

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

NOVEMBER 15, 2021

Melissa Mark
PRESIDENT

Frank Pisano
VICE PRESIDENT

Jennifer Wheeler
SECRETARY

Karen Rock
Danielle Rumble
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



BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Mark, Melissa S.
PRESIDENT

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

Term expires 2025

Building and Finance
Committees

Pisano, Frank
VICE PRESIDENT

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Term expires 2025

Building and Finance
Committees

Wheeler, Jennifer
SECRETARY

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Term expires 2023

Communications,
Personnel, and
Policy Committees

Rock, Karen

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Term expires 2023

Personnel, Policy, and
Strategic Planning
Committees

Rumple, Danielle

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Term expires 2025

Suhay, James W.

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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



AGENDA

Baldwin Public Library Board Meeting

Monday, November 15, 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 October 18, 2021 Board Meeting Minutes p. 7
- B. Approval of October 2021 vendor payments in the amount of \$92,843.84, including payments in excess of \$6,000. p. 13
- C. Approval of total expenses in the amount of \$300,932.60. p. 17

II. Election of Officers:

- A. Acceptance of nominations for President from Library Board of Directors
- B. Election of President
- C. Acceptance of nominations for Vice President from Library Board of Directors
- D. Election of Vice President
- E. Acceptance of nominations for Secretary from Library Board of Directors

F. Election of Secretary	
III. Board Reports and Special Announcements	
A. President’s report	
B. Board comments	
C. Staff anniversaries	p. 48
D. Upcoming events of interest (Jaclyn Miller)	p. 56
IV. Board Committee Reports	
A. Finance Committee (Melissa Mark)	p. 16
B. Building Committee (Jim Suhay)	p. 19
C. Personnel Committee (Jenny Wheeler)	
D. Policy Review Committee (Karen Rock)	
Suggested Board action: To adopt the Electronic Device, Network, and Internet Use Policy, as found on pages 24 to 27 of the November 2021 Board packet.	p. 23
Suggested Board action: To adopt the Credit Card Policy, as found on pages 29 to 33 of the November 2021 Board packet.	p. 27
Suggested Board action: To adopt the Unattended Children Policy, as found on pages 34 to 35 of the November 2021 Board packet.	p. 32
Suggested Board action: To adopt the Volunteer Policy, as found on pages 36 to 40 of the November 2021 Board packet.	p. 35
Suggested Board action: To adopt the Public Comment Policy, as found on pages 41 to 42 of the November 2021 Board packet.	p. 39
Suggested Board action: To adopt the Public Comment Policy, as found on pages 41 to 42 of the November 2021 Board packet.	p. 42
V. Library Report - Rebekah Craft & Jaclyn Miller	p. 43
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 53
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)	
VII. Unfinished Business	
VIII. New & Miscellaneous Business	
Public attendance at working sessions with BPL consultants	

Suggested board action: To consider whether or not to allow public attendance at working sessions with Baldwin Public Library staff and paid consultants at the December 2021 Board meeting.

IX. Items Removed from Consent Agenda

X. Information Only

- A. Upcoming events of interest p. 56
- B. November 2021 Learn.Connect.Discover. Issue p. 58
- C. Updated Idea Lab Flyer p. 62
- D. Updated 100 Books before Kindergarten Flyer p. 64
- E. Birmingham-Bloomfield Eagle, "Election 2021: These Library Board candidates want to serve readers, residents" p. 66
- F. Birmingham-Bloomfield Eagle, "New Historical Lecture Focuses on Indigenous People in Oakland County" p. 69
- G. Hometown Life, "Michigan elections 2021: Results will help shape metro Detroit for years to come" p. 70
- H. NPR, "Texas governor decries school library books with 'pornographic or obscene material'" p. 75
- I. Smithsonian Magazine, "How Memphis Created the Nation's Most Innovative Public Library" p. 78

XI. 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.

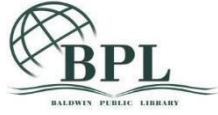
XII. Adjournment

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

Motion: To adjourn the November 15, 2021 Board Meeting.

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
October 18, 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 (via Zoom due to health concerns; in Birmingham, MI), 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.

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 Suhay

2nd Rock

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 remarked on the progress of continuing outreach efforts. Miller will be reading 'spooky stories' at the YMCA Halloween event on October 22. Library Board candidate Danielle Rumble volunteered her time at the YMCA.

The Mobile Computer Lab has been delayed due to backordered items.

Three Flags Chapter of Daughters of the American Revolution (DAR) donated to the Baldwin Public Library Trust for the purchase of American history titles. DAR set up a display in the Grand Hall to commemorate Constitution Week.

On October 1, the Zip Us! Up art exhibit was installed in the Youth Room, coordinated by Birmingham resident David Bloom with other members of the community. An exhibit open house was held that same day.

Meeting room rentals are increasing in frequency at the Library. Mark remarked that it is good to see new groups utilizing the Library rental space.

Birmingham Museum is hosting "Night with the Museum" programs monthly in coordination with the Library until through Summer 2022.

Mark noted volunteer participation has declined since the pandemic, and will work to brainstorm ideas to connect more community members with volunteer efforts at the Library.

Board comments: None.

Staff Anniversaries: Rock recognized the following staff anniversaries: Gary Eisele (12 years of service), Carolyn Wheeler (7 years), Phoenix Nash (1 year), Nolan Peterson (1 year), Cyndi Summers (1 year), Faith Whitted (1 year), Stephanie Klimmek (10 years), Jamie Richards (6 years), Laurie Olmsted (2 years), Connie Ilmer (27 years), Hanna Drisko (1 year), and Sara Jurek (1 year).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 48-49 of the October Board packet.

3. Board Committee Reports

Finance Committee:

Pisano reported that the Finance Committee met on Monday, October 11 in the Jeanne Lloyd Room. Present were Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the October Board packet.

Pisano noted that health care costs would be \$90,000 less than the previous year. This is due to a rate reduction from an increase in the number of pool participants in the City's healthcare plan. Pisano mentioned the City is reviewing possible new health insurance providers, which may also lower costs.

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. 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 last on Wednesday, October 13 in the Jeanne Lloyd Room. Minutes from this meeting will be reported during the November Building Committee report. Suhay provided details from the prior meeting on Wednesday, September 29. Full minutes from September 22 and September 29 meetings can be found on pages 19-24 of the October Board packet.

The next meeting of the Building Committee will be held on Wednesday, October 27 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.

Policy Committee:

Wheeler reported that the Policy Committee met on Wednesday, September 29 in the Director's Alcove. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 25 of the October Board packet.

The Policy Committee made a recommendation for the Board to approve two new policies: Group Study Rooms Policy and Library Displays Policy, as well as to approve changes to the Bylaws of the Board of Directors.

Motion to adopt the Group Study Room Policy and the Library Displays Policy, as found on pages 26 and 27 of the October 2021 Board packet.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt edits to the Library Board's bylaws, as found on page 28 of the October Board packet.

1st Rock

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 31-45 of the September Board packet.

Craft reviewed the Strategic Plan Status Report for first quarter FY 2021-2022. Explanation of key metrics for this dataset can be found on page 33-34 of the October Board packet.

A Strategic Planning Survey was issued to the public via email blast and available in the Library for patrons to complete. 601 responses were gathered, with 140 of those surveyed interested in being contacted to take part in a Strategic Planning focus group. The Strategic Planning Committee will review the results of these surveys when they meet on Wednesday, November 17. Baldwin's customer service and staff received notably positive remarks in many survey responses. Common calls for improvement included updates to the website, more convenient parking access, and upgrades to the front entrance.

There have been staffing changes in multiple Library departments. Catherine Galligan has been hired as Technology Assistant in the Idea Lab. Idea Lab Technology Assistant Nick Tupper has accepted a full time position as a flight instructor with a local school, but will return to assist the Idea Lab during winter and summer breaks. The Idea Lab is in the process of hiring one or two additional Technology Assistants. Lawson Glenn III has been hired as Operations Assistant. Circulation Assistant II Linda Beyer will retire on November 19. Julie Beckwell has been promoted to fulfill this role. Sinjin Green and Diane Marrich-Simon have been hired as Pages. Adult Services Librarian Sarah Bowman has resigned effective October 15. A job posting for full-time Adult Services Librarian garnered 18 applications, and candidates from this pool will be selected for the interview process.

Craft completed the Library of Michigan New Director Workshop in September, which is one of the requirements for Baldwin's State Aid application. The State Aid Survey will be submitted to the Library of Michigan in November.

Craft attended the City of Bloomfield Hills City Commission on October 12 and provided an update on Library programs and services. The Library will coordinate with Bloomfield Hills City Manager Dave Hendrickson to include Library services in their forthcoming print newsletter. Craft will meet with The Community House CEO Bill Seklar on October 21 to discuss future cooperation and support between the Library and The Community House.

Because of the most recent Polaris upgrade, reciprocal holds for non-residents are active. Baldwin Public Library cardholders will maintain priority for holds, but non-resident users may now request holds on BPL titles.

The Idea Lab is once again open to the public, with individual workstations for embroidery, vinyl plotting, transfers, among other services. This new set-up allows visitors to maintain adequate social distancing.

The second floor renovation is ongoing. A flat screen display will be installed on the wall in the Delos Board Room on October 26 in lieu of a projector screen. A flat screen display for the staff workroom is currently backordered. Eight tables for the Jeanne Lloyd Room are backordered until April 2022 due to production disruptions in Malaysia.

The *Zip Us! Up* open house took place on October 1. *Zip Us! Up* is a thematic art installation, coordinated by resident David Bloom, along the ceiling perimeter of the east and south windows of the Youth Room.

Miller reported the IDEA Taskforce is continuing implementation of a monthly thematic calendar. Dyslexia Awareness Month is highlighted for October and Native American Heritage Month will be highlighted in November. The next staff discussion group will meet on November 3 to discuss *The Firekeeper's Daughter* by Angeline Boulley. The Youth Services department continues working through Project READY: Reimagining Equity and Access for Diverse Youth training programs.

The Kids Library Society held a "Why I Love the Library" contest in September. Young patrons submitted 85 responses, some of which are featured on page 35 of the October Board packet. Goodie bags were awarded to everyone who submitted answers and gift baskets were awarded to three randomly chosen participants.

Youth Services is creating Skill Builders educational literacy kits for kindergarten to third grade students. Youth Services Librarians Rosemary Isbell and Syntha Green developed these kits in response to the Read by Grade Three Law to target the core competencies of literacy, with kits for each grade level. Skill Builders kits will be circulated for parents and children to work on together, and will be promoted on social media and through direct marketing to Birmingham Public Schools PTA by Stephanie Klimmek.

Graphic designer Michelle Hollo continues developing posters, marketing materials, and monthly editions of *Learn.Connect.Discover*.

Youth Services Librarian Rosemary Isbell attended a reading rally at Birmingham Covington Schools on October 7 to speak with parents and students about Library resources. Miller will be reading 'spooky stories' at the upcoming YMCA Halloween event on October 21. Miller and other staff members will represent the Library at the Village of Beverly Hills Halloween Hoot on October 22.

Custodial service company DM Burr has experienced staffing shortages, and staff has been assisting in regular cleaning activities. The Library contract with DM Burr ends in February 2022. The City and the Library are exploring solutions and may either hire multiple full-time cleaners to be shared across City buildings or may issue a joint RFP for cleaning services of all City buildings in January 2022.

5. Liaisons

Friends: Friends President Ryndee Carney reported the Friends will hold their November Book Sale on the first weekend of November in the Rotary Tribute & Donor Room, lower level hallway, and Friends Sorter Room. On Saturday, November 6, the sale will be open for members only from 10:00 a.m. to noon, and open to the public from noon to 4:00 p.m.; on Sunday, November 7 from 12:00 p.m. to 4:00 p.m.; and on Monday, November 8, they will hold a bag sale from 10:00 a.m. to 12:00 p.m. The Friends have resumed book donations on Tuesdays, from 10:00 a.m. to 12:00 p.m., on Thursdays, from 6:00 p.m. to 8:30 p.m., and Saturday, October 23 from 10:00 a.m. to 4:00 p.m. Carney noted there is a need for children's book donations.

The Friend's annual membership drive is ongoing. 397 membership solicitation letters have been mailed and 148 memberships have been received. This is down from 243 memberships received last year.

National Friends of the Libraries Week runs through the week of October 17. Carney gave her appreciation for the support of the community and Library staff.

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 47-72 of the October Board packet.

10. General Public Comment Period: Danielle Rumble, Library Board of Trustees candidate, gave comment on outreach efforts with the Birmingham YMCA. Rumble and Mark met with Executive Director Dan Marsh to discuss future collaboration between the YMCA and the Library. She volunteered her time in September assisting Marsh in restocking and reorganizing their bookshelves, and will return in November to increase the number of children's titles available there.

11. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Suhay

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 8:41 p.m. The next regular meeting is scheduled for Monday, November 15, 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

Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	2,248.84
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	91.84
	003904	CAPITAL ONE BANK	931.31
	000902	CENGAGE LEARNING INC	55.17
	007615	CINTAS CORPORATION-K11	209.05
	000585	FARMINGTON COMM. LIBRARY	2,465.21
	001090	INGRAM LIBRARY SERVICES	12,592.32
	MISC	JACLYN MILLER	199.99
	008827	KANOPY, INC	624.15
	000795	LIBRARY DESIGN ASSOCIATES, INC.	1,121.00
	003527	LOWER HURON SUPPLY CO INC	479.40
	007927	MICHELLE HOLLO	822.50
	006349	MIDWEST COLLABORATIVE	9,236.33
	002013	MIDWEST TAPE	10,344.50
	008336	NBS COMMERCIAL INTERIORS	792.00
	000678	OCLC, INC.	306.83
	000481	OFFICE DEPOT INC	460.99
	006785	OVERDRIVE, INC.	12,489.94
	007408	T-MOBILE	149.30
	000158	VERIZON WIRELESS	103.30
281861	008256	BRAINFUSE, INC.	4,500.00
281895	MISC	EDWARD MILA SCHOUN	9.99
281959	006347	SOUTHERN COMPUTER WAREHOUSE	1,704.20
281969	007115	TERMINIX PROCESSING CENTER	796.00
281999	000843	BAKER & TAYLOR BOOKS	438.99
282010	000433	BRODART COMPANY	256.86
282015	003904	CAPITAL ONE BANK	1,037.95
282020	007615	CINTAS CORPORATION-K11	418.10
282028	009024	THE D.M. BURR GROUP	2,690.32
282039	004493	ELITE IMAGING SYSTEMS	526.32
282049	000249	GUARDIAN ALARM	232.41
282073	MISC	JUNIOR LEAGUE OF BIRMINGHAM	210.00
282080	000797	THE LIBRARY NETWORK	797.00
282123	007745	ALL COVERED	1,685.50
282127	003703	AT&T MOBILITY	87.14
282167	006666	GRID 4 COMMUNICATIONS INC.	272.92
282172	007211	HOME DEPOT CREDIT SERVICES	42.88
282200	001194	NELSON BROTHERS SEWER	130.00
282204	000678	OCLC, INC.	306.83
282205	000481	OFFICE DEPOT INC	224.72
282206	MISC	ONSOLVE, LLC	150.00
282249	009026	WELLS FARGO VENDOR FIN SERV	677.87
282256	006638	ACTION MAT & TOWEL RENTAL	61.50
282264	000843	BAKER & TAYLOR BOOKS	10.29
282278	002067	CENTRAL PARKING SYSTEM	862.00
282279	002067	CENTRAL PARKING SYSTEM	822.00
282280	002067	CENTRAL PARKING SYSTEM	1,012.00

Register of Claims

Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
282286	000627	CONSUMERS ENERGY	1,970.00
282292	000575	DEMCO, INC	370.48
282293	000179	DTE ENERGY	6,329.25
282316	008164	GARY EISELE	54.05
282317	004493	ELITE IMAGING SYSTEMS	373.56
282318	000585	FARMINGTON COMM. LIBRARY	992.00
282336	003530	INFORMATION TODAY INC	117.95
282344	000797	THE LIBRARY NETWORK	2,097.00
282355	001194	NELSON BROTHERS SEWER	130.00
282358	000481	OFFICE DEPOT INC	51.78
282368	007907	SP+ CORPORATION	1,850.00
4336	009126	AMAZON CAPITAL SERVICES INC	30.47
4398	000517	BEIER HOWLETT P.C.	107.25
4434	002013	MIDWEST TAPE	2,442.29
Total:			92,843.84

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

November 2021 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, November 8, 2021 at 4:00 p.m. in the Delos Board Room. Present were Melissa Mark, Frank Pisano, Jim Suhay, Rebekah Craft, and Jaclyn Miller.

