your ideas and we'll strive to turn them into reality! **Registration required.**

LITTLE EXPLORERS

WEDNESDAY, OCTOBER 27

Pick up a sensory kit designed to support fine and gross motor skills, cognitive development, and problem solving skills for ages 2 to 5 years.

First come, first served.

WEEKLY STORYTIMES

Visit our story time page at baldwinlib.org/storytime for dates, locations, and more information.

Registration required for all programs.

MOVE & GROOVE | 3 YEARS TO 5 YEARS

MONDAYS AT 11:00 A.M. OUTDOOR (WEATHER PERMITTING) AND 2:00 P.M. VIRTUAL

Join Ms. Caroline for stories and activities that will have you moving up, down, and all around.

WIGGLE & RHYME | BIRTH TO 1.5 YEARS

TUESDAYS AT 10:00 A.M. OUTDOOR (WEATHER PERMITTING) AND 11:30 A.M. VIRTUAL

Join Ms. Stephanie for a lapsed storytime with singing, clapping, tapping, and more.

TODDLER TALES | 1.5 YEARS TO 2.5 YEARS

WEDNESDAYS AT 11:15 A.M. OUTDOOR (WEATHER PERMITTING)

Join Ms. Rosemary for stories, songs, and rhymes.

SING & TELL | 2.5 YEARS TO 3.5 YEARS

FRIDAYS AT 10:00 A.M. OUTDOOR (WEATHER PERMITTING) AND 11:30 A.M. VIRTUAL

Join Ms. Susan as she reads stories and rhymes, sings songs, and more.

STORY TIME MAGIC | ALL AGES

EVERY OTHER WEDNESDAY AT 4:30 P.M. OUTDOOR (WEATHER PERMITTING)

Join Ms. Ruth Ann for rhymes, music, stories, and movement activities.

ROCK N READ | 2 YEARS TO 5 YEARS

EVERY OTHER THURSDAY AT 4:30 P.M. VIRTUAL

Shake out your sillies, listen to stories, and move to music at this lively virtual story time with Ms. Donna.

BOOK SCAVENGERS

Starts October 1. We've hidden pictures in the Youth Room. How many can you find?

BOOK CLUBS

FOR CHILDREN

Visit our Books Clubs page at baldwinlib.org/book-clubs for more upcoming book selections.

PANELS AND FRAMES | GRADES 3 TO 6

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

RECESS WARRIORS: HERO IS A FOUR LETTER WORD BY MARCUS EMERSON

Email Caroline.Salucci@baldwinlib.org to register.

BEYOND THE BOOK | GRADES 2 TO 4

THURSDAY, OCTOBER 14 AT 7:00 P.M.

RESCUE AND JESSICA: A LIFE-CHANGING FRIENDSHIP BY JESSICA KENSKY

Email Rosemary.Isbell@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, OCTOBER 25 AT 7:00 P.M.

THE CASE OF THE SNACK SNATCHER BY LIAM O'DONNELL

Email Donna.Smith@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, OCTOBER 12 AT 7:00 P.M.

THE MEMORY KEEPER BY JENNIFER CAMICCIA

Email Susan.Dion@baldwinlib.org to register.

BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, OCTOBER 26 AT 7:00 P.M.

THE GOLDFISH BOY BY LISA THOMPSON

Email Susan.Dion@baldwinlib.org to register.

MOMS BOOK CLUB

WEDNESDAY, OCTOBER 6 AT 7:00 P.M.

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

Email Susan.Dion@baldwinlib.org to register.

SYNTHA'S STORIES

Watch Ms. Syntha read some of her favorite books anytime you want with these pre-recorded videos released weekly, on Thursdays.

OCTOBER PROGRAMS FOR TEENS

GRADES 6 TO 12



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.

CRAFTS TO GO

SKULL STRING ART | GRADES 6 TO 12

Starting October 4, pick up a craft kit with supplies and instructions to make creepy cool string art. **Limit one per patron. Available while supplies last.**

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, OCTOBER 7 AT 7:00 P.M.

ON THE COME UP BY ANGIETHOMAS

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. This program will meet in person.** Email teen@baldwinlib.org if you would prefer to join via Zoom.

ANIME CLUB ON DISCORD | GRADES 6 TO 12

THURSDAY, OCTOBER 14 AT 7:00 P.M.

Join our virtual Anime Club to watch anime, share your art, and chat about the anime and manga you like! **When you register for this program you will be emailed a link to our private Discord server. You must create a free Discord account to participate in this program.**

VIRTUAL PUMPKIN DECORATING CONTEST | TEENS AND ADULTS

Decorate or carve a pumpkin inspired by a book or literary character and send us a photo. We'll share the entries with the community for online voting; prizes will be awarded. **For rules, important dates, and voting information, visit www.baldwinlib.org/pumpkin-contest.**

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, OCTOBER 3
AT 1:00 P.M.**

“PERSEPOLIS” (PG-13, 2007) AND *PERSEPOLIS*
BY MARJANE SATRAPI



**MONDAY, OCTOBER 4
AT 1:00 P.M.**

THE OTHER BLACK GIRL
BY ZAKIYA DALILA HARRIS



**TUESDAY, OCTOBER 12
AT 10:00 A.M.**

STONY THE ROAD
BY HENRY LOUIS GATES JR.