Craft reported on the FY 2021-22 budget, which is tracking well after four months.

- Robert Stratton is working on the state aid report and expects to submit it by the end of the month.
- Patron revenues are higher than projected as room rentals continue to increase
- Personnel costs are lower than expected due to less usage of substitute librarians and lower health care costs for the year.
- Large expenses were paid to Ingram for books, Midwest Tape for audio visual materials, Overdrive for ematerials, and Midwest Collaborative for the Morningstar annual renewal fee

Miller reported the October Trust expenditures with Friends of the Library funds

Craft discussed the Van Dragt expenditures. Currently, about \$200,000 has been earmarked or spent on improvements and \$100,000 remains unspent.

- Gasser chair will be sending replacement feet covers for the chairs to help prevent the squeak on the chairs in the Jeanne Lloyd Room chairs
- Ceiling tiles for second floor offices are on backorder
- Jeanne Lloyd tables are expected to be delivered in April 2022
- Children's Garden landscaping installation may have to be delayed until May 22
- Grand Hall periodical shelving remains on backorder due to a global steel shortage
- Copy Room furniture and Adult Services desk storage drawers will be ordered

The next Finance Committee meeting will be held on Monday, December 13, at 4:00 p.m., in the Board Room. Representatives from Plante Moran will attend and present the FY2020-21 audit.

FINANCIAL REPORT: October 2021

This report references the Revenue and Expense Report 2021-22, found on the following page. At 33.3% of the way through fiscal year 2021-2022, the Library has spent 26.6% of its budget and received 85.1% of its revenue. By this point of the year, the Library was budgeted to have spent 33.3% of its budget and to have received 84.6% of its revenue.

Two pay periods were recorded in October.

Vendor payments in excess of \$6,000:

Ingram Library Services (Print Materials)	\$	12,592.32
Midwest Tape (Audio Visual Materials)	\$	12,786.79
Overdrive (Electronic Materials)	\$	12,489.94
Midwest Collaborative (electronic materials - Morningstar)	\$	9,236.33
DTE Energy	\$	6,329.25
Total vendor payments in excess of \$6,000	\$	53,434.63
Balance of vendor payments less than \$6,000	\$	39,409.21
Total vendor payments	\$	92,843.84

City of Birmingham allocations:

Payroll Period Ending 10/02/21	\$	89,127.07
Payroll Period Ending 10/16/21	\$	90,938.80
Employee Health Care Payroll Deduction 10/16/21	\$	(729.76)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	193,532.86

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	\$	202,988.55

Reconciling adjustments:

Audit	\$	5,351.25
Refund of Room Rental fee	\$	(210.00)
Amazon Credit Memo	\$	(41.04)
Total Recon Adjustments	\$	5,100.21

Total expenses for the month	\$	<u>300,932.60</u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
October 2021

33.33%
4th Month
of the year

	Approved 2021-2022 Budget	Current Month Budget October 2021	Current Month Actual October 2021	Variance For Month	Y-T-D Budget 2021-2022	Y-T-D Actual 2021-2022	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2020-2021	% Received/ Spent Prior Y-T-D
REVENUES										
TAXES	\$3,678,280	\$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)	\$0	\$1,250	(\$5,000)	(\$797)	\$4,203	5.3%	(\$835)	5.6%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$7,058	(\$1,276)	\$33,333	\$7,058	(\$26,276)	7.1%	\$7,020	6.4%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$209,213	\$128,737	\$321,903	\$370,367	\$48,464	38.4%	\$274,181	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$2,545	\$762	\$7,133	\$9,478	\$2,345	44.3%	\$1,350	2.1%
INVESTMENT INCOME	\$30,000	\$2,500	\$2,152	(\$348)	\$10,000	\$4,937	(\$5,063)	16.5%	\$4,953	9.5%
TOTAL REVENUE	\$4,780,390	\$91,843	\$220,968	\$129,126	\$4,045,650	\$4,069,323	\$23,673	85.1%	\$3,819,579	81.3%
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$193,533	(\$29,166)	\$890,797	\$723,997	(\$166,800)	27.1%	\$676,302	26.6%
SUPPLIES	\$119,500	\$9,958	\$8,164	(\$1,795)	\$39,833	\$37,455	(\$2,378)	31.3%	\$41,284	38.6%
CONTRACTED SERVICES	\$383,830	\$31,986	\$26,078	(\$5,908)	\$127,943	\$92,332	(\$35,612)	24.1%	\$89,249	30.4%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$2,019	(\$10,463)	\$49,927	\$11,871	(\$38,056)	7.9%	\$20,746	14.8%
UTILITIES	\$96,000	\$8,000	\$8,299	\$299	\$32,000	\$37,325	\$5,325	38.9%	\$34,325	35.8%
OTHER CHARGES	\$82,260	\$6,855	\$5,077	(\$1,778)	\$27,420	\$20,570	(\$6,850)	25.0%	\$10,676	12.8%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$1,121	(\$4,237)	\$21,433	\$9,244	(\$12,189)	14.4%	\$470,410	93.5%
COLLECTIONS	\$640,700	\$53,392	\$56,642	\$3,251	\$213,567	\$186,509	(\$27,057)	29.1%	\$193,128	29.4%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$300,933	(\$49,797)	\$1,402,920	\$1,119,302	(\$283,618)	26.6%	\$1,536,120	34.7%
VARIANCE	\$571,630	(\$258,888)	(\$79,964)	\$178,923	\$2,642,730	\$2,950,021	\$307,291			
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$4,160,647.62				

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: October 13th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009
(MCD Team Virtual)

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay	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. Review Organizational Concepts

- The following items were discussed regarding the Organizational Concept diagrams:
 - it was noted by Rebekah that the book drop system currently used is by Design Industries
 - Jim Suhay was concerned that Concept B would not accommodate the architectural language of the existing building, Steve noted that the design intent would be to incorporate the design language of the adjacent LZG building
 - Jim he also noted that he felt there were a lot of interesting ideas presented overall. He was not in favor of the idea of losing a portion of the plaza to an expanded building footprint in Concept B.
 - Jim expressed concern with the main level open to the lobby level below, and Rebekah added that she was concerned about visibility of sight lines; Steve clarified that that this would have a solid half wall, or potentially a glass wall.
 - Rebekah liked the idea of the glass wall between the main lobby and the teen space, but was concerned that the teens would feel

- that there wasn't enough privacy. It was suggested that the book stacks and tables could be adjusted to accommodate this.
- There was a brief discussion about the possibility of the ramp- as it was not included in any of the 3 concepts. Steve and Ron noted that the City would require the new ramp to be significantly longer.
 - Frank was concerned with whether the escalator option would be expensive due to maintenance and the cost to run it. Steve explained that while it would require servicing- similarly to how an elevator would- due to the short height difference between levels, the cost would not be a cause for concern, and that he was unaware of an undue maintenance cost. It was also suggested that there be a stair between the escalators and Frank and Rebekah agreed that this would be an ideal configuration.
 - Rebekah explained that incorporating the additional space from Concept B and having the ability to add study rooms would be a bonus to the project, and also noted that due to the climate in Michigan only allows for a few months of the year where the exterior plaza could be used and that space might be better used within the library.
 - Rebekah requested that relocating the book sorting room be considered in the design, in order to provide more space for the teen space. She added that the current book sorting was 9 years old and that the system could be altered to accommodate changes. Rebekah stated that relocating the sorter to the lower level would only complicate things further.
 - Kristen commented there might not need to be 2 new circulation desks- if one was big enough and at street level or closer to the entrance view. She explained that 4 circulation desks total would be too many: confusing for patrons and unnecessary.
 - Kristen was in favor of the study rooms presented in Concept's B and C, and felt that as long as the circulation desk needs were accommodated, having 1 new circulation desk instead of two would help provide the space needed to incorporate study rooms.
 - Kristen stated that the elevator room space's current use was not living up to its potential. Steve asked whether this space was used for cart storage and Kristen said that it was and that it would be ideal to remove the wall between the elevator room and circulation desk and use this space for something else. It was suggested that the book sorting could be relocated to the existing elevator room. Steve asked if the circulation desk would need to stay adjacent to the circulation office space and Kristen said no. She also explained that the book sorting machine is loud so it would not be ideal to relocate this next to the circulation desk. Rebekah liked the idea of the book sorter being relocated to the elevator room and creating a central machine area across from the Idea Lab. It was noted that the visiting children like to watch the book sorter, therefore a glass wall would be necessary to create visual access. Steve asked if the sorter size was sufficient and Kristen said the minimum size that the sorter would require would be 5 bins instead of 7 and if it were to have one drop off location the footprint of the sorter could be minimized.
 - Kristen also suggested that if the book drop were to be moved inside, then potentially the street book drop could be reconfigured to have a street facing slot, as well as a sidewalk facing slot. She also noted that if the city allowed for another book-drop, then the best solution would be to provide 2 street facing book drops and one sidewalk-facing book drop. Additionally, it was noted that the further the book drop is from the entrance the more the library risks liability with staff pushing book trucks in snow and ice.
 - Rebekah noted that the hot picks shelving outside the book

- sorting room was too high and that any new furniture she would request lower shelving because the top shelf is unreachable.
- Frank noted that while he felt the skylight was important, that it was more important to prioritize additional program space for the library over having the skylight.
 - Rebekah noted that she would prefer that the skylight to the historical facade show the full height view- if possible.
 - There was a brief clarification about the 3-stop elevator and which levels it would accommodate: main level, entry level and lower level.

2. Review Cost Models

- Concept A Cost Model
 - Steve shared that the budget would get more and more refined as the proposed plan became more clear.
- Concept B Cost Model
 - Ron asked Rebekah if she saw the café/ collaboration space as an additional meeting room space, and she said that she could see it having about 25-30 seats there. Steve noted that if the expanded area went outside of the curve that this could be accommodated, however if the café/ collaboration space stayed under the curve the seating accommodations would be closer to 20.
 - Steve noted that based on the meeting, Merritt Cieslak Design will look at consolidating the takeaways into two proposed floor plan drafts, which will require a second look at the budget.
- Concept C Cost Model
 - Steve noted that there was an error on the budget spreadsheet for Concept C Cost Model and that he would get a revised copy to Rebekah following the meeting.
 - There was a question about whether removing the granite pavers from scheme C would significantly reduce the cost and Steve said that while it would reduce the cost he would have to look at the numbers again to determine how much.

3. Review Next Steps- Floor Plan Development

- Steve explained to the group that the next step would be to provide a proposed floor plan and update the budget to accommodate. It was also noted that there would be two initial plans to review: one under the curve and one outside of it, since it was still undecided which direction the library would go.
- It was also noted that Frank favored plan B, but wanted to make sure that the existing architectural language was kept intact.
- It was requested by Rebekah that floor mounted toilets be installed for Phase 3.

4. Next Building Committee meeting scheduled for October 27, 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.*

November 2021 Policy Committee Report

The Baldwin Public Library Board's Policy Committee met on Wednesday, November 2, 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 Electronic Device, Network, and Internet Use Policy, as provided by Josh Rouan, Joan Tyrell, and Bart Gioia.
- The Committee reviewed and edited the Credit Card Policy, as provided by Rebekah Craft, Paul Gillin, H Jennings, Stephanie Klimmek, and Brandon Bolek.
- The Committee reviewed and edited the Unattended Children Policy, as provided by Linda Beyer, Vicki Sower, and Stephanie Klimmek.
- The Committee reviewed and edited the new Public Comment Policy, as provided by Jaclyn Miller.
- The Committee reviewed and edited the Volunteer Policy, as provided by Elisabeth Phou, Susan Dion, Carri Fritz-Gvozdich, and Robert Stratton.

The Policy Committee recommends that the Library Board approve updates to the Electronic Device, Credit Card, Unattended Children and Volunteer Policies as submitted. The Public Comment policy will be reviewed after guidance from the City Attorney.

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

Electronic Device, Network, and Internet Use Policy

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

The Baldwin Public Library (BPL hereafter known as the Library) provides Internet access to the Internet through loaned computers in the Library and through its affiliated network both wired and wireless Internet accessible to patrons who bring their own devices. Users may bring their own devices or borrow BPL's devices, such as laptops, workstations, or hot spots. All patrons will have enhanced access to ideas and information through the Library's connection to the Internet.

Use of Library Computing Resources and Network

Workstations are available on a first-come, first-served basis. Customers Users are granted a specified amount of access time per day; additional time may be given if there are no users patrons waiting. Some workstations are limited to resident cardholders, while others limited to children, parents and guardians of children, and/or young adults.

All computer resources must be used in a responsible manner, respecting the rights of others and taking care of the equipment.

Workstations must be used in a responsible manner, respecting the rights of others and taking care of the equipment. Changing workstation settings is prohibited. Unauthorized use of others' passwords or identity is prohibited.

Accessing Information

BPL The Library does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its resources may contain material that may be deemed controversial or inappropriate by certain users. BPL The Library does not restrict access or protect users from information that they may find offensive, except as provided by law or specifically delineated in this Policy. Users access Patrons use the Internet at their own discretion and are expected to abide by this Policy's rules and regulations the Library's Code of Conduct.

Parents and guardians of minor children, not BPL staff the Library, are responsible for their children's use of the Internet through BPL's the Library connection. Filtered Internet access as defined by The Library Privacy Act, as amended, MCL 397.606, is available only on all the computers located within the Youth Room that are designated for public access to the Internet. This is only a partial solution in limiting access to web sites which some parents might find objectionable. Filters are unavailable on all other computers and devices.

Users Patrons who believe that a site has been mistakenly filtered in the Youth Room can submit a request to the Library Director to have the site filter removed un-filtered. If the

administrative staff determines that the site does not contain obscene matter or sexually explicit matter that is harmful to minors, then the administrative staff may authorize the system wide unblocking of the site. The ~~user patron~~ will be informed of the decision in writing. The decision may be appealed by submitting a written request to **BPL Library** staff. **BPL Library** staff shall then schedule a hearing before the Library Board and shall notify the ~~user patron~~ requesting the hearing in writing at least seven days before the hearing.

Prohibited Activities

~~Illegal activities or any other activities intended to disrupt network services or equipment are prohibited.~~

~~Materials on the Internet may be subject to copyright laws which users are responsible for upholding.~~

~~Users may not produce profane or loud noises while using electronic devices. Noises must not be louder than the general noise level for the area.~~

~~Users may not use any electronic device to create, send, receive or display images that are obscene, illegal or sexually explicit. (Refer to the Baldwin Public Library Code of Conduct.)~~

~~Users must abide by copyright laws pertaining to the Internet. Activities like uploading, downloading or copying copyrighted materials may infringe on copyright law unless permission is granted by a copyright owner. Unless an exception is granted, the transmission of copyrighted materials is prohibited.~~

~~Users are prohibited from using identification other than their own to access the Internet. This includes the unauthorized use of another's Library card and PIN, and usernames and passwords on websites.~~

~~Any activities that are intended to disrupt the network, services on the network, or physical equipment are prohibited.~~

Violation

~~BPL's the Library's computers, network, and Internet connection may not be used for any illegal activity or in any manner in violation of BPL's the Library's Code of Conduct. Anyone committing illegal acts will be prosecuted to the full extent of the law.~~

~~Users violating this Policy will be asked to comply by staff. In response to serious or repeated violations of this Policy, BPL the Library reserves the right to terminate a user's patron's session, ask a user patron to leave the BPL Library building, and/or prevent a user patron from using BPL's the Library's computers, network, or Internet connection at any time according to the provisions laid out in the Library's Code of Conduct.~~

BPL ~~The Library~~ reserves the right to remotely monitor and access all public access computers for customer support, maintenance, and security purposes.