**WEDNESDAY, OCTOBER 13
AT 2:00 P.M.**

THE NICKEL BOYS
BY COLSON WHITEHEAD



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

ON IMMUNITY BY EULA BISS



**WEDNESDAY, OCTOBER 27
AT 7:00 P.M.**

WHEN TIME STOPPED
BY ARIANA NEUMANN

OCTOBER PROGRAMS FOR ADULTS



WIND CHIME

Starting October 4. Create a wind chime that will turn the fall breeze into beautiful music.
Limit one per patron. First come, first served, as supplies last.

MACARON DEMONSTRATION

SATURDAY, OCTOBER 2 AT 10:00 A.M.

Lauren Nordone of Breaking the Mold will guide us through making macarons. This Zoom program will run about 2-2.5 hours and will be available for you to bake along with or simply watch and learn. Participants will receive a list of necessary ingredients and equipment via email.
Virtual event. Registration required.

MICHIGAN HAUNTS: PUBLIC PLACES, EERIE SPACES

MONDAY, OCTOBER 11 AT 7:00 P.M.

Authors Jon Milan & Gail Offen are your guides for some Halloween scary fun! *Virtual event. Registration required.*

AUTUMN COCKTAILS

TUESDAY, OCTOBER 12 AT 7:00 P.M.

Tammy Coxen will mix up some history, visuals and some cocktails in her Autumn Cocktails demonstration. *Virtual event. Registration required.*

BIRMINGHAM MUSEUM:

**THE 1825 UTTER MURDERS, REVISITED
THURSDAY, OCTOBER 14 AT 7:00 P.M.**

Join Commander Scott Grewe of the Birmingham Police Department and Leslie Pielack of the Birmingham Museum in a re-examination of this crime in the wilderness of early Birmingham. **Registration required.**
There will be limited in person seating available. Once capacity is reached attendees will receive a Zoom link

THE GROUND BREAKING: AN AMERICAN CITY AND ITS SEARCH FOR JUSTICE

MONDAY, OCTOBER 25 AT 7:00 P.M.

Scott Ellsworth (*Death in a Promised Land*) delivers a riveting investigation into the origins and aftermath of the 1921 Tulsa race massacre.
Virtual event. Registration required.

VIRTUAL PUMPKIN DECORATING CONTEST | TEENS AND ADULTS

Decorate or carve a pumpkin inspired by a book or literary character and send us a photo. We'll share the entries with the community for online voting; prizes will be awarded. **For rules, important dates, and voting information, visit www.baldwinlib.org/pumpkin-contest.**

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.



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



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.

DISCUSSION GROUPS

SOCRATES CAFE

SUNDAY, OCTOBER 17 AT 2:00 P.M.

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

SOCIAL KNITWORKING

WEDNESDAY, OCTOBER 20 AT 2:00 P.M.

Join Baldwin's social "knitworkers" for some friendly knitting, crocheting and chatting. *This group meets in person in the Jeanne Lloyd Room.*

GREAT BOOKS DISCUSSION GROUP

OCTOBER 6 AT 6:45 P.M. :

DEATH COMES FOR THE ARCHBISHOP BY WILLA CATHER

OCTOBER 20 AT 6:45 P.M. :

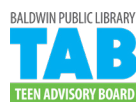
THE SOUND AND THE FURY BY WILLIAM FAULKNER, PARTS 1 & 2

All meetings take place via Zoom.

Email adult.reference@baldwinlib.org to join.

OCTOBER PROGRAMS FOR TEENS

CONTINUED



TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, OCTOBER 21 AT 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. Visit www.baldwinlib.org/teen for full details and to register.



TEENS' TOP TEN CONTEST

GRADES 6 TO 12

Visit the Teen Scene by October 12 to choose the 10 books you think will win. *Whoever guesses the most correct, will win a \$25 gift card to Books-A-Million*

COMPUTER CLASSES

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

CREATE A BUDGET IN EXCEL

WEDNESDAY, OCTOBER 6 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation with Microsoft Excel.

CHECKING OUT EBOOKS FROM THE LIBRARY

THURSDAY, OCTOBER 7 AT 2:00 P.M. OR

WEDNESDAY, OCTOBER 20 AT 7:00 P.M.

Learn how to check out eBooks and eAudiobooks from the Library with your BPL library card.

GOOGLE SHEETS

WEDNESDAY, OCTOBER 13 AT 7:00 P.M.

Learn to create a spreadsheet with this alternative to Microsoft Excel.

TRACKING STOCKS WITH GOOGLE SHEETS

THURSDAY, OCTOBER 14 AT 2:00 P.M.

Set up and track your financial portfolio in real time with Google Sheets.

NYT & WSJ FROM HOME

THURSDAY, OCTOBER 28 AT 2:00 P.M.

Learn how to access popular newspapers, including the New York Times and the Wall Street Journal with your BPL library card.

THE IDEA LAB

THE IDEA LAB IS REOPENING FOR PUBLIC USE. STOP BY AND SEE WHAT EQUIPMENT AND SERVICES THE IDEA LAB CAN OFFER YOU!

IDEA LAB TAKE-N-MAKE ROBOT INVASION! MONDAY, OCTOBER 18TH

The Robots have invaded! Pick up a random, foldable "4D Model" kit to build a famous robot from the Movies or TV! Will you get an infamous vagabond who likes to bend things? Or a plunger-armed enemy who only wants to EXTERMINATE? Or perhaps a little rolling friend from a galaxy far, far away? The only way to find out is to pick up a kit!

IDEA LAB LIVE: COFFEE THINGS

WEDNESDAY, OCTOBER 27 AT 7:00 P.M.

Join Jeff on Instagram Live for the first in our new "Idea Lab: Things" series! In each episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models that fall under a particular category. Our first episode is: COFFEE THINGS. Learn all about clever models that will improve or enhance the brewing and consumption of that famous brown beverage!

DIRECTOR'S UPDATE

OCTOBER BRINGS EXCITING EVENTS, FUTURE PLANNING

This month at Baldwin, we are highlighting Dyslexia Awareness Month. We offer several options to help assist readers with dyslexia, including audiobooks, large print books, ebooks with dyslexia friendly fonts, and access to the Oakland (County) Talking Book Service. If you or someone you know is struggling with dyslexia, please speak with one of our librarians to brainstorm some options that may help.

Library staff and the Board's Building Committee are regularly meeting with architects from Merritt Cieslak Design to plan the final phase of our three-phase renovation. I thank you for participating in our recent the survey and community forum. We received nearly 600 responses and your feedback is invaluable to us as it helps to shape the design and layout of the new front entrance and circulation area. Of utmost importance in this final phase is adding a fully accessible entrance so that all users can enter the building without any difficulty.

You'll be seeing more than just fall color along Bates street this fall as Birmingham resident David Bloom, along with art captains Laura Host and Barbara Heller, unveil a collaborative art project on the exterior of the new Youth Room starting October 1. The project, entitled "Zip US Up!", is an artistic statement that affirms when we all come together, we can create something more meaningful than each of us individually." Forty canvases painted by artists from around the United States will be hung at the top of each of the windows in the Youth Room. Each canvas will be zipped together to create a 175-foot mural that can be viewed from Shain Park and the Library's sidewalks.

The Friends of the Baldwin Public Library are excited to announce they will begin accepting donations for the next book sale. You may drop off items at the front entrance on Tuesday mornings from 10 a.m. to noon or on Thursday evenings from 6 p.m. to 8:30 p.m. Due to high demand and limited storage space, we request that you limit your donations to 2 boxes/bags per week.

Finally, the Library Board and staff are working to create a long-range plan to establish library priorities for the next 3-5 years. In the next week, you will receive an email with a link to complete the survey. Once we have collected and analyzed the results, we will present our findings to the Library Board and use this information to guide library planning for the next 5 years. We appreciate your time and feedback very much.



Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681

LIBRARY HOURS

MONDAY TO THURSDAY

9:30 A.M. to 9:00 P.M.

FRIDAY & SATURDAY

9:30 A.M. to 5:30 P.M.

SUNDAY:

12:00 to 5:00 P.M.

LIBRARY BOARD

MONDAY, OCTOBER 18 AT 7:30 P.M.
IN THE ROTARY ROOM

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

Members of the public are welcome to [attend virtually](#) or in person.



LEARN. CONNECT. DISCOVER.

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

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

WWW.BALDWINLIB.ORG

Detroit Free Press

Birmingham art exhibit celebrates togetherness after divisive election, pandemic isolation

Published October 1, 2021 | by Bill Laitner



If life sometimes imitates art, Birmingham resident David Bloom hopes a new art exhibit at Birmingham's library inspires viewers to consider the benefits — and potential beauty — of collaborating amid diversity.

The exhibit, which opens Friday at the Baldwin Public Library, shows the work of 40 artists, on 40 canvases, in a diverse range of themes and techniques. Yet, each canvas is literally zipped together to adjoining canvases. Each artist was told to contact those designing the adjoining canvases so their work would harmonize at the edges.

From the start, Bloom dubbed his idea “Zip US Up,” meaning he felt the United States needed things that would pull Americans together, especially after the divisive election of 2020 and during the social isolation of the pandemic.