Precautions

Files downloaded from the Internet, through the BPL's ~~the Library's~~ network, or from BPL ~~Library~~ computers may contain ~~malware viruses or spyware~~ that may infect other computers. BPL ~~The Library~~ is not responsible for damage or loss that may occur from the use of BPL's ~~the Library's~~ computers, network, or Internet connection, ~~and users use these resources at their own risk.~~

~~Users Patrons~~ are responsible for ensuring that their personal data is not compromised when using BPL's ~~the Library's~~ computers, network, or Internet connection. Accessing, sending, or connecting information to BPL's ~~the Library's~~ computers, network, or Internet connection is done at the sole risk of the user. The Library has no control over the security of a ~~user's patron's~~ data.

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Credit Card Policy

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

The purpose of the credit card policy of the Baldwin Public Library is to facilitate purchases for the Library.

1. The Director will be responsible for the issuance, account monitoring, **and** retrieval and **generally for overseeing** compliance with the credit card policy.
2. The Director or a Library employee designated by the Director may use the credit card, only for goods or services for the official business of the Library. Documentation detailing the goods and services **to be** purchased must be submitted before payment can be approved.
3. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
- ~~5. Any benefits derived from the use of the credit card will be the property of the Library.~~
6. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The Baldwin Public Library accepts full responsibility for the debt incurred on the credit card.
7. Only credit cards that have no annual or monthly fees will be used. **All credit card rewards accumulated are property of the Library.**
8. The Director must immediately surrender the credit card upon leaving the employ of the Library.
9. **The credit card shall be used only when no other payment methods are available.**

GUIDELINES

CARD USE- A credit card will only be issued to the Library Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of **\$25,000 \$10,000**. Purchases made via the credit card must comply with the Library's financial policy and purchasing guidelines. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment **and/or legal action**. Anyone who has inappropriately used the credit card will be required to reimburse the Library for all costs associated with such improper use.

~~TRANSACTION PROCEDURE- All credit card transactions can be performed in person, over the phone, or through the mail. When the credit card is used, please follow the Guidelines below:~~

- ~~1. Tell the merchant that payment will be made with the Library's credit card and that it is a non-taxable purchase. If it is a phone or mail order, give the merchant the card number and expiration date. If you are making the purchase in person, present the card to the merchant.~~

- ~~2.—Retain all receipts and credit card slips.~~
- ~~3.—Follow Library Guidelines for Director approval and payment of the charges in advance of using the card.~~

TAX EXEMPTION – ~~The Director or authorized staff member You~~ must notify the vendor or merchant that ~~the your~~ credit card transaction should be tax exempt if it is for goods or services ~~purchased in the State of Michigan. The attached letter on Library letterhead should be presented to the vendor if it requests documentation for tax and audit purposes.~~

ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD- The credit card may be used for any of the following ~~city-related travel~~ expenses:

1. Travel expenses
2. Conference registration fees
3. Library Materials, Equipment, Supplies, Contracted Services, and Operating Expenses.

The credit card may not be used for personal or non-Library use.

CREDIT CARD SECURITY

1. The credit card must be kept in a secure location.
2. **Credit Card Account Number-** The Bookkeeper will keep a permanent record of the card, the credit limit established, the date issued and the date returned.
3. **Use by someone other than the cardholder-**The only person entitled to use the credit card is the Director whose name appears on the face of the card or someone authorized by the Director.
4. **Lost or Stolen Cards-** If the credit card is lost or stolen, the bookkeeper is to be immediately notified. The ~~bookkeeper-Director~~ will notify the issuing agency.

INTERNAL CONTROL GUIDELINES

BOOKKEEPER'S RESPONSIBILITIES

1. Upon receipt of the credit card statement, the bookkeeper is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
2. The bookkeeper will prepare the statement for payment on the next available bill listing. ~~If necessary, checks will be issued prior to approval of the warrant list to avoid finance charges.~~ All charge slips must be given to the bookkeeper and attached to the credit card bill when it arrives. The bookkeeper will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.
3. The bookkeeper will be responsible for ~~alerting the Director about coordinating the waiving and/or reversing of~~ any and all annual fees and/or finance charges.

4. The bookkeeper must retain the approved credit card statements and accompanying receipts on file for seven years.

LIBRARY DIRECTOR'S RESPONSIBILITIES

The Director is responsible for ensuring activity and account information is noted on the ~~accounts payable voucher credit card statement for each line of entry~~. The Library Director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.

- ~~1. Will use the credit card in compliance with the Library's Financial Policy and Purchasing Guidelines. The Library employee will generate a Request to Purchase form for Supplies, Library Materials, Supplies, Contracted Services, Equipment, or Operating Expense. If there is a pre-printed form, it will be completed and attached to the request form used by the Library. The Director must approve purchases in advance of expenditure being made or order placed.~~
- ~~2. Retain all sales slips/register receipts. These receipts must be submitted to the bookkeeper to reconcile against the monthly credit card statement. Library Guidelines for management approval and payment of charges must be followed.~~
- ~~3. If the credit card transaction has been made over the phone or by mail, submit a confirming copy of the requisition identifying the date and purpose of the transaction to the Director for approval and signature.~~
4. Ensure that the credit card guidelines defined by the Baldwin Public Library's Credit Card Policies and Guidelines are met.
5. Report lost or stolen cards to the issuing agency, bookkeeper and/or Library Director immediately.

Credit Card Policy

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2. The Director or a Library employee designated by the Director may use the credit card, only for goods or services for the official business of the Library. Documentation detailing the goods and services to be purchased must be submitted before payment can be approved.
3. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
4. The Library will use disciplinary measures consistent with current law for unauthorized use.
5. The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. The Baldwin Public Library accepts full responsibility for the debt incurred on the credit card.
6. Only credit cards that have no annual or monthly fees will be used. All credit card rewards accumulated are property of the Library.
7. The Director must immediately surrender the credit card upon leaving the employ of the Library.
8. The credit card shall be used only when no other payment methods are available.

GUIDELINES

CARD USE- A credit card will only be issued to the Library Director. It will be honored for Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$25,000. Purchases made via the credit card must comply with the Library's financial policy and purchasing guidelines. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment and/or legal action. Anyone who has inappropriately used the credit card will be required to reimburse the Library for all costs associated with such improper use.

TAX EXEMPTION – The Director or authorized staff member must notify the vendor or merchant that the credit card transaction should be tax exempt if it is for goods or services.

ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD- The credit card may be used for any of the following expenses:

1. Travel expenses
2. Conference registration fees
3. Library Materials, Equipment, Supplies, Contracted Services, and Operating Expenses.

The credit card may not be used for personal or non-Library use.

CREDIT CARD SECURITY

1. The credit card must be kept in a secure location.
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3. The bookkeeper will be responsible for alerting the Director about any and all annual fees and/or finance charges.
4. The bookkeeper must retain the approved credit card statements and accompanying receipts on file for seven years.

LIBRARY DIRECTOR'S RESPONSIBILITIES

The Director is responsible for ensuring activity and account information is noted on the accounts payable voucher. The Library Director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.

1. Will use the credit card in compliance with the Library's Financial Policy and Purchasing Guidelines.
2. Ensure that the credit card guidelines defined by the Baldwin Public Library's Credit Card Policies and Guidelines are met.
3. Report lost or stolen cards to the issuing agency.

Unattended Children Policy

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

Children ~~under the age of ten (10)~~ aged ten and under must be accompanied by a caregiver. Caregivers must be at least fourteen years of age and ~~Caregivers~~ are responsible for their children's behavior while in the library. ~~Caregivers for children under the age of ten (10) must be at least fourteen (14) years old. "Unattended" means that the caregiver is not in the same library service area as the child.~~ Children aged eight to ten must have a caregiver in the Library Building while children aged seven and under must be in the same room and within direct sight of their caregiver.

~~If it is determined that a child is lost or left unattended in any part of the library, the Librarian in Charge will attempt to locate the caregiver within the building. When the caregiver is located, the Librarian in Charge will explain the Library's Unattended Children Policy and request that the caregiver comply with the policy. When a child is discovered to be unattended, staff will attempt to contact the caregiver and explain the Unattended Child Policy. If a caregiver cannot be contacted within thirty minutes, Library staff will take appropriate action that may include contacting the Birmingham Police Department to take charge of the child.~~

~~The Librarian in Charge will call the police non-emergency number and ask them to take custody of the child in these situations:~~

- ~~• The caregiver will not cooperate or cannot be located within 30 minutes of the initial determination that the child is lost or unattended.~~
- ~~• The Library is closing.~~

~~At closing, if a child is unattended, Library staff are authorized to take appropriate action that may include contacting the Birmingham Police Department police. At least two staff members will stay with the child until a caregiver arrives or the child is turned over to the Birmingham Police Department police. If the child is ten and under or an older child who is uncomfortable being left behind, the child is considered to be unattended.~~

~~Under no circumstances will a staff member take the a child out of the building or knowingly allow the a child to leave the building unaccompanied.~~

~~If the- an unattended child indicates shows symptoms of a medical emergency, the Librarian in Charge Library staff will call the 911 EMS immediately.~~

~~When a parent or caregiver alerts Library staff that their child is missing, staff will immediately respond and follow established guidelines and procedures that may include contacting the Birmingham Police Department.~~

Unattended Children Policy adopted by the BPL Board July 27, 1990. Policy revised March 16, 1998, December 15, 2003, November 15, 2021

Unattended Children Policy

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

Children aged ten and under must be accompanied by a caregiver. Caregivers must be at least fourteen years of age and are responsible for their children's behavior while in the library. Children aged eight to ten must have a caregiver in the Library Building while children aged seven and under must be in the same room and within direct sight of their caregiver.

When a child is discovered to be unattended, staff will attempt to contact the caregiver and explain the unattended child policy. If a caregiver cannot be contacted within thirty minutes, Library staff will take appropriate action that may include contacting the Birmingham Police Department to take charge of the child.

At closing, if a child is unattended, Library staff are authorized to take appropriate action that may include contacting the Birmingham Police Department. At least two staff members will stay with the child until a caregiver arrives or the child is turned over to the Birmingham Police Department. If the child is ten and under or an older child who is uncomfortable being left behind, the child is considered to be unattended.

Under no circumstances will a staff member take a child out of the building or knowingly allow a child to leave the building unaccompanied.

If an unattended child shows symptoms of a medical emergency, Library staff will call 911 immediately.

When a parent or caregiver alerts Library staff that their child is missing, staff will immediately respond and follow established guidelines and procedures that may include contacting the Birmingham Police Department.

Volunteer Policy

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

The Baldwin Public Library (BPL) shall use the services of volunteers to supplement the efforts of paid library staff in meeting demands for quality public service and to serve as a method to encourage ~~citizens~~ **members of the public** to become familiar with their Library and the services being offered. ~~BPL The Baldwin Public Library~~ shall make use of the services of interested volunteers to supplement and *not to replace* the work done by ~~library~~ BPL staff. **All volunteers must be approved by the Library Director or designated staff.**

I. Categories of Volunteers

- ~~• **Partners at the Library** (PALS) - A hands-on volunteer program developed in conjunction with the Friends of the Library to enhance library service.~~
- **Community Service Workers**- ~~Offenders~~ Persons referred by the courts of Oakland County to BPL ~~the library~~ for community service work ~~in lieu of punishment.~~
- **General** – Members of the public who wish to volunteer their time in support of BPL
- **Volunteers** – Students in grades 9 to 12 who are either required by their school to volunteer in community agencies as a requirement for graduation or who are looking for a way to spend their free time giving back to their community
- ~~• **Student Volunteers** – Students required by their school to volunteer in community agencies as a requirement for graduation.~~
- ~~• **Interns** – A master level library science student who is working to complete a practicum as part of their course of study.~~
- **Baldwin Boosters** – Summer reading volunteers ages 11 to 14. Boosters earn community service hours by helping with the Youth Summer Reading Program.

II. Coordinators

~~Each department will develop a list of tasks appropriate for Community Service Workers. The Department Head will provide oversight once the volunteer has been assigned.~~

- ~~A. The Administrative Assistant acts as the Coordinator for Community Service workers **and for school volunteers.** The Administrative Assistant will assign the volunteer to various departments based on the needs of the department. ~~Each department will develop a list of tasks appropriate for Community Service workers. The Department Head will provide oversight once the volunteer has been assigned.~~~~
- B. The Teen Librarian acts as the Coordinator for Volunteers.
- C. A Youth Librarian acts as the Coordinator for the Baldwin Boosters.
- D. The Circulation, Technical Services, and Adult Department Heads act as the Coordinator for general adult volunteers.
- ~~E. ~~The Associate Director of Public Services acts as the Coordinator for the PAL program. The Associate Director will assign the volunteers to the appropriate department,~~~~

~~explain their tasks and monitor their training. Each department will develop a list of tasks suitable for PAL.~~

~~F. The Department Head acts as the Coordinator and will develop duties and provide oversight for the Intern program in their department.~~

III. Recognition

~~A. Volunteers - Recognition is an important component of a volunteer program and is often the only way in which the Library can say "Thank You" to a PAL, a high school student, or an intern. At least annually, there will be a formal recognition of volunteers as a group from the Library and the Library Board.~~

~~B. Community Service Workers - The Administrative Assistant will verify satisfactory performance level and the number of hours worked to fulfill the court requirements.~~

~~C. Verification for Students and Interns - The coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity.~~

IV. General provisions

~~A. This policy shall not be deemed a contract between the volunteer or intern and the Baldwin Public Library. Both the volunteer and the Library have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause. The Library will not provide any medical, health, or compensation benefits to persons functioning as a volunteers. Prior to engaging in any volunteer activity, each volunteer will be required to submit a Volunteer Application form for volunteer work.~~

~~B. Persons who will work with children must agree to a standard background check.~~

~~C. Upon approval of the Associate Director or the Administrative Assistant, the volunteer may be scheduled for training and work assignments.~~

III. Recognition

A. Volunteers - Recognition is an important component of a volunteer program and is often the only way in which BPL can say "Thank You." Volunteers will be formally recognized annually by BPL staff.

B. Community Service Workers - The Administrative Assistant will verify satisfactory performance level and the number of hours worked to fulfill the court requirements.

C. Verification for Students - The Coordinator will verify that these volunteers have satisfactorily completed the requirements for their volunteer activity and provide a letter for their school upon request.

D. Baldwin Boosters - The Coordinator will verify the number of volunteer hours completed by the student. A letter of appreciation is mailed to the Booster, which includes the community service hours completed.

IV. General provisions

A. Volunteers shall be recruited without regard to any individual race, creed, color, national origin, religion, marital status, sexual orientation, gender, physical appearance, socioeconomic level, education level, or any other legally protected characteristic.

- B. This Policy shall not be deemed a contract between the Volunteer and BPL. Both the volunteer and BPL have the right to terminate the Volunteer's association with BPL at any time, for any reason, with or without cause. BPL will not provide any medical, health, or compensation benefits to persons functioning as volunteers. Prior to engaging in any volunteer activity, each Volunteer will be required to submit a Volunteer Application form for volunteer work.
- C. Persons who will work with children must agree to a standard background check.
- D. Volunteer applications will be kept on file for one year.

V. Duties

- A. Volunteers may be asked to work on projects that are supportive of staff efforts. ~~Examples include: Shelf reading to ascertain if books are in proper order, cleaning and mending, outdoor maintenance, dusting, moving books, et.al.~~ The Coordinator will explain and assign the duties as needed.
- ~~B. In addition to the duties in A above, PALs and Interns will receive training that allows them to interact with patrons to a degree. They may also serve as a greeter for the building or provide support for programs and will be expected to help enforce the Code of Conduct.~~
- C. Community Service Workers who refuse the assigned duties or who ~~violate the BPL Code of Conduct will behave inappropriately may~~ violate the BPL Code of Conduct may forfeit their volunteer opportunity.

VI. Hours

- A. ~~The Coordinators in~~ In discussion with the Volunteer, the Coordinator(s) will determine the hours of the Volunteer's service. While BPL ~~the library~~ will attempt to accommodate the Volunteer's schedule, BPL ~~we~~ cannot guarantee it. Volunteers are expected to arrive at BPL ~~the library~~ in time to begin work as scheduled or notify BPL ~~the library~~ if they will be absent.
- B. All volunteer work must be completed within ~~open BPL normal library~~ hours. Community service Workers who ~~do not report for the scheduled shift or notify the Coordinator(s) of their absence fail to show as scheduled~~ do not report for the scheduled shift or notify the Coordinator(s) of their absence may forfeit their volunteer opportunity.

Volunteer Policy

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- **Baldwin Boosters** – Summer reading volunteers ages 11 to 14. Boosters earn community service hours by helping with the Youth Summer Reading Program.

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Each department will develop a list of tasks appropriate for Community Service Workers. The Department Head will provide oversight once the volunteer has been assigned.

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Public Comment Policy

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

Role of Public Comment at Library Board Meetings: The Birmingham City Charter grants exclusive authority to the publicly elected Library Board to maintain and operate the Baldwin Public Library. Members of the public ~~shall~~ ~~should~~ have a reasonable opportunity to comment on **substantive** matters pending before the Library Board.

- ~~A. **Special Comment Period**—A special comment period will be provided to the public following comment and discussion by Library Board Members on any substantive matter for which a motion and second have been made. A special comment period may also be permitted following comment and discussion by the Library Board on any other substantive matter at the direction of the chair of the meeting or a majority of the Library Board members present. Public comment during any special comment period will be limited to the substantive matter then under consideration or being discussed.~~
- ~~B. **General Comment Period**—The agenda for any meeting of the Library Board will include a general comment period for any public comment on any subject germane to the library and that is not the subject of a particular substantive matter for which there will be a special comment period at that meeting.~~

~~The agenda for any meeting of the Library Board will include a general comment period for any public comment on any subject relevant to the Library.~~

~~The Board President or presiding officer will determine the order in which speakers will be recognized. Unless additional time is granted by the Board President or presiding officer at the beginning of the meeting before public comment begins, each person is allowed a maximum of two (2) minutes to speak. Speakers may not cede time to another speaker. Meeting participants may speak when specifically recognized by the presiding officer.~~

~~Public comments will be addressed to the Board. Personal attacks on Library Board Members, staff members or members of the public will not be tolerated, nor will language that is considered offensive, harassing, or profane. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or presiding officer may declare that person out of order and refuse him or her permission to continue to address the Board. Any person or persons judged by the Board to be disorderly or who do not follow the guidelines established by the Board will be asked to leave the premises.~~

~~The Board may or may not take action on any presented items. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.~~

Policy adopted by the Library Board February 20, 2006. Revised November 15, 2021

Public Comment Policy

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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: October 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q1 Target
Financials					
Revenues	\$ 220,968	\$ 79,627	\$ 4,069,323	\$ 3,818,010	
Expenses	\$ 300,933	\$ 397,638	\$ 1,119,302	\$ 1,535,950	
Circulation					
Circ (Charges & Renewals)	46,183	49,376	197,310	181,378	103,094
Self-Check Usage	49.0%	45.4%	42.2%	54.6%	
% of Circ by Residents*	93.8%	92.6%	92.8%	94.2%	92.0%
% of Circ by Non-Residents	6.2%	7.4%	7.3%	5.8%	8.0%
Interlibrary Loans					
Items borrowed	823	806	3,407	2,374	
Items loaned	843	699	3,116	1,664	
Technology Usage					
Database Sessions	2,913	2,885	10,120	10,023	4,847
Downloadable Content	11,051	11,828	45,465	49,308	31,741
Public Computer Usage	352	662	1,213	2,469	
Wireless Sessions	4,382	4,893	18,033	19,608	15,000
Program Attendance					
Program Attendance for Adults	311	681	1,229	1,757	
# of Programs for Adults	20	27	68	108	
Program Attendance for Teens	135	83	657	263	
# of Programs for Teens	5	4	18	18	
Program Attendance for Youth	799	721	3,411	1,609	
# of Programs for Youth	32	43	119	150	
Computer Classes	26	35	95	157	
# of Computer Programs	5	6	19	26	
Online Video Views	85	381	342	1,760	
Idea Lab Certifications	-	-	-	-	
Idea Lab Visits	-	-	-	-	
Total Program Attendance	1,356	1,901	5,734	5,546	4,421
Total # of Programs	62	80	224	302	175
Outreach Attendance	926	-	987	-	
# of Outreach Programs	4	-	5	-	
Gate Count					
	13,721	10,196	52,795	37,681	46,107
Volunteer Hours					
	14	29	74	60	173
Social Media					
	New Users	New Users			
Website Hits/Pageviews	21,417	18,696	89,393	62,172	65,121
e-Newsletter Subscribers	3	-24	12804	11505	11000
Facebook Page Likes	-2	16	2658	2509	2652
Twitter Followers	3	-2	1324	1295	1349
Instagram Followers	7	5	1911	1702	1906

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

Strategic Plan Status Report

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

Diversity and Inclusion

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

The IDEA Committee met on November 10. 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 November the highlight was on Native American Heritage Month. In December we recognize Human Rights Day.
- Our staff book club discussed The Firekeeper's Daughter by Angeline Boulley; all attendees reported learning some new-to-them knowledge about indigenous people in this area. Our next book discussion will be on February 2, 2022 and we will read "Born a Crime" by Trevor Noah
- Staff continue to review public policies, making sure they are inclusive and fair to all library users
- 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.

Battle of the Books

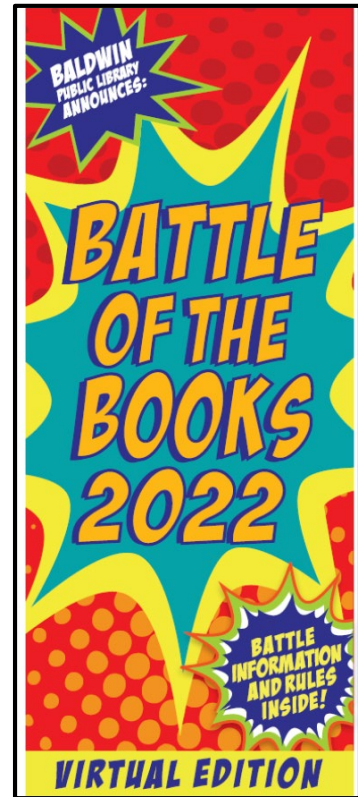
Stephanie Klimmek, Head of Youth Services, and her team are coordinating and running the 2022 Battle of the Books. Fourth- and fifth-grade students who attend a Birmingham Public School will form teams with an adult coach, read from a list of six selected books, and then participate in a contest where they will compete with other teams by answering questions based on the books. The chosen books will be announced on December 6, and the Battle itself will be held virtually on Saturday, March 5, 2022.

COVID-19 Response

Library Staff had three breakthrough cases in one week. Staff were asked to be diligent about cleaning workspaces, and maintaining distance as possible while in the Library. 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.

Director Craft is administering COVID-19 rapid tests to two BPL staff members who have not submitted proof of vaccination to the City of Birmingham. These tests are administered twice per week.

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. A small number of in-person story times are being held in the Rotary Room, with attendees capped at a number which allows for physical distancing. 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.



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). We are testing out a new online email service and will be revamping the content of our e-newsletters. If this service is well-received, it will provide significant cost savings to the Library.

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 November 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.

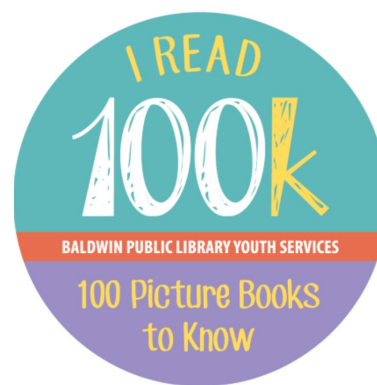
Strategic Planning Focus Groups

As part of the strategic planning process, the Committee held two focus groups with the intent of gathering feedback. One group met virtually on November 10 at 7:00 p.m., with six people in attendance. The second group was scheduled to meet on Saturday, November 13. Our thanks to Ann Stuntz for facilitating the discussions, and to all who participated.

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* November issue
- Display signage
- COVID poster updates
- Program posters and flyers
- Winter Reading Bookmarks and Bingo Sheet
- Battle of the Books promotional brochures and bookmarks
- *Thank you* poster honoring the Friends during FOL week
- Idea Lab promotional flyer
- 100 Picture Books to know bibliography update



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

14 volunteer hours were utilized in the month of October.

Communications with Staff

A hybrid all-staff meeting was held on November 11. Staff were apprised of the progress of Phase 3, among other updates.

Staff Anniversaries

Lauren Clifford, Technical Services Assistant, reached 2 years of service on November 3.

Susan Dion, Youth Services Specialist, will reach 16 years of service on November 30.

Bart Gioia, Technology Trainer, will reach 14 years of service on November 26.

Cheyenne Kennard, Page, reached 2 years of service on November 3.

Cailey Kosciuk, Page, will reach 2 years of service on November 25.

Robert Stratton, Administrative Assistant, reached 2 years of service on November 4.

Phebe Wong, Technical Services Assistant, reached 19 years of service on November 4.

Staffing Updates

Idea Lab

We are happy to welcome our newest Idea Lab Technical Assistant, **Courtney Holland**. Courtney's first day was November 10. Once she completes her training, she will be working on evenings and weekends. She has a background in engineering, and a wealth of experience in taking ideas from concept all the way to finished product.

Adult Services

We're thrilled to announce the promotion of Ethan Cronkite to full-time adult services librarian. Ethan has worked at Baldwin since 2013. He began as a substitute librarian and from there he was promoted to become a part-time librarian. During his time as a part-time librarian, Ethan co-moderated the Wednesday Afternoon book club, led many popular craft programs and was a co-host of Baldwin's podcast BPL PPL. Over the past few years while working at Baldwin Ethan was also balancing his position as an adjunct librarian for Oakland Community College. During the fall of 2020 Ethan stepped back from his part time position at Baldwin. Ethan began his full-time position on November 8.

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.

Frank Pisano, Melissa Mark, Karen Rock, and Danielle Rumples were sworn in as Library Board members at the November 8 City Commission Meeting. More information about the 2021 City election can be found in the Information Only section.



Beverly Hills

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

Rebekah Craft, Kristen Tait, Cameron Crawford, Denise Konchel, Sinjin Green, and Mary Macmillan delighted 800 Halloween Hoot attendees with their take on 101 Dalmatians on October 23.

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

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

Leslie Pielack, Director of the Birmingham Museum presented "The Saginaw Trail and Oakland County's Indigenous People" on November 4, to a full house, in person and virtually. 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. On November 17, Baldwin will host the Chamber of Commerce for a member coffee in partnership with Birmingham Rotary.

Birmingham YMCA

Jaclyn Miller had a great time reading scary and funny Halloween stories with 40 listeners at the Halloween at the Y event on October 22.

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 October \$1,021 in book donations were collected.



Miller attended the FOTBPL Board meeting on November 9, where the major topics of discussion were book donations and the weekend book sale which took place from November 6-8, and during which the Friends raised \$3081.37 and signed up 21 new members. We are grateful to the Friends for the granting of additional wish list items in the total of \$18,480, including funds to purchase an interactive Play Table for the Youth Department (www.libraryPLAYtable.com).

We continue to have a cart available for drop off donations of used book and media donations on Tuesday mornings and Thursday evenings. The Friends have volunteers coming in to sort materials throughout the week.

Birmingham Public Schools

On Thursday, November 4, Stephanie Klimmek presented an update on Library services to the BCS PTA meeting. She talked about how to obtain a Library card, online and physical resources at the Library and mentioned numerous programs that the Library offers. She also talked about the Idea Lab, the Seed Library, and Curbside Pickup services. Klimmek will also be presenting at Greenfield's PTA meeting on November 16.

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:

The Lab has officially been re-opened for just over a month now, and it has been a treat welcoming patrons back in to work on their projects. As soon as the announcement was made, the appointments came flowing in! In the past three weeks alone, different patrons have brought a myriad of clever projects. Here's a few:

- Using the die cutters to make beautiful paper packaging for homemade candy bars
- Heat-Transfer Vinyl and our Heat Press to create themed T-Shirts for a holiday vacation
- Laser-cutting 1/4" Birch Plywood to make a very clever symmetrical peg puzzle; a gift for a child
- Using the Slide and Negative scanner to digitize hundreds of negatives

One recent project was particularly interesting. In the past year, a patron started a beekeeping business. We used the laser to create a wooden alignment jig for the flat-sided glass bottles they're using to package the honey, then engraved the company logo into the glass. The jig ensures perfect alignment of the logo on every bottle.

We're all very glad to have the lab open again, rekindling the familiar atmosphere of excitement and possibility.

IT Updates:

IT has been very busy for the last month. Both the Board Room and the new Staff Workroom have gotten AV upgrades with a new display in the workroom and the display from the former computer lab being repurposed for the Delos Board Room. This will allow staff members and renters using the room to connect their computer to the display screen for everyone to view it without the need of a projector.



Some new computers have been provisioned and installed to replace defective computers. Josh Rouan, Brandon Bolek, and the Youth Reference Desk all received new PCs. Some work in the Rotary room will also be happening including the addition of a new wall box for AV connections. The current box is cracked and coming out of the wall.

We were also part of a city-wide voicemail upgrade that went live on November 8. Jamie Richards and Joan Tyrell month attended training on the new system and all pertinent mailboxes and menus have been updated.

Lastly IT has replaced three aging printers at the Circulation Desk, AS Reference Desk and the Bookkeeper's workstation.

Freight/Loading Dock Elevator

We are happy to report that our Freight Elevator is back in use after a 3-month delay in the installation of new stainless steel chains.

Baldwin Public Library: Friends Funds	
October 2021 Expenditures	
Adult Services	
Presenter Fees & Program supplies	\$ 400.00
Crafts to Go Kit Supplies	\$ 154.63
Books Unshelved	\$ 47.98
Total	\$ 602.61
Teen Services	
Crafts to Go	\$ 126.92
Book Club Books	\$ 63.70
Total	\$ 190.62
Youth Services	
Little Explorers	\$ 289.57
Pumpkin Painting program	\$ 192.32
Books Unboxed	\$ 59.71
Total	\$ 541.60
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 1,334.83
October 2021 Balances	
Adult Services	\$ 2,729.93
Teen Services	\$ (5.32)
Youth Services	\$ 2,286.71
Outreach & Equipment	\$ 5,498.72
Total Balance	\$ 10,510.04
October In-Library Book Sale Donations	
	\$1,021.20
Submitted by Jaclyn Miller on November 8, 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 in person, outdoors at Barnum Park.

Google Slides

Wednesday, November 17 — 7:00 p.m. to 8:15 p.m.

Create and share an online slideshow with Google Slides, a solid alternative to PowerPoint. Registration required. Once registered, you will receive a Zoom link a half hour before class. Virtual Event.

Online Newspapers from Home

Thursday, November 18 — 2:00 p.m. to 3:00 p.m.

Learn how to access popular newspapers, including the New York Times and the Wall Street Journal with your BPL library card. A BPL card is required. Registration is required. The Zoom invitation will be emailed to registered attendees a half hour before class. Virtual event.

Take & Bake Cookies in a Jar

Saturday, November 27 — All Day

Bake up a batch of yummy cookies for yourself or give them away as a gift. Recipe included. First come, first serve.

Idea Lab LIVE: Video Game Things

Monday, November 29 — 7:00 p.m. to 8:00 p.m.

Join Jeff on Instagram Live for the second episode 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. This month's episode is all about Video Games!

Learning in Retirement

Wednesday, December 1 — 10:00 a.m. to 12:00 p.m.

Learning in Retirement: A program devoted to lifelong learning. Learning in Retirement is a friendly group of retired, semi-retired and curious people who explore topics and present their findings with the group. Learning in Retirement is part of a recurring weekly series that meets on Wednesday mornings during the fall and winter months. Please contact Vicki Sower at vicki.sower@baldwinlib.org to discuss attendance options.

Pizza and Pages: The Inheritance Games by Jennifer Lynn Barnes

Thursday, December 2 — 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.