“The US in the title stands for all of us, but also for our country,” Bloom said Thursday, as he climbed a ladder to hang the last stretch of finished canvases. He draped them from the top of windows at the edge of the library’s newly expanded children’s wing. The art is meant to be seen by people outside the windows, viewing it from the sidewalk on the library’s east side.

Seen as a whole, the project's visual continuity is unmistakable. Swirls of line and color flow from one piece to the next without diminishing the impact of each individual canvas. Bloom’s nationwide call for artists willing to collaborate drew 69 applications; and, from that pool, a jury of metro Detroit art experts picked 40 participants, including 18 in Michigan and the rest from 11 other states, he said. The library's new swath of art has creative roots from Highland Park to Honolulu.



The display didn't cost city taxpayers a dime. Bloom made that promise in his presentation in April to the Birmingham library board, which then voted 7-0 to approve the project. Bloom bought the canvases, got a Swiss manufacturer to donate 40 multicolored zippers — “they normally cost \$26 apiece,” he said — and the owner of Park’s Tailoring in downtown Birmingham sewed each zipper onto a canvas at no charge, he said.

Plans are for the display to stay up for eight months. After that, artists can sell their canvases through Ferndale’s Lawrence Street Gallery, a cooperative whose current president is Birmingham resident Laura Whitesides Host, a widely known watercolorist.



The art brims with youthful whimsy because the artists knew that it would land in the library's area for children's books. Bloom, a Ford purchasing analyst with a hobby interest in art, said he took vacation days this week to be up on a ladder inside the library. He planned to host a gathering at 11 a.m. Friday at the library to open the exhibition and thank those who gave time to the project.

Assisting Bloom on Thursday was Wendy Popko, of Sterling Heights, an illustrator of children's books. Popko is one of the 40 artists selected to contribute a work to "Zip US Up." The experience was unlike any other in her 26 years as a professional artist, she said.

"This was not about the individual artist. It was like being part of a team," Popko said. The internet made it possible to coordinate designs and colors among artists who were hundreds or even thousands of miles apart, she said.

“You didn’t want to lose your individual style, but you wanted whatever you were doing to be cohesive” with the adjoining art, literally a zipper’s width away, she said.



“David made sure that each of us knew” who was doing the adjoining canvases, she said, adding: “I love that it’s community art, public art, for everyone to enjoy.” Popko is co-chair of the Sterling Heights Art Commission and a board member of the Sterling Heights Public Library.

On her canvas for Birmingham, she painted “creatures that are metamorphic, a luna moth and a dragonfly, because I wanted to show the possibilities for change, the possibilities for a new beginning,” she said.

With metro Detroit — not to mention, the rest of Michigan and the nation — nearly two years into a global pandemic, anyone who views “Zip US Up” may feel ready for that new beginning.

Contact Bill Laitner: blaitner@freepress.com

Efforts to improve Community House finances force some Birmingham clubs to meet elsewhere

Published September 30, 2021 | by Susan Vela



The Community House is a Birmingham institution founded in 1923. *Courtesy of the Community House*

The Community House, a Birmingham landmark and non-profit charity, has scaled back subsidies for some well-known civic and community groups, forcing about half to find new meeting places.

The Rotary Club of Birmingham, Senior Men's Club, and Women's Club have been notable departures from the longtime meeting space.

"It's just cost prohibitive," said Bryan Frank, Rotary Club president. "There's no way we can absorb that kind of fee. They're a service club killer. They're clearly geared toward profit."

Nine clubs that once met regularly at the downtown venue, 380 S. Bates St., were officially told in September 2020 that free meeting rooms were no longer available. Instead, clubs would have to pay 50% of the room cost. All nonprofits would pick up a food, beverage and auxiliary staffing tab with a 25% discount. Overall prices would still vary because of the various types of services provided.

While officials with The Community House said they needed to generate more revenues to stay afloat, Frank said the budgetary moves were harsh. A Monday lunch at The Community House typically cost about \$19 for a Rotary Club member. With the changes, the individual tab became about \$45, according to Frank.

“They clearly don’t care about the community,” said Frank, whose club’s meetings have moved to the library for now. “This would have been our 95th year meeting at The Community House. For us, it’s pretty devastating. It has changed the entire way we do things.”

The Community House was founded in 1923 to be a "non-partisan, non-sectarian, non-exclusive community center.”

[The facility is known for](#) its camps, classes, childcare and enrichment events. It also is a spot for weddings and social and corporate events.

Tough decisions

COVID-19 may prove to be its albatross. Operating at full capacity prior to the pandemic, The Community House shut its doors to the public on March 13, 2020.

Most of its staff was laid off or furloughed, and annual revenues dropped to about \$2.7 million from about \$4.3 million. Sanitization and new cleaning protocols, combined with labor costs, was a new nearly \$70,000 line item expense for a six-month period in 2020.