Night with the Museum: Olde Christmas in Birmingham

Thursday, December 2 – 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 Olde Christmas in Birmingham. This event has limited in person seating. Registration is required whether attending virtually or in person.

Teen Anime Club

Thursday, December 9 — 7:00 p.m. to 8:30 p.m.

Grades 6-12. Anime Club is back and in-person! Watch a different anime every month, talk about the manga you are reading, do fun activities, and enjoy snacks. Registration required.

LEARN CONNECT DISCOVER

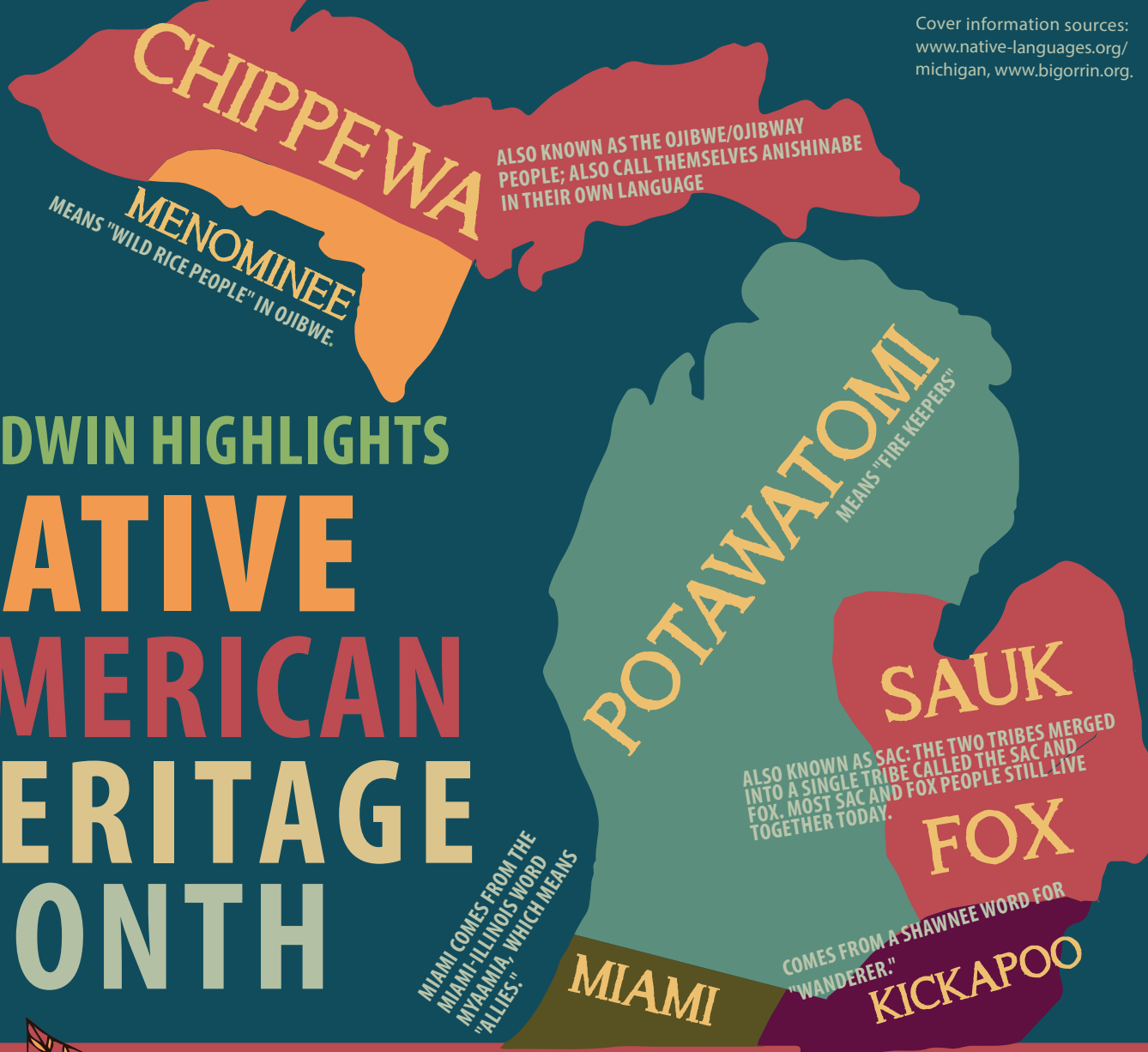
NOVEMBER 2021 NEWSLETTER

- 1 BALDWIN HIGHLIGHTS NATIVE AMERICAN HERITAGE MONTH
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- 4 DIRECTOR'S UPDATE, IDEA LAB BOARD MEETING, BOOK SALE



EARLY NATIVE AMERICAN TRIBES IN MICHIGAN

Cover information sources:
www.native-languages.org/
michigan, www.bigorin.org.



BALDWIN HIGHLIGHTS NATIVE AMERICAN HERITAGE MONTH



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

NOVEMBER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

REGISTER FOR PROGRAMS LISTED BELOW AT WWW.BALDWINLIB.ORG/CALENDAR

BOOK SCAVENGERS

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

YOUTH TAKE AND MAKE CRAFTS

MONDAY, NOVEMBER 8

Pick up your free craft kit to take home. *First come, first served.*

POP CULTURE PIXELS | VIRTUAL

SATURDAY, NOVEMBER 13 AT 11:00 A.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. **Registration required.**

BEDTIME TALES | ALL AGES

WEDNESDAY, NOVEMBER 17 AT 6:30 P.M.

Wear your coziest pjs and join Ms. Synthia for end-of-day stories, rhymes, and songs. **Registration required.**

KIDS LIBRARY SOCIETY GRADES 3 TO 6

THURSDAY, NOVEMBER 18 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, NOVEMBER 24

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.*

TAKE & BAKE COOKIES IN A JAR

SATURDAY, NOVEMBER 27

Bake up a batch of yummy cookies for yourself or give them away as a gift. Recipe included. *First come, first served.*

WEEKLY STORYTIMES

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

Registration required.

MOVE & GROOVE | 3 YEARS TO 5 YEARS

MONDAYS AT 10:00 A.M. OUTDOOR AND 2:00 P.M. OUTDOOR

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

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

TODDLER TALES | 1.5 YEARS TO 2.5 YEARS

WEDNESDAYS AT 11:15 A.M. OUTDOOR

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

SING & TELL | 2.5 YEARS TO 3.5 YEARS

FRIDAYS AT 10:00 A.M. OUTDOOR

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

STORY TIME MAGIC | BIRTH TO 2 YEARS

EVERY OTHER WEDNESDAY AT 4:30 P.M. INDOOR

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

ROCK N READ | ALL AGES

THURSDAY, NOVEMBER 11 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.

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.

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, DECEMBER 21 AT 7:00 P.M.

CAT NINJA BY MATTHEW CODY

Email Caroline.Salucci@baldwinlib.org to register.

BEYOND THE BOOK

GRADES 2 TO 4 AND A GROWNUP

THURSDAY, NOVEMBER 11 AT 7:00 P.M.

CHESTER NEZ AND THE UNBREAKABLE CODE BY JOSEPH BRUCHAC

Email Rosemary.Isbell@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, NOVEMBER 22 AT 7:00 P.M.

WHO WAS MARIA TALLCHIEF BY CATHERINE GOURLEY

Email Donna.Smith@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, NOVEMBER 9 AT 7:00 P.M.

STAND UP, YUMI CHUNG! BY JESSICA KIM

Email Susan.Dion@baldwinlib.org to register.

BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, NOVEMBER 23 AT 7:00 P.M.

SALT: A STORY OF FRIENDSHIP IN A TIME OF WAR BY HELEN FROST

Email Susan.Dion@baldwinlib.org to register.

MOMS BOOK CLUB

WEDNESDAY, DECEMBER 1 AT 7:00 P.M.

VINEGAR GIRL BY ANNE TYLER

Email Susan.Dion@baldwinlib.org to register.

SYNTHIA'S STORIES

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

NOVEMBER 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 SHARPIE MUGS

GRADES 6 TO 12

Starting November 1, pick up a craft kit with supplies and instructions to make your own custom coffee/tea/hot cocoa mug. **Limit one per patron. First come, first served, as supplies last.**

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, NOVEMBER 4 AT 7:00 P.M.

THIS IS WHERE IT ENDS BY MARIEKE NIJKAMP

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 | GRADES 6 TO 12

THURSDAY, NOVEMBER 11 AT 7:00 P.M.

Anime Club is back and in-person! Watch a different anime every month, talk about the manga you're reading, do activities, and have snacks! **Registration required.**

BALDWIN PUBLIC LIBRARY

TAB

TEEN ADVISORY BOARD

TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, NOVEMBER 18 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. *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!* **Registration required.**

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.



NEXT POPULAR READS
MONDAY, NOVEMBER 1
AT 1:00 P.M.
THE NIGHT WATCHMAN
BY LOUISE ERDRICH



PAGE TO SCREEN
SUNDAY, NOVEMBER 7
AT 1:00 P.M.

"THE CREATURE FROM THE BLACK LAGOON" (G, 1954) AND *THE LADY FROM THE BLACK LAGOON* BY MALLORY O'MEARA



NEXT NONFICTION
TUESDAY, NOVEMBER 9
AT 10:00 A.M.
WHY WE CAN'T SLEEP BY ADA CALHOUN



WEDNESDAY AFTERNOON
WEDNESDAY, NOVEMBER 10
AT 2:00 P.M.
THEIR EYES WERE WATCHING GOD
BY ZORA NEALE HURSTON



FRIENDS DON'T LET FRIENDS READ ALONE
TUESDAY, NOVEMBER 16
AT 7:00 P.M.
SUCH A FUN AGE BY KILEY REID



BOOKS & BREWS
NO NOVEMBER MEETING



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.

NOVEMBER PROGRAMS FOR ADULTS

CRAFTS & GO

WIRE LEAVES

Starting November 1. Come pick up a kit to create a wire leaf to decorate your fall table. *Limit one per patron. First come, first served, as supplies last.*

THE SAGINAW TRAIL & OAKLAND COUNTY'S INDIGENOUS PEOPLE

THURSDAY, NOVEMBER 4 AT 7:00 P.M.

Join Birmingham Museum Director, Leslie Pielack, author of *The Saginaw Trail: From Native American Path to Woodward Avenue*, for a discussion of the major events affecting local native people, and their relationship with the first settlers. *Virtual event. Registration required.*

GIVE MY REGARDS TO BROADWAY AND MOVIE MUSICALS

MONDAY, NOVEMBER 8 AT 7:00 P.M.

Join pianist Dan Fogel, as he features music from Broadway & Film Musicals from the 1920s-1980s, such as *West Side Story*, *Fiddler on the Roof*, and *Phantom of the Opera*. *Virtual event. Registration required.*

BECOMING THE MOTOR CITY

MONDAY, NOVEMBER 15 AT 7:00 P.M.

Paul Vachon traces the evolution of the auto industry in Detroit, from the early tinkering of pioneers like Ransom Olds & Henry Ford to the downturn of the industry- in Detroit. Paul's newest book is *Becoming the Motor City: A Timeline of Detroit's Auto Industry*. *Virtual event. Registration required.*

DISCUSSION GROUPS

SOCRATES CAFE

SUNDAY, NOVEMBER 21 AT 2:00 P.M.

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

SOCIAL KNITWORKING

WEDNESDAY, NOVEMBER 17 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

NOVEMBER 3 AT 6:45 P.M. :

THE SOUND AND THE FURY BY WILLIAM FAULKNER, PARTS 3 & 4

NOVEMBER 17 AT 6:45 P.M. :

THE MASTER AND MARGARITA BY MIKHAIL BULGAKOV, PART 1

All meetings take place via Zoom.

Email adult.reference@baldwinlib.org to join.

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.



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.

MICROSOFT POWERPOINT: AN INTRODUCTION

WEDNESDAY, NOVEMBER 3 & 10 AT 7:00 P.M.

Learn the fundamentals of slideshow creation with Microsoft PowerPoint.

CHECKING OUT EBOOKS FROM THE LIBRARY

THURSDAY, NOVEMBER 11 AT 2:00 P.M.

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

GOOGLE SLIDES

WEDNESDAY, NOVEMBER 17 AT 7:00 P.M.

Learn to create a slideshow with this alternative to Microsoft PowerPoint.

ONLINE NEWSPAPERS FROM HOME

THURSDAY, NOVEMBER 18 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.

GRAPHIC DESIGN ON A BUDGET

SATURDAY, NOVEMBER 20 AT 3:00 P.M.

Create stunning vector artwork with free, online graphic design software.



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 LIVE: VIDEO GAME THINGS WEDNESDAY, NOVEMBER 24 AT 7:00 P.M

Join Jeff on Instagram Live for the second episode 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. This month's episode is all about Video Games!

IDEA LAB TAKE-N-MAKE: PERPETUAL CALENDAR

MONDAY, NOVEMBER 29 AT 7:00 P.M.

Never buy a calendar again! Assemble this laser cut kit and keep track of the date forever! A lovely and useful adornment for your desk or counter. Grab one soon before time runs out!

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.

HOLIDAY CLOSURES:
LIBRARY CLOSSES
AT 5:30 P.M. ON
NOVEMBER 24.

CLOSED
NOVEMBER 25.

*Please note that all programs and events may be transitioned to virtual, at the discretion of the Library.

LIBRARY BOARD



THE LIBRARY BOARD WILL MEET ON MONDAY, NOVEMBER 15 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.

DIRECTOR'S UPDATE

EXPRESSING GRATITUDE

The map on the cover of this newsletter shares the tribes that are native inhabitants of Michigan. During Native American Heritage Month, Baldwin is paying tribute to the rich ancestry and traditions of Native Americans with several book displays inside the Library and with these upcoming programs:

On November 4, Leslie Pielack, Director of the Birmingham Museum, will be sharing the history of the Saginaw Trail, a Native trail running from Detroit to Saginaw, along Woodward Avenue and through Flint.

Discuss *The Night Watchman* by Louise Erdrich with me virtually at the Next Popular Reads book discussion on Monday, November 1 at 1:00 p.m. This book, which won the 2021 Pulitzer Prize in Literature, is based on the author's grand father who worked as a night watchman and carried the fight against Native dispossession from rural North Dakota all the way to Washington, D.C. Email me at the address listed below to receive an invitation to the Zoom chat.

Our youth librarians have had a blast welcoming children back for in person story times at Barnum Park. We are excited to announce that we are expanding our Children's Garden on the north side of the building to provide a new, nearly 2,000 square foot outdoor programming space, which will be ready for use in Spring 2022. This project, along with the recent remodel of our second floor meeting rooms and administrative offices, has been provided through a generous donation from the Jane M. Van Dragt Trust.

I'd like to thank everyone who provided feedback on Baldwin services in our community survey issued in October. Baldwin's Library Board is creating a new strategic plan to guide us into the future and your feedback has helped us to focus on ways we can improve the library experience for you. We will be unveiling our new strategic plan in February 2022.

As I read through the survey results, I was overwhelmed with gratitude for the many ways you value Baldwin's staff, services, and role in our community. Our library exists to serve this community and we are grateful for your ongoing support.

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681



FRIENDS OF THE BALDWIN PUBLIC LIBRARY

USED BOOK SALE!

COME SHOP TONS OF GREAT USED BOOKS AND MEDIA
IN THE LOWER LEVEL OF THE LIBRARY!

SATURDAY, NOVEMBER 6

10:00 A.M. TO 12 NOON

RESERVED FOR MEMBERS OF THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY (MEMBERSHIPS ARE AVAILABLE AT THE DOOR)

SATURDAY, NOVEMBER 6

12 NOON TO 4:00 P.M.

SUNDAY, NOVEMBER 7

12 NOON TO 4:00 P.M.

HALF PRICE DAY!

MONDAY, NOVEMBER 8

10:00 A.M. TO 12 NOON

BAG DAY! BUY A BAG FOR \$5, STUFF IT TO THE BRIM WITH BOOKS!



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

THE IDEA LAB

We offer a wide array of tools, equipment, software, and services to be used for your personal projects.



Baldwin Public Library's Makerspace

A PUBLIC WORKSHOP, FULL OF TOOLS FOR YOU TO USE!

(THE IDEA IS: YOU CAN MAKE ANY THING)

OUR EQUIPMENT



3D PRINTERS

The Idea Lab offers 3D Printing as a service. Our large family of 3D printers can be used to print almost any 3D model file. Patrons can submit models to be printed by visiting baldwinlib.org/idealab, and filling out the Print Request Submission Form. For more information, see our companion brochure on 3D Printing at The Idea Lab.

DIE CUTTERS

These machines use computer-controlled blades to slice into various flat materials, such as adhesive vinyl, heat transfer vinyl, paper, cardstock, and so on. Excellent for papercrafts, scrapbooking, printmaking, stencils, heat transfer graphics, and limitless other options.

ROTARY TUMBLER

A large rotary tumbler, (aka Rock Tumbler) for burnishing and polishing any items. Used for polishing rocks, beads, gemstones, and 3D printed parts. Especially useful in the post-processing of 3D prints made with "Metal Composite" material.

LARGE-FORMAT INK PRINTER

An oversized inkjet printer, for printing high-resolution posters, banners, and more.

LASER CUTTER/ENGRAVER

Our 40 watt laser can cut and etch a wide array of materials. This machine can etch images into surfaces, and cut shapes from materials. Compatible with wood, glass, paper/cardboard, cloth, leather, plastics, and many other materials. A versatile machine with countless uses- woodworking, fabrication, custom engraving, printed circuit boards, stamp-making, and so much more.



EMBROIDERY AND SEWING MACHINE

In addition to being a full featured sewing machine, it can also turn any image into a full-color embroidery pattern to be stitched into almost any type of fabric. Useful for monogramming, custom embroidery, making iron-on patches, and general sewing.

BUTTON MAKER

Easily make buttons or magnets from designs printed on paper. Multiple sizes available

PRINKER

A special inkjet printer that prints temporary tattoos directly onto your skin!



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HEAT PRESS

This device is used to apply heat and pressure, for all kinds of transfer operations. Use with the sublimation printer for full color graphics. Use with the die cutters for heat transfer vinyl. Use with the screenprinter for plastisol transfers. Also useful for applying heat-activated adhesives. We offer attachments for heat pressing cups/ mugs, plates, and hats.

ULTRASONIC CLEANER

For cleaning jewelry, metal parts, and more.

DESSICATOR

To dehydrate just about anything you put in it.

HEATING PLATE

For heating and melting; useful for making candles, soaps and more.

MOLD-MAKING AND CASTING SUPPLIES

We offer a large assortment of supplies and equipment useful for casting. Use quick-cure silicone to rapidly create flexible, reusable molds. Then use those molds to cast resin, wax, concrete, gypsum... even chocolate! Or, use heat-resistant silicone to produce molds for the casting of Low Melt metals or Fusible Alloys. The applications for mold-making and casting are limitless.

GRAPHICS TABLETS AND "3D MICE"

These large digital drawing tablets are an excellent tool for creating digital art. Featuring powered styli with pressure/tilt sensitivity, and a bright full-color screen. Compatible with Photoshop, Illustrator, or any other visual application. Also offering Space Navigator "3D mice" for use with CAD and 3D modelling software.

HEATING PLATE

Our laboratory-grade heating plate has an integrated magnetic stirrer, and a detachable thermal probe to ensure perfect accuracy of temperature control. This device is useful in the process of candlemaking, soapmaking, or any other situation where the careful melting or heating of a substance is required.



USING THE LAB!

If you'd like to know more about any of the equipment and services the **IDEA LAB** has to offer, or if you'd like to use the equipment for your projects, ask an **IDEA LAB** specialist for more information! You can visit The **IDEA LAB** in person, you can call us at (248) 554-4659, or send an email to idealab@baldwinlib.org. Also, be sure to check out our website: www.baldwinlib.org/idealab

MEDIA FORMAT CONVERSION EQUIPMENT

We can convert your old media to modern digital formats. Numerous audio, video and data formats can be digitized:

- VHS Video Cassettes (NTSC and PAL)
- 3.5" and 5.25" Floppy Disks
- 8mm, Hi8 and Digital8 Video
- Zip Disks
- DV, HDV, MiniDV Video
- Jaz Disks
- Audio Cassettes and Open Reel Tape
- QIC Tapes
- Digital Audio Tape
- MiniDisc and MiniCD
- Vinyl Records
- And Others
- Film: slides, negatives, developed/printed photographs, 8mm motion picture

HAND TOOLS

We have a large assortment of hand tools for a variety of uses:

- Soldering Irons
- Rotary Tool (AKA Dremel)
- Screw drivers, socket drivers, ratchets
- Pliers, adjustable wrenches
- Cutters, knives and scissors
- Hot Glue Gun
- Measuring Devices
- 3D Pens
- Paintbrushes and supplies
- Airbrushes and supplies
- Vacuum Dusters
- And many others

OTHER EQUIPMENT AND SERVICES AVAILABLE BY SPECIAL ARRANGEMENT ONLY:

- Kiln
- Foundry
- Screenprinting
- Sublimation Printing

MATERIALS

We provide a selection of materials available for your use.

- Adhesive Vinyl
- Heat Transfer Vinyl
- Plywood Sheets
- Acrylic Sheets
- Stampmaking Rubber
- Paper, Cardstock, Foam sheets
- Assorted cloth
- Laser Marking Compounds
- T shirts, Totebags, drinkware and other "blanks"
- Embroidery threads, bobbins and stabilizers
- Resins, rubbers, pigments and additives
- Sealants, enamels, coatings
- Paints, inks, dyes
- Markers, Highlighters, Graphite Pencils, Lacquer Pens
- A huge selection of 3D Printer filaments

OUR EQUIPMENT



WE ALSO OFFER THE FOLLOWING SOFTWARE:

ADOBE CREATIVE CLOUD

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














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-  **Duck on a Bike** by David Shannon
-  **No, David!** by David Shannon
-  **Caps for Sale** by Esphyr Slobodkina
-  **A Sick Day for Amos McGee** by Philip C. Stead
-  **Interrupting Chicken** by David Ezra Stein
-  **Mufaro's Beautiful Daughters** by John Steptoe
-  **Joseph Had a Little Overcoat** by Simms Taback
-  **There Was an Old Lady Who Swallowed a Fly** by Simms Taback
-  **First Laugh: Welcome, Baby!** by Rose Ann Tahe
-  **Rhyming Dust Bunnies** by Jan Thomas
-  **Mommy's Khimar** by Jamilah Thompkins-Bigelow
-  **Press Here** by Hervé Tullett
- **The Circus Ship** by Chris Van Dusen

100k book collection





















-  **Alexander and the Terrible, Horrible, No Good, Very Bad Day** by Judith Viorst
-  **Mouse Paint** by Ellen Stoll Walsh
-  **Don't Let the Pigeon Drive the Bus!** by Mo Willems
-  **Knuffle Bunny** by Mo Willems
-  **A Chair for My Mother** by Vera B. Williams
-  **Bear Shores On** by Karma Wilson
-  **The Napping House** by Audrey Wood
-  **The Little Mouse, the Red Ripe Strawberry and the Big Hungry Bear** by Don Wood
-  **The Day You Begin** by Jacqueline Woodson
-  **How Do Dinosaurs Say Good Night?** by Jane Yolen
-  **Harry, the Dirty Dog** by Gene Zion



100k book collection

-  Why Mosquitoes Buzz in People's Ears by Verna Aardema
-  Mae Among the Stars by Roda Ahmed
-  Where's My Teddy? by Jez Alborough
-  Old MacDonald Had a Dragon by Ken Baker
-  When Sophie Gets Angry - Really, Really Angry... by Molly Bang
-  Madeline by Ludwig Bemelmans
-  The Mitten by Jan Brett
-  Clifford, the Big Red Dog by Norman Bridwell
-  Stone Soup by Marcia Brown
-  Goodnight Moon by Margaret Wise Brown
-  Mike Mulligan and His Steam Shovel by Virginia Lee Burton
-  The Wheels on the Bus by Jane Cabrera
-  Dear Zoo by Rod Campbell
-  Maybe Something Beautiful by F. Isabel Campoy
-  The Very Hungry Caterpillar by Eric Carle
-  Hair Love by Matthew A. Cherry
-  Maisy Goes to the Library by Lucy Cousins
-  Freight Train by Donald Crews
-  Diary of a Worm by Doreen Cronin
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100k book collection

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-  Fry Bread by Kevin Noble Maillard
-  Brown Bear, Brown Bear, What Do You See? by Bill Martin
-  Alma and How She Got Her Name by Juana Martinez-Neal
-  There's a Nightmare in My Closet by Mercer Mayer
-  Guess How Much I Love You by Sam McBratney
-  Blueberries for Sal by Robert McCloskey
-  Make Way for Ducklings by Robert McCloskey
-  I Stink! by Kate McMullan
-  Don't Touch My Hair! by Sharee Miller
-  Thank You, Omu! by Oge Mora
-  Dreamers by Yuyi Morales
-  The Jacket I Wear in the Snow by Shirley Neitzel
-  Maple by Lori Nichols
-  If You Give a Mouse a Cookie by Laura Joffe Numeroff
-  Here Comes Mother Goose by Iona Opie
-  The Lion and the Mouse by Jerry Pinkney
-  The Little Engine That Could by Watty Piper
-  The Keeping Quilt by Patricia Polacco
-  Not a Box by Antoinette Portis
-  The Tale of Peter Rabbit by Beatrix Potter

Election 2021: These Library Board candidates want to serve readers, residents

Published October 6, 2021 | by Susan Vela

Meet the candidates for Birmingham Library Board

Susan Vela Hometownlife.com
 USA TODAY NETWORK – MICHIGAN

These library fans are so exuberant they're campaigning for a spot on the Birmingham Library Board.

Three four-year seats and a partial seat expiring in 2023 are up for grabs.

Board President Melissa Mark, a retiree, Board Vice President Frank Pisano and Danielle Rumble, an exercise instructor, are running for the four-year terms.

Current board member Karen Rock is running for the partial term.

If elected, they're taking on a leadership role that comes without pay. Barring a successful write-in challenge, all four will win the available seats.

Hometown Life asked the four-year candidates several questions. Pisano did not submit any answers. Here's what Mark and Rumble had to say:

Why are you running?

Melissa Mark, 68, with a bachelor's degree in management from Fairfield University and a master's degree in library and information science from Wayne State University: I am running for reelection to the BPL board because I

am heavily involved in Phase 3 of the library building renovation. I am also the outreach initiator with the goal of connecting to non-library users.

Danielle Rumble, 37, with a bachelor's degree from University of Michigan and an MBA from Wayne State University: My family and I love the library and all of the wonderful programs they offer. I'm running for library board to be more involved and give back to the community to ensure the library continues to be a beacon of information and a welcoming space now and in the future.

Why are you a better choice for voters than your opponent?

Rumble: There are three open spots for the board and there are three candidates running. Two candidates are incumbents and I am the new candidate. I hope to compliment the excellent team that is already serving and provide a fresh perspective to the board.



Mark



Rumble

Mark: I am an excellent choice for this position as I have a degree in library sciences from WSU, I have worked at BPL as a substitute, and I was on the Friends board for many years. I am usually at the library at least three times a week assessing.

What's the thing you love most about Birmingham's library?

Mark: I am a passionate reader, and I love access to so many aspects of life and learning. I love exploring new ideas and sharing the joy of discovery.

Rumble: I love so many things about the library but if I had to choose one it would be the youth department and its wonderful staff and programming. I'm a mother of two young children and we love exploring the youth room and borrowing a plethora of fresh books every week.

What are the biggest challenges for the library and how would you address them?

Rumble: I feel one of the challenges at the library is to ensure we stay relevant in a transitioning environment. I think promoting the library and encour-

aging more community usage is of great importance and we need to continue to meet both print and digital needs of our patrons.

Mark: The biggest challenge of the library is to complete Phase 3 in a timely and fiscally responsible manner. There are many perspectives on what should go into this expanded entrance, and it will be a challenge to come to a resolution.

What will you do, if elected, to be the best board member possible?

Mark: To be the best board member possible, I will continue working hard as before. I will commit to continue being fully engaged with the library patrons and issues. I will continue to interact in person with the community so I may gather as much diverse viewpoints as possible.

Rumble: If elected, I will strive to be the best board member by staying engaged with my fellow board members and library staff. I hope to continue to be an advocate for our community and present fresh perspectives from a variety of patrons.

Contact reporter Susan Vela at svela@hometownlife.com.

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

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New Historical Lecture Focuses on Indigenous People in Oakland County

Excerpt from Vol. 19, No. 25 October 27, 2021

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The Eagle's

NEWS & NOTES

COMPILED BY TIFFANY ESSHAKI



NEW HISTORICAL LECTURE FOCUSES ON INDIGENOUS PEOPLE IN OAKLAND COUNTY

BIRMINGHAM — The second part of the Birmingham Museum's lecture series at Baldwin Public Library will take place at 7 p.m. Thursday, Nov. 4, and will focus on the impact of white settlement on the native people of southeastern Michigan.

Museum Director Leslie Pielack will discuss the findings in her book, highlighting the indigenous people of Oakland County and along the Saginaw Trail, better known now as Woodward Avenue.

"Most non-native people have limited information on the history of Michigan's Indigenous People," Pielack said in a press release. "There are huge gaps in what is taught in school. But there is a real interest in the general public in understanding what happened to the native tribal population when white settlement began in the 1820s and who were some of Oakland County's prominent Native Americans."

When she was researching her book, Pielack said, she wanted to track down as much as possible about the interaction between local settlers and the Saginaw Chippewa, who were the primary tribal group using the Saginaw Trail as a land route between their larger encampments at Saginaw and Detroit.

The presentation is free to the public and can be enjoyed in person or via Zoom through the Baldwin Public Library's website.

For more information or to register for the lecture, visit baldwinlib.org/calendar. Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.

Michigan elections 2021: Results will help shape metro Detroit for years to come

Published November 2, 2021 | by Ed Wright & Philip Allmen



Supporters of Laura Toy, Rob Donovic, and Scott Morgan gather outside Livonia's Holmes Middle School on Nov. 2, 2021. From left are: Kelly Dobson, Kevin Schultz, and Douglas Gucioch, far right. *John Heider/hometownlife.com*

Voters across metro Detroit went to polls Tuesday to make their preferences known in city elections.

All results are unofficial until certified by the county board of canvassers.

Led by Jim Jolly and Laura Toy's 13,000-plus vote totals, four candidates earned seats on the **Livonia** City Council beginning January 2022.

Jolly's 13,681 votes earned him council presidency while Toy (13,517 votes) will serve as vice president. Third-place finisher Robert Donovic (12,402 votes) will serve a four-year term while fourth-place finisher Scott Morgan (10,890 votes) will serve two years.

Jolly, Toy and Donovic are all incumbents.

Candidate Carrie Budzinski's effort to become the first non-white person on council fell just over 1,000 votes short with 9,684 votes. Dan Centers (9,337 votes) and Ken Overwater (7,100 votes) round out the candidate field.

Council members are non-partisan and earn \$17,270 annually. Jolly will earn \$18,519 as president. The new board officially will be seated in January.

The **Farmington** City Council will have one new member on the city's governing council.

With three seats open in Tuesday's election, incumbents Maria Taylor and Steven Schneemann led the way, earning the most votes with 1,279 votes and 1,134 votes, respectively. Each earned a four-year term on council.

The difference between third and fourth place, however, was much closer when Johnna Balk tallied 972 votes, one more than David Delind with 971. Delind was appointed to the council in 2020. The third-place winner earns a two-year term on the council.

Also on the ballot were Geof Perrot (848 votes), Cathi Waun (844 votes) and Jacob Nelson (446 votes).

Members of Farmington City Council earn \$3,000 annually. Farmington council members appoint a mayor internally every two years.

Novi Mayor Bob Gatt held off a spirited challenge by newcomer Ajay Raman. Gatt tallied 6,883 votes to Raman's 5,699 votes.