After meeting with board members, William Seklar, The Community House’s president and CEO, sent in September 2020 his letter affecting the Lion’s Club, Optimist Club, Women’s Club, Senior Men’s Club, Newcomers Club, Storytellers Guild, Rotary Club, Birmingham Bloomfield Chamber of Commerce and Birmingham Shopping District.



Bill Seklar, President and CEO of The Community House, sits in the Ginger Meyer room of TCH. This room is popular with brides as they get ready for their weddings. It has an inviting fireplace. *Gigi Nichols*

"We write today with an enormous sense of sadness," Seklar said in his letter. "While historically, The Community House may have been blessed with an abundance – more than enough to share our bounty with others, COVID-19 has changed our world forever."

He announced that The Community House was ending separate agreements with the nine groups "that over the years have fallen under The Community House's umbrella."

There also was his stated intention to treat outside nonprofit groups and organizations more equally.

While the nine clubs received the 50% discount, Seklar reserved a 20% room discount for other outside nonprofit organizations.

Clubs, for the most part, were still hibernating and also wondering how to survive. As members received their vaccinations, they began taking the letter to heart.

Maynard Timm, the Senior Men's Club president, wrote members a July note telling them they would be resuming its in-person Friday meetings but not at The Community House.

"TCH has been our home for 64 years, and it remains a desired location for our meetings," Timm wrote. "We will continue to work with TCH management for a possible return in 2022. (But) TCH has not offered terms acceptable for our needs."

Seklar said the last two years probably have been the most difficult for him and his Community House team. Some of his staff remains on furlough and he's not sure how long the operation can manage some increased wages.

“We would like all groups to come back,” Seklar said. “As a business, because a charity is still a business, we have to pass those costs along to our customers but it’s to every customer.

“I’m a Birmingham kid. I grew up here. I know my community and I want this place to survive and I want to turn the page in 2023 to the next century. I think we’re taking steps that are cautious and careful.”

Seklar emphasized that donations and volunteers are always welcome. He invites interested parties to call The Community House, 248-644-5832.



The Community House has been a unique treasure serving the Birmingham area with a wide variety of programs for all ages.
Courtesy of Diane K. Bert

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



Presentation to Bloomfield Hills City Commission
Rebekah Craft, Library Director

October 12, 2021

Baldwin Public Library

LEARN. CONNECT. DISCOVER.

Introduction – Rebekah Craft

- BPL's Associate Director since July 2015
- Background as an Outreach & Bookmobile Librarian, Head of Adult Services, and catalog manager/graphic designer
- Committed to carrying on Baldwin's tradition of excellent customer service, programming, and fiscal management



Retirement of Doug Koschik

- Doug Koschik retired on January 15, 2021 after 30 years at Baldwin
- Doug Koschik Endowment Fund for building improvements established
- Legacy Room to honor Baldwin's Directors



Background

- Bloomfield Hills contracts with Baldwin Public Library
- Obtains full library services, but no ownership
- Receives services for residents & employees
- 1,414 residents and 42 employees are card holders
- Checked out 18,136 items in FY 2020-21



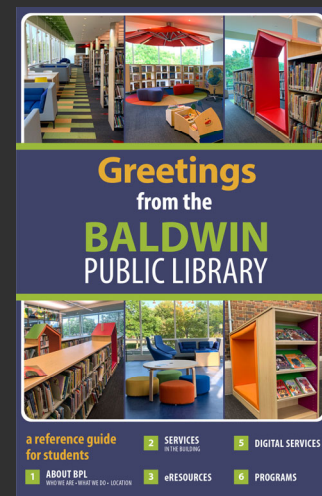
Collections

- Books, magazines, large print books
- DVDs, BluRays, 4K BluRays, video games, musical and audiobook CDs
- Downloadable ebooks, audiobooks, music, magazines, movies & TV shows
- Interlibrary loan
- Home delivery service
- Online databases in the Library and at home
 - Consumer Reports*
 - Brainfuse Tutoring*
 - Lynda.com/LinkedIn Learning*
 - ValueLine & Morningstar*
 - Reference Solutions (formerly Reference USA)*
 - Mango Languages*
 - CreativeBug*



Helping Students

- Contacts with public & private schools
- Student cards for all BPS students now available
- BrainFuse Tutoring (live, online tutoring from 2-11pm daily)
- Scholastic Teachables
- Book Clubs for K-12
- Books Unboxed – personalized book kit
- Summer Reading Program (23 participants from B.H. in 2021)



Visibility in Community

- Learn.Connect.Discover newsletter emailed monthly
- At Home with the Baldwin Public Library – print edition mailed to homes
- Book return box & lending library at City office



What's New?

- Baldwin is now a fine-free library
- Curbside Pickup
- Virtual programs and take away kits
- Expanded electronic resources
- Online Newspapers

Wall Street Journal
Financial Times
Washington Post
New York Times



BPL and COVID-19

- Open full hours since February 7, 2021
- No mask requirements
- Curbside Pickup available 7 days a week
- In person, Virtual, and Take Away programs
- Room rentals and proctoring available



welcome back!