Gatt will serve his sixth term as mayor. Gatt was first elected to the city council in 2003 and was elected mayor in 2011. He raised more than \$60,000 for this campaign.

Per the city charter, the mayor earns \$6,500 annually. He will be sworn in for a 2-year term on Nov. 8, the first council meeting following the election.

It was a mixed bag for partisan politics in the Novi City Council election. With the local Republican and Democratic clubs each campaigning on behalf of the half of the six candidates on the ballot.

Winning a four-year seat are Brian Smith (6,455 votes), incumbent Justin Fischer (6,336 votes) and Ericka Thomas (6,291 votes). Rounding out the ballot were Julie Maday, who was appointed to the council in January, receiving 5,857 votes; Mark Alafita with 5,769 votes and Karyn Chopjian with 3,874 votes.

City council candidates earn \$4,500 annually. They will start their four-year terms when they are sworn in Nov. 8 and will join Laura Marie Casey, Hugh Crawford, and Dave Staudt on council.

In **South Lyon**, Dan Pelchat cruised to another two-year term as the only candidate on the mayoral ballot. He received 1,580 votes. Jennifer Redfern ran as a write-in candidate; 74-write-in votes were cast.

Pelchat has served as South Lyon mayor since 2017 and is an IT technician for South Lyon Schools. The South Lyon mayor earns \$220 per month and will be sworn in Nov. 8 for a 2-year term.

For South Lyon City Council, one incumbent will not be returning. With three four-year positions available, voters turned to Alex Hansen (1,232 votes), Lori Mosier (1,185 votes) and incumbent Glenn Kivell (1,104 votes). Challenger Jim Hamade received 720 votes, while incumbent Carl Richards tallied 362 votes.

Kivell has served on city council for 24 years. Mosier is retired after working 27 years for the city of South Lyon as an accountant. Hansen is a credit union branch manager who moved to South Lyon a year ago.

City council members earn \$180 per month and are sworn in Nov. 8. They will join council members Lisa Dilg, Stephen Kennedy, and Maggie Kurtzweil.

South Lyon had three charter amendment proposals on the ballot, meant to clean up and clarify language. All three passed easily.

Charter Amendment Proposal No. 1, dealing with setting up polling locations in the city, passed 1,294-341.

Charter Amendment Proposal No. 2, which addresses conflicts of interest, was approved, 1,552-179.

Voters passed Charter Amendment Proposal No. 3, 1,269-420, which says state law

Huron Valley Schools voters approved two requests related to non-homestead millages.

The first, approved 7,487-2,799, renews the 17.3886-mill tax for 10 years on commercial and secondary residences, which would raise \$10,458,485 in the first year levied for district operations.

The second proposal asked for restoration to the full 18 mills for the next 11 years, overriding the Headlee Amendment. That vote was closer, but still passed handily, 6,401-3,880.

In **Farmington Hills**, incumbent Vicki Barnett easily held on to her seat against newcomer Gina Phillips, 11,640-3,329.

The mayor is a nonpartisan official, serves a two-year term and makes \$875.08 monthly. Following this upcoming term, Barnett will have to sit out one election cycle before being eligible to run for mayor again.

For the Farmington Hills council, two incumbents retained their seats, and a newcomer will join the seven-member board. Valerie Knol led the way with 9,899 votes, followed by Michael Bridges with 7,824 votes. Joining them on council is Randy Bruce with 7,029 votes.

Rounding out the candidate field are Jon Aldred (5,113 votes), Jacob Kovacs (4,040 votes) and Matt Strickfaden (5,736 votes).

Strickfaden was appointed to the council earlier this year to fill an open seat. Council members serve four-year terms and make \$583.36 monthly in a nonpartisan capacity. The mayor leads the city council during meetings. Council appoints a mayor pro tem from among itself once a new board is seated. New council seated at first scheduled meeting following the election.

The Farmington Hills public safety millage easily passed, 11,523-3,779. The 10-year, 1.7-mill tax levy will mostly cover operational costs for the police and fire departments in areas like staffing and equipment.

For **Northville** City Council, newcomer John Carter (1,087 votes) and Andrew Krenz (973) earned four-year terms by outdistancing incumbent Patrick Giesa, who racked up 645 votes.

Krenz was appointed to the council in April to replace Sam Ekong, who relocated out of Northville.

Incumbent Brian Turnbull ran unopposed and received 1,364 votes, earning Turnbull a second two-year term.

In **Plymouth**, everyone on the ballot came out a winner. Of the four candidates running for four open seats on the Plymouth City Council, incumbent Mayor Pro-Tem Nick Moroz picked up 1,086 votes to edge runner-up Jennifer Kehoe (1,078). Alanna Maguire earned 995 votes while Linda Filipczak received 837 votes.

Moroz, Kehoe and Maguire all earned four-year terms while Filipczak will serve a two-year term.

[Two-term Mayor Oliver Wolcott](#) decided not to run for a third term. A new mayor will be voted in by council members at the Nov. 8 meeting.

Led by top vote-getter Katie Schafer with 3,084 votes, three new members of the **Birmingham** City Commission were elected to four-year terms. Joining Schafer are Elaine McLain (2,370 votes) and Andrew Haig (2,340). Anthony Lang finished six votes shy of Haig with 2,334 votes. David Bloom was close behind with 2,297 votes. Stephen Konja received 706 votes. Linda Schrenk tallied 642 votes.

The triumphant trio will replace veteran commissioners Rackeline Hoff, Mark Nickita and Stuart Sherman, who had amassed nearly 50 years of combined commission experience.

Commissioners are paid quarterly at \$5 per meeting.



Voters cast their ballots for Precinct 6 in Birmingham in the basement of the Baldwin Public Library.
John Heider/hometownlife.com

Incumbent Birmingham Library Board President Melissa Mark, Vice President Frank Pisano and newcomer Danielle Rumble earned four-year terms on the board while Karen Rock secured a seat on the board that will expire in 2023.

All four candidates were assured seats on the board. Mark has served on the board since 2017; Pisano since 2009.

Westland Mayor Bill Wild [earned an impressive 71.8% of the votes](#) to convincingly defeat challenger Tasha Green, 8,704 to 3,367.

Wild's victory will give him a fourth four-year term and make him the city's longest-serving mayor. Green first and only city council term will end in December.

Wild's annual salary is \$121,574.

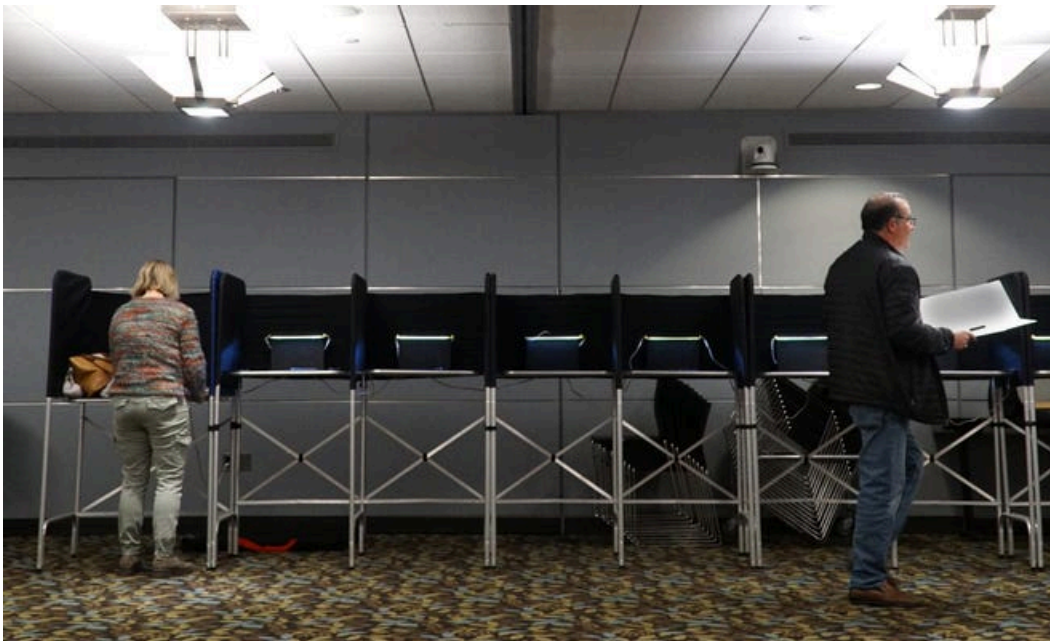
For the Westland City Council, Jim Hart, Jim Godbout, Peter Herzberg and Melissa Sampey earned seats on the Westland City Council after collecting more votes than four other challengers.

Hart (6,770 votes), Godbout (6,204) and Herzberg (6,130) earned four-year terms while Sampey (6,037) will serve a two-year term.

Once the new board is seated in 2022, members will chose a president and president pro tem from among themselves. Council members are paid an annual salary of \$17,368 with small increases for the council president and president pro tem.



Pat Blazo signs up to get a ballot at Livonia's Holmes Middle School on Nov. 2, 2021.
John Heider/hometownlife.com



Voters cast ballots in the basement of Birmingham's Baldwin Public Library. *John Heider/hometownlife.com*



Texas governor decries school library books with ‘pornographic or obscene material’

Published November 2, 2021 | by Rachel Treisman



Texas Gov. Greg Abbott wrote a letter to the state’s association of school boards decriing “pornographic” content in school library books. *Brandon Bell / Getty Images*

Texas Gov. Greg Abbott is asking the state's association of school boards to "ensure no child is exposed to pornography or other inappropriate content in a Texas public school," in the latest Republican attempt to dictate what can and can't be taught in classrooms.

In a [Monday letter](#) to the executive director of the Texas Association of School Boards, Abbott said that parents have the right to shield their children from obscene content in schools and that public schools shouldn't have "pornographic or obscene material." He asked the organization to determine the extent to which such material exists — and remove it.

"A growing number of parents of Texas students are becoming increasingly alarmed about some of the books and other content found in public school libraries that are extremely inappropriate in the public education system," he wrote. "The most flagrant examples include clearly pornographic images and substance that have no place in the Texas public education system."

The letter doesn't provide any specific examples of such content.

Texas school libraries are governed by their independent districts as well as by standards established and approved by the state, as Abbott noted in the letter. While classroom textbooks are reviewed and adopted by the state's board of education, library books are reviewed at the district level.

"Collectively, your organization's members have an obligation to determine the extent to which such materials exist or are used in our schools and to remove any such content," Abbott wrote. "You must also ensure transparency about the materials being taught in the classroom and offered in school libraries."

The school boards association has not responded publicly to the letter.

But a spokesperson told NPR over email that the group was "confused" about why it had been the recipient, given that it "has no regulatory authority over school districts and does not set the standards for instructional materials, including library books."

"The role of a school board primarily includes establishing a strategic plan for the district, adopting policies in public meetings, approving the district's budget, and selecting and evaluating a superintendent," the spokesperson added. "In most school districts, the review and selection of individual library materials traditionally has been an administrative responsibility managed by professional district staff."

The letter comes as several Republican state lawmakers have demanded inquiries into school library books that they deem inappropriate.

Other state officials want to investigate school districts' library books

Texas state Rep. Matt Krause, who chairs the Texas House's General Investigating Committee — and is also a candidate for attorney general — wrote a letter to the Texas Education Agency's deputy commissioner of school programs and school superintendents, announcing an [inquiry into the books districts offer](#).

Krause attached a [16-page list](#) of roughly 850 book titles, most of which appear to be related to gender identity, sexuality, race and sexual health. They were published between the 1960s and this year, and several have won awards. [An analysis](#) from *The Dallas Morning News* found that "of the first 100 titles listed, 97 were written by women, people of color or LGBTQ authors."

He asked district leaders to tell him how many copies of these books they have and at which campus locations, as well as how much the district spent on them.

Krause also asked school leaders to identify and provide the same information for other books they may have that address the following topics:

"Human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS), sexually explicit images, graphic presentations of sexual behavior that is in violation of the law, or contain material that might make students feel discomfort, guilt, anguish, or any other form of psychological distress because of their race or sex or convey that a student, by virtue of their race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously."

And late last week, state Rep. Jeff Cason called on Texas' attorney general to investigate "sexually explicit material in public schools."

He singled out one particular book, *Gender Queer: A Memoir*, by Maia Kobabe, a nonbinary, queer author and illustrator. (The book has been challenged or denounced in multiple states, an experience Kobabe described in a recent Washington Post op-ed.) One district has since removed it from a high school library.

Cason urged the attorney general to launch a statewide investigation into that and other books that may "violate the Penal Code in relation to pornography, child pornography and decency laws, as well as the legal ramifications to school districts that approved of these types of books."

The culture war isn't contained to Texas

Of course, there's a much larger battle brewing in and beyond Texas about how schools can treat sensitive but important subjects.

Texas lawmakers passed two laws this year restricting how teachers can talk about race in school.

More broadly, the highly politicized debate over critical race theory is now playing out in many states — including in Virginia, where Toni Morrison's *Beloved* recently came to embody the education issues at stake in Monday's gubernatorial election.

This story originally appeared in the [Morning Edition live blog](#).

Smithsonian MAGAZINE

How Memphis Created the Nation's Most Innovative Public Library

You can play the ukulele, learn photography or record a song in a top-flight studio. You can also check out a book

Published November 2021 | by Richard Grant



Award-winning filmmaker Janay Kelly honed her skills in the video lab in Cloud901. The state-of-the-art teen learning facility is one of the biggest and best of its kind. *Ariel Cobbert*

The Benjamin L. Hooks Central Library, a building of pale concrete and greenish glass, rises four stories in midtown Memphis. Walking through its automatic doors on a weekday afternoon, I hear unexpected sounds, muffled but unmistakable, almost shocking in a library context: the deep, quaking bass beats of Memphis hip-hop, plus a faint whine of power tools cutting through metal.

It's difficult to summarize the myriad changes taking place in American public libraries, but one thing is certain. Libraries are no longer hushed repositories of books. Here at the Central branch in Memphis, ukulele flash mobs materialize and seniors dance the fox trot in upstairs rooms. The library hosts U.S. naturalization ceremonies, job fairs, financial literacy seminars, jazz concerts, cooking classes, film screenings and many other events—more than 7,000 at last count. You can check out books and movies, to be sure, but also sewing machines, bicycle repair kits and laptop computers. And late fees? A thing of the past.

The hip-hop beats and power tool noise are coming from an 8,300-square-foot teenage learning facility called Cloud901 (the numerals are the Memphis area code). Two stories high, it contains a state-of-the-art recording studio staffed by a professional audio engineer, a robotics lab that fields a highly competitive team in regional and national championships, and a video lab where local teens have made award-winning films. Cloud901 also features a fully equipped maker space (a kind of DIY technology innovation workshop), a performance stage, a hang-out area and an art studio.



Cloud901's maker space is equipped with such high-tech tools as laser cutters and 3-D printers. The workshop is open to all ages, not just teens. *Ariel Cobbert*

Over the last two decades, as digital technology and the internet became dominant, public libraries have been increasingly described as obsolete, and many cities have slashed their library budgets and closed branches. Memphis, Tennessee, one of the poorest cities in the nation, chose instead to invest, recently

opening three new branches, for a total of 18, and increasing the library budget from \$15 million in 2007 to almost \$23 million today. Attendance at library programs has quadrupled in the last six years. In 2019, before the pandemic, more than 7,000 people attended the annual [Bookstock festival](#), a celebration of literacy and education. [Memphis Public Libraries \(MPL\)](#) is the only public library system in the country with its own television and radio station, and its branches receive more than two million visits a year.

“How did this happen?” I asked Mayor Jim Strickland, who is serving his second term in office. He was sitting in his seventh-floor office with a view of downtown and the Mississippi River. “I’m a strong believer in libraries as a force for good,” he said. “But none of this would have happened without our library director Keenon McCloy. She is amazing. We’ve got library people coming from all over the country to see what she’s done here.”

McCloy is high-energy, fit from running, always busy, sometimes frenetic. Though passionate about public libraries, she has no training in the highly specialized field of librarianship, not even an undergrad degree in library science, and this provoked dismay and even uproar when she took over the Memphis system in January 2008.