- DISTANCED STUDY TABLES & CHAIRS AVAILABLE
- CURBSIDE PICKUP AVAILABLE
- 90-MINUTE COMPUTER APPOINTMENTS AVAILABLE FOR BPL CARDHOLDERS ONLY
- COPIER, FAX & SCANNER AVAILABLE
- VIRTUAL & TAKE AWAY PROGRAMS
- USED BOOK SALE TABLE OPEN
- BOOK/MEDIA DONATIONS ACCEPTED:
TUESDAYS - 10:00 AM TO 12:00 NOON
THURSDAYS - 6:00 TO 8:30 PM

Idea Lab

- Expanded in August 2021
- 3D printers
- Laser engraver
- Soldering
- Metal casting
- Vinyl cutting
- Heat press
- Embroidery & Sewing
- Format conversion services



2nd Floor Renovation

- New paint, carpeting, and furniture
- Updated Jeanne Lloyd Room and Board Room
- Created Staff Workroom and updated Administrative offices
- Paid for with a donation from the Jane M. Van Dragt Trust



Expanded Children's Garden

- Coming November 2021
- Updating landscaping on north side of building
- Adding space for outdoor children's programs
- Paid for with a donation from the Jane M. Van Dragt Trust



Strategic Planning

- Community Survey is under way:
<https://www.surveymonkey.com/r/BPLFuture>
- Focus Groups will be held in November 2021
- Plan to be completed and presented to the Library Board in February 2022



Baldwin's Building Vision: Phase 1

Adult Services Renovation – Completed in 2017



Baldwin's Building Vision: Phase 2

Youth Room Expansion & Renovation – Completed in Fall 2020

Cost: \$2.4 million

Funded through a temporary increase in Birmingham's Library millage



Phase 2: Highlights

- 2,000 square foot addition
- Expanded Discovery room (formerly Story room) & play area
- More seating
- Full ADA-compliance
- Children's terrace & garden
- Renovated restrooms with more capacity
- Continuation of themes: "Let there be light" & "Honor the 1927 building"



Baldwin's Building Vision: Phase 3

Accessible Street-Level Entryway, Circulation Area Expansion, Café & Collaboration Space, and Upgraded Plaza & Landscaping



Phase 3: Overview

- Final phase of Baldwin's 2016 building plan
- Timeline:
 - Fall 2021: Schematic and Conceptual Design Phase
Working with architectural firm Merritt Cieslak Design
 - 2022: Design Development and Construction Drawings
 - 2023: Select General Contractor and begin construction in July

How Can You Help?

- Tell your neighbors and friends about the Library
- Join the Friends of the Baldwin Public Library – they currently have Board vacancies
- Donate to the Baldwin Public Library Trust



Baldwin's Partnership with Bloomfield Hills

- Bloomfield Hills residents are using the Library
- Residents supported a 6-year millage renewal in August 2020 by 67%
- Library is financially stable
- Upgrading physical plant
- Always improving services and offerings



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 September 20, 2021 minutes p. 75

B. Acceptance of the September 2021 receipts of \$6,666.72 p. 81

C. Approval of the September 2021 disbursements of \$19,765.00 p. 82

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, November 15, 2021.

Motion: To adjourn the October 18, 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
September 20, 2021**

1. Call to Order

The meeting was called to order by President Melissa Mark at 8:38 p.m.

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

Absent and excused: None.

Library Staff present: Rebekah Craft, Director, Jaclyn Miller, Associate Director, and Robert Stratton, Administrative Assistant.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: One.

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: Mark, Pisano, Rock, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano will report on the health of endowment funds at the next Trust meeting.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Suhay

2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:41 p.m. The next Trust Meeting will be on Monday, October 18, 2021, following the regular meeting in the Rotary Tribute and Donor Room.

Baldwin Public Library Trust: September 2021

September receipts totaled \$6,666.72. September disbursements totaled \$19,765.00

The current value of the Trust is \$2,443,521.17, divided up in the following way:

Total endowment investments*	\$	1,357,677.41
Endowment funds distributed for use	\$	157,299.75
Total endowment funds	\$	1,514,977.16
General spendable funds	\$	359,267.43
Van Dragt fund	\$	183,122.62
Building fund	\$	343,798.27
Restricted funds**	\$	18,732.15
Naming rights for Rotary Tribute Room	\$	9,337.89
Naming rights for Burnett Reference Desk	\$	8,285.65
Naming rights for Thal Reference Desk	\$	6,000.00
Total non-endowment funds	\$	928,544.01
Total endowment funds	\$	1,514,977.16
Total non-endowment funds	\$	928,544.01
Total of all Trust funds	\$	2,443,521.17

* The principal of the endowment funds is \$867,113.98

**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 September 30, 2021, the amount of money in the Trust that is undesignated stands at \$451,356.68

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of September 30, 2021

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	14.68%	16.26%
Global Aggregate-Bond Benchmark (25%)	-0.5%	8.66%
Blended Return of Both Benchmarks*	10.89%	14.36%
Baldwin Endowment Funds' Portfolio	6.59%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-0.13%	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 September 30, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,371,509.41
Raymond James General Funds Account	\$672,947.44
TCF Bank Checking Account	\$4,161.39
TCF Bank Money Market Account	<u>\$394,875.93</u>
Total	\$ 2,443,521.17

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
SEPTEMBER 30, 2021**

Investment and Cash Report										
	Prior Month Balance 08/31/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/21	
TCF Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,719.68	\$7,345.93	\$3,719.68			\$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	\$171.11	\$171.11	\$171.11			\$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	\$10,405.22	\$34,961.77	\$10,405.22			\$0.00	
Restricted Funds	\$4,161.39	\$0.00	\$0.00	\$5,468.99	\$9,898.00	\$5,468.99			\$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	\$0.00	\$925.00	\$0.00			\$0.00	
TOTAL	\$4,161.39	\$0.00	\$0.00	\$19,765.00	\$53,301.81	\$19,765.00	\$0.00		\$4,161.39	
TCF Bank Money Market:										
Endowment Budgeted Funds	\$162,516.32	\$9.00	\$72.00	\$0.00	\$0.00	\$0.00	(\$3,719.68)		\$158,805.64	
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	(\$171.11)		\$245.44	
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	\$193,527.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,405.22)		\$183,122.62	
Restricted Funds	\$21,172.66	\$6,390.00	\$7,292.82	\$0.00	\$0.00	\$0.00	(\$5,468.99)		\$22,093.67	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$29,823.54	\$267.72	\$1,431.46	\$0.00	\$0.00	\$0.00	\$0.00		\$30,091.26	
TOTAL	\$407,974.21	\$6,666.72	\$8,796.28	\$0.00	\$0.00	\$0.00	(\$19,765.00)		\$394,875.93	
Raymond James & Associates:										
Endowment Fund Investments	\$1,350,837.77	\$0.00	\$0.00			\$0.00	\$0.00	(\$53,892.95)	\$1,296,944.82	
Endowment Cash	\$74,333.12	\$0.00	\$225.00			\$0.00	\$0.00	\$231.47	\$74,564.59	
<i>Sub-total Endowment Funds</i>	\$1,425,170.89	\$0.00	\$225.00			\$0.00	\$0.00	(\$53,661.48)	\$1,371,509.41	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$336,908.03	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,107.82)	\$328,800.21	
General Spendable Building Mutual Funds	\$352,237.03	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,438.76)	\$343,798.27	
<i>Sub-total General Spendable Funds</i>	\$689,521.02	\$0.00	\$0.00			\$0.00	\$0.00	(\$16,546.58)	\$672,974.44	
TOTAL	\$2,114,691.91	\$0.00	\$225.00			\$0.00	\$0.00	(\$70,208.06)	\$2,044,483.85	
Total All Funds	\$2,526,827.51	\$6,666.72	\$9,021.28	\$19,765.00	\$53,301.81	\$19,765.00	(\$19,765.00)	(\$70,208.06)	\$2,443,521.17	

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
SEPTEMBER 30, 2021**

		Prior Month Balance 08/31/21	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/21
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$367,107.53	\$267.72	\$1,431.46	\$0.00	\$925.00			(\$8,107.82)	\$359,267.43
Restricted Funds:										
Building Fund		\$352,237.03	\$0.00	\$0.00	\$0.00	\$0.00			(\$8,438.76)	\$343,798.27
Van Dragt Fund		\$193,527.84	\$0.00	\$0.00	\$10,405.22	\$34,961.77				\$183,122.62
Memorials/Tributes		\$8,547.42	\$50.00	\$90.00	\$30.22	\$40.66				\$8,567.20
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	\$171.11	\$171.11				\$245.44
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		(\$1,933.66)	\$5,940.00	\$5,940.00	\$1,668.08	\$3,970.45				\$2,338.26
Young Adult Programs		\$521.92	\$0.00	\$1.62	\$335.00	\$1,508.32				\$186.92
Youth Services Programs		\$3,814.00	\$0.00	\$0.00	\$810.69	\$1,753.57				\$3,003.31
Outreach & Equipment		\$6,098.72	\$400.00	\$400.00	\$2,625.00	\$2,625.00				\$3,873.72
Sub-total Restricted		\$563,747.12	\$6,390.00	\$6,431.62	\$16,045.32	\$45,030.88	\$0.00	\$0.00	(\$8,438.76)	\$545,653.04
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										
Miranda Burnett Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
		\$8,285.65	\$0.00	\$861.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$8,285.65
Total Gift and Tribute Funds		\$954,478.19	\$6,657.72	\$8,724.28	\$16,045.32	\$45,955.88	\$0.00	\$0.00	(\$16,546.58)	\$928,544.01
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$79,920.89	\$9.00	\$72.00	\$2,462.74	\$3,873.35	\$0.00			\$77,467.15
Adult Large Print		\$3,429.28	\$0.00	\$0.00	\$87.17	\$500.72	\$0.00			\$3,342.11
Adult Services Department		\$21,085.20	\$0.00	\$0.00	\$588.00	\$600.70	\$0.00			\$20,497.20
Adult Audio Visual		\$433.03	\$0.00	\$0.00	\$0.00	\$284.58	\$0.00			\$433.03
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	\$98.85	\$98.85	\$0.00			\$11,765.45
Adult Architecture		\$3,144.69	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$3,144.69
Youth Services Department		\$7,854.43	\$0.00	\$0.00	\$225.12	\$1,638.18	\$0.00			\$7,629.31
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		\$2,439.75	\$0.00	\$0.00	\$25.00	\$116.75	\$0.00			\$2,414.75
Koschik Building Fund		\$995.79	\$0.00	\$0.00	\$232.80	\$232.80	\$0.00			\$762.99
Sub-total		\$161,010.43	\$9.00	\$72.00	\$3,719.68	\$7,345.93	\$0.00	\$0.00	\$0.00	\$157,299.75
Total Endowment Investments		\$1,411,338.89	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$53,661.48)	\$1,357,677.41
Total Endowment Funds		\$1,572,349.32	\$9.00	\$297.00	\$3,719.68	\$7,345.93	\$0.00	\$0.00	(\$53,661.48)	\$1,514,977.16
Total All Trust Funds		\$2,526,827.51	\$6,666.72	\$9,021.28	\$19,765.00	\$53,301.81	\$0.00	\$0.00	(\$70,208.06)	\$2,443,521.17

TRUST RECEIPTS
September-21

Trust Money Mkt General Funds:

Anonymous	\$	1.00		
Robert Tera in Memory of Mike Ballweg	\$	50.00		
Clement and JoAnn Bainter, Terry and Tanya Fair in Memory of Priscilla Benson	\$	200.00		
TCF Bank-Interest Income for August	\$	16.72	\$	267.72
<hr/>				

Friends of BPL:

- Adult Programs	\$	5,940.00		
- Teen Programs	\$	-		
- Youth Programs	\$	-		
- Outreach and Equipment	\$	400.00	\$	6,340.00
<hr/>				

Memorial/Book Fund:

Piety Hill Donation for History Books	\$	50.00	\$	50.00
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Trust Money Mkt Endowment Fund:

Reimbursement from Employees for T-Shirts (Goodell #956.01)	\$	9.00	\$	9.00
<hr/>				

Total Receipts at TCF Bank

\$ 6,666.72 \$ 6,666.72

Raymond James

\$0.00 \$0.00

Total Trust Receipts

\$6,666.72 \$6,666.72

10/01/2021 10:24 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 09/01/2021 - 09/30/2021

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
09/17/2021	LIBRY	5600	009126	AMAZON CAPITAL SERVICES INC	717.17
09/17/2021	LIBRY	5601	003914	BOOK PAGE	588.00
09/17/2021	LIBRY	5602	000575	DEMCO, INC	174.84
09/17/2021	LIBRY	5603	009030	SYNTHA GREEN	51.92
09/17/2021	LIBRY	5604	001090	INGRAM LIBRARY SERVICES	84.03
09/17/2021	LIBRY	5605	000795	LIBRARY DESIGN ASSOCIATES, INC.	8,240.00
09/17/2021	LIBRY	5606	MISC	LISA LYNN HOWARD	300.00
09/23/2021	LIBRY	5607	009030	SYNTHA GREEN	52.45
09/23/2021	LIBRY	5608	009060	ROSEMARY ISBELL	53.97
09/23/2021	LIBRY	5609	MISC	LAUREN NARDONE	350.00
09/30/2021	LIBRY	5610	009126	AMAZON CAPITAL SERVICES INC	457.20
09/30/2021	LIBRY	5611	000902	CENGAGE LEARNING INC	258.28
09/30/2021	LIBRY	5612	009315	FIRST NATIONAL BANK OF OMAHA	5,797.83
09/30/2021	LIBRY	5613	004604	GORDON FOOD	48.95
09/30/2021	LIBRY	5614	001090	INGRAM LIBRARY SERVICES	165.36
09/30/2021	LIBRY	5615	MISC	JON HOWARD MILAN	100.00
09/30/2021	LIBRY	5616	005550	LEE & ASSOCIATES CO., INC.	1,875.00
09/30/2021	LIBRY	5617	MISC	SCOTT A. ELLSWORTH	250.00
09/30/2021	LIBRY	5618	MISC	TAMMY COXEN	200.00

LIBRY TOTALS:

Total of 19 Checks:	19,765.00
Less 0 Void Checks:	0.00
Total of 19 Disbursements:	19,765.00