“I was the director of public services and neighborhoods for the city, and the mayor—it was Mayor Herenton at the time—appointed me without doing a search for other candidates,” McCloy says over a salad lunch near her office in the Central branch. “It caused quite a stir in Libraryland.”

Aggrieved librarians denounced her online and in print as a “crony,” “lackey” and “tool of City Hall,” complaining she knew nothing about librarianship or its high ethical standards. More than half a dozen library employees resigned, and the Tennessee Library Board issued an open letter condemning Mayor Herenton for placing a political appointee in charge of the department. The mayor responded with notable brevity—“A manager is a manager”—and declined to discuss the matter further.

McCloy’s first big task was to reorganize the funding and administration of the library system. Then she went looking for advice. She talked with directors from other states and visited acclaimed public libraries. “I wanted to meet the rock stars of Libraryland with the most progressive ideas,” McCloy says. “And they all wanted to help me and share what they’d learned, because that’s how library people are. No one is proprietary and we’re not competitive with each other. We’re all about the greater good.”

In Chicago, she toured the [Harold Washington Library Center](#), where a 5,500-square-foot facility called [YOUmedia](#) opened in 2009. It was the first dedicated teen learning center in an American library, and it had a maker space and an in-house production studio to record teenage musicians. “That’s where I got the idea for Cloud901,” says McCloy. “People kept saying the biggest problem at the Central library was all the teens hanging around, and I thought, well, they’re in our library, let’s find a way to redirect their energy.”

The next step was to meet with the [Memphis Library Foundation](#), a volunteer fundraising organization with connections in the business community and social elite. “I asked them if they would support a teen

center at the Central branch,” says McCloy. “Well, not immediately, but then they started raising money, and we decided to double the expense and really go for it.”

Instead of a basic recording studio, McCloy and her team wanted a professional-quality studio. The legendary Memphis music producer Lawrence “Boo” Mitchell, co-owner of Royal Studios and a longtime supporter of the libraries, agreed to design it. For the maker space, they hired a native Memphian who had been overseeing such facilities in the Bay Area. He stocked the workshop with 3-D printers and other equipment, and brought in FedEx, a Memphis-based corporation, as a supporter. It was the same approach with the video and robotics labs: hire experts, buy the best equipment, recruit sponsors. Cloud901 opened in 2015, at a cost of \$2.175 million.

In 2017 McCloy decided to rebrand the public library system. She met with a local “design thinking” agency, Little Bird Innovation, and a communications and marketing firm, Doug Carpenter and Associates (DCA). The firms embedded researchers in all the library branches and spent six months talking to patrons, former patrons and people who never used the libraries.

“Most people really valued their libraries but viewed them as stable and staid, a repository for the past,” Doug Carpenter says in his office just south of downtown Memphis. A first step to changing that view was to rethink the traditional library card. “The old card was black and white with no design, just information about rules and fines, and it was like getting your parole papers,” he says. “There was no sense of joining something, so we streamlined the application process and designed new cards that look like health-club membership cards.”

Carpenter was highly impressed with the range of services and programs offered by the libraries, but he discovered that most people didn’t know about them. “We didn’t have to amend the product,” he says. “We had to get people to view libraries in a different light, as an activated space for learning in every form, not just for reading and checking out books.”

His team designed neighborhood-specific websites for each of the 18 branches, and came up with “Start Here” as the campaign slogan. It was printed on large signs and placed at the front desk of all the branches. DCA produced a series of “Start Here” television ads with Memphis celebrities, portraying the

public libraries as vibrant community centers. In his 30-second spot, the music producer Boo Mitchell described the library as “a one-stop shop to cultivate anything you want to do.”



In the Cloud901 art studio, teens can learn traditional art forms like sketching, painting and sculpting. The studio is staffed with artists who are active in the Memphis community.

In 2018, at Carpenter’s suggestion, MPL launched a pop-up guerrilla marketing campaign. DCA had a copy built of a Redbox self-service movie rental kiosk—nationwide, there are 42,000 of these signature-red kiosks outside grocery stores, pharmacies and other retailers—with the logo changed to “Readbox.” It was filled with library books and information about library services, and placed in prominent locations around the city. “Readbox was wildly successful,” says Carpenter. “People loved it and we filmed their reactions and posted them. I actually got a call from Redbox, who were amused and intrigued, and gave us their full blessing.”

Keenon McCloy says, “Readbox was a great conversation starter and a way for us to be playful. The real power of libraries is they can transform people’s lives. But libraries can also be fun.”

Sitting at a computer in the video lab at Cloud901, wearing a white button-up shirt with her hair pulled back in braids, is an 18-year-old poet, writer, performance artist and filmmaker named Janay Kelley. She has been coming here for several years.

When Kelley first arrived at the video lab, an instructor there, Amanda Willoughby, taught her how to use the equipment—cameras, lights, editing software—and soon became a friend. “Amanda is someone I can trust and confide in,” says Kelley. “One that allows me room to grow, that drives me crazy in an overbearing, supportive aunt kind of way, and pushes me to be vulnerable and open.”

The first film that Kelley made here was titled *The Death of Hip-Hop*. She lit and filmed herself, wearing a white sweater against a black background, as she delivered a spoken-word performance. It begins, “I used

to live on this street called Nelly/Make a right on Kanye then head West/If you see a Tribe of ghetto communities Called Quest/You've gone too far." She describes it as "a poem I had written that used multiple hip-hop metaphors as an allegory for the struggles of Black youth. I was going to upload it onto YouTube, but Amanda insisted on entering it into the [Indie Memphis Youth Film Fest](#)."

Kelley went to the awards ceremony to support her friends in the local NuJas production company. By the time the winning films were announced, she was tired after a long day in workshops and screenings, wishing they would hurry up so she could go home and sleep. "I had my head down, just resting my eyes, thinking about all the homework I had neglected," she says. "Then they called my name. I had won the Grand Jury Prize. I was extremely confused. Then the tears came. I was wobbling onstage to claim my prize, to hear my cheers, and receive my roses."

Her second film, *Kinfolk*, was a complete departure. In voice-over, we hear the true-life recollections of an elderly Black woman who grew up during Jim Crow—the woman is Bernice Lott, Kelley's grandmother. At the same time we see a succession of contemporary black-and-white images and portraits, and then title cards with written quotes about the Memphis Massacre of 1866. In May of that year, angered by Reconstruction, mobs of white residents and police officers rampaged through Black neighborhoods for three days, committing robbery, rape and arson. Forty-six African Americans were killed, 75 were injured, and every Black church and school in the city was burned, along with 91 homes.

Asked about her motivations for making *Kinfolk*, Kelley replied, "Black people are not monoliths, or pawns, or archetypes in white history. We are people, made of flesh and bone, filled with emotions, packed with hubris, controlled by thoughts and desires. Our history, which is still present, is not being told. Our stories are being lost."

As a child, Kelley was an avid reader and valued libraries as a place where books were free. Cloud901 only increased her appreciation. "The library has given me confidence and access to the resources I needed to make films," she says. "In a place where you are traditionally supposed to be as quiet as possible, I have found my voice."

Like *The Death of Hip-Hop*, *Kinfolk* was entirely shot and edited using equipment from Cloud901. And it too won the Grand Jury Prize at the Indie Memphis Youth Film Fest, in 2019, with a \$600 cash prize and \$5,000 film production budget. "At the announcement I was still surprised, but this time I didn't cry," says Kelley. "I screamed, 'What?!' all the way to the stage and back to my seat."

Ramiro Salazar of San Antonio, Texas, is the former president of the [Public Library Association](#), which has 10,000 members in the United States and Canada. What's happening in Memphis, he says, epitomizes how libraries are becoming community centers. "They're a third place after job and home, where a child can do homework and people come together to attend programs, where literacy also means digital literacy and financial literacy," he says. "Some libraries are doing a lot now with health and fitness, and culinary

lessons and kitchens. Others give people access to expensive technologies, like 3-D printers, or seeds and gardens.”

The core mission of public libraries, he stresses, remains the same as ever: “We exist for the betterment of communities. We support literacy and learning. We want all our resources to be free and everyone to feel welcome.”

Salazar visited the Memphis libraries recently. “I was impressed by the attendance at their programs, the impact they’re having on communities, the sophisticated ways they raise revenue, the creative innovative thinking, and the visionary leadership,” he says. “Memphis has really raised the bar and I take my hat off to Keenon McCloy, who is not even a librarian.”

Shamichael Hallman, senior manager of the downtown Cossitt branch, the oldest library in Memphis, is not a librarian either. Tall, bearded, fashionable and dynamic, he was a youth minister at a local church when McCloy invited him to a job interview in 2016. They talked for hours about the new “civic commons”—a 21st-century town square—planned for the downtown riverfront.

With partial funding from a national nonprofit initiative, Reimagining the Civic Commons, the city was linking the Mississippi River promenade with a garden, park and relocated museum to form a new public space, with the Cossitt Library as its cornerstone. The goal was to bring together Memphians from different backgrounds. Hallman was hired to lead a \$6 million renovation of the Cossitt branch, which will partially open this month.

Standing outside the steel-and-glass facade of the Cossitt—almost nothing remains of the original 1893 building—Hallman explains the challenge he faces. “We have a large, affluent community downtown, so we’re fighting for relevance,” he says. “We’ll have an outdoor yoga space with trees, and a café with artisanal food and drinks inside the library. We’ll have work stations, meeting rooms, sewing and knitting and embroidery equipment. We also have a lot of homeless people downtown, and we’ll be inviting them to dinners and other events with the more affluent folks.”

In recent years, there has been a migration of creative talent into the revitalizing downtown. “Filmmakers, artists, musicians, textile designers, podcasters,” says Hallman. “So we have an audio-video studio with \$30,000 of equipment and laptops loaded with e-commerce software. We want to be an incubator for entrepreneurs, so we’ve got a workshop and co-working spaces with printers and whiteboards. Upstairs there’s a 2,500-square-foot performance space, which can be used for acting classes, conferences, dance classes and performances.” The Cossitt branch will function as a place to eat, learn, exercise, run a business, make art and meet people, driven entirely by altruism.

A full list of the programs and initiatives underway in the Memphis Public Libraries system would fill this magazine. Most significant, perhaps, MPL is building teen centers modeled on Cloud901 at other branches, and there’s a major push for libraries to go mobile. Vans emblazoned with the “Start Here” logo,

and loaded with books and technology, are showing up at festivals, food truck sites, rodeos and other gathering places.

Sue Schnitzer, assistant director of community outreach and special projects (and chief instigator of the ukulele flash mobs), is leading this effort. “We have to get outside our buildings and bring our programming into the community,” she says. “There are a lot of people in Memphis who can’t afford cars, and public transportation is limited. So we’re going to senior centers, schools, block parties. We bring robots [from our robot-building workshops] to keep the kids occupied, while we talk to the parents.” Schnitzer has introduced pop-up story times, including bilingual ones, at laundromats and health clinics, to entertain children while their parents or guardians attend to business.

“If librarians can’t save the world, no one can,” says Christine Weinreich, executive director of the Memphis Library Foundation, which helps fund many of these initiatives. “They have no ego, they’re not looking for glory, they just want to change lives and transform communities, and we have an army of them working in Memphis every day.”

Once the Covid-19 pandemic hit, in spring 2020, the Memphis libraries closed their doors for six weeks—and moved most of the programming online. The MPL radio and television stations and website supplied the most accurate information available about the pandemic, and more than 60 librarians started delivering for Meals on Wheels. When the vaccines became available, Memphians could get their shots at the library.

In early May of this year, McCloy’s phone identified an incoming call as possible spam, but it was a Washington, D.C. area code, so she decided to answer it. A male voice asked to speak to her. “This is Crosby Kemper,” said the voice, and her heart started racing.

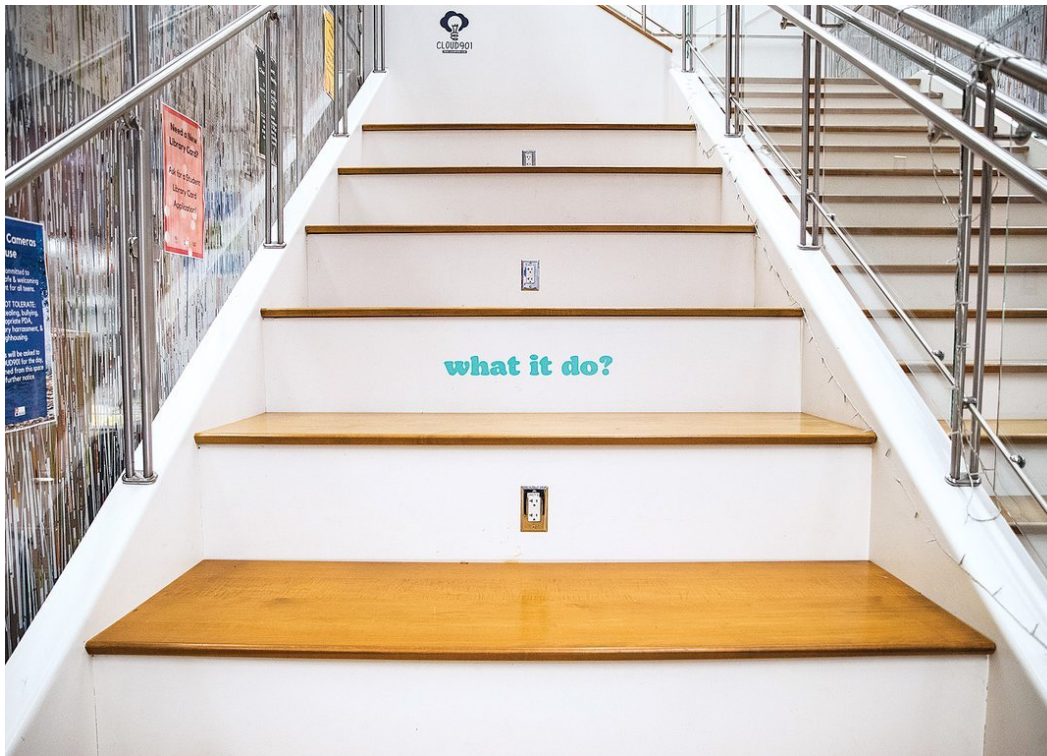
Kemper is director of the Institute of Museum and Library Services, which gives out the National Medal—the highest honor that a library system can win. Kemper said that Memphis was one of three winners this year and it had been an easy decision for the judges.

Before McCloy announced the award, she had “National Medal Winner” T-shirts made for all the library staff. Then, with her deputy director Chris Marszalek, she toured all the branches with the medal itself and told the librarians they had earned it.

I called Crosby Kemper and asked him why Memphis had won the medal. “They have shown a lot of imagination in reaching the public, their entrepreneurial instincts are consistent and unusual, and they have a tremendous volunteer effort,” he said. “In a city with a very high poverty rate, their libraries are oases of care, civility, activity and opportunity. And this year, in addition to keeping their normal services going, Memphis Public Libraries provided an extraordinary frontline response to the pandemic.”

Ralph Calhoun is the audio engineer coordinator at Cloud901’s recording studio. A muscular man in his 40s with dreadlocks and a big smile, he’s also a singer-songwriter and guitar player who specializes in soulful love songs. He sits behind the mixing desk, working on a track called “Distorted Love Feeling”

with up-and-coming rapper and singer Timothy Felix, or Telix. They experiment with synthesizer sounds and percussive fill-ins.



Calhoun and Felix grew up a generation apart in high-crime, low-opportunity neighborhoods in South Memphis. They both felt the same conflicting desires: to be loyal, supportive members of their communities, and to get out and live somewhere easier with better prospects.

Calhoun’s musical talent won him a scholarship to the SAE (formerly known as the School of Audio Engineering) Institute in Nashville, and then a job at Blackbird Studio, also in Nashville. Founded by John McBride, husband of country music star Martina McBride, Blackbird is one of the world’s premier recording studios—Bruce Springsteen is a client. Calhoun enjoyed working there as an engineer, but he was pining for Memphis when McCloy offered him a job at Cloud901. “I was ready to come home and make a difference,” he says.

Tim Felix lost his mother to breast cancer when he was 9. His father was “not in a position to do anything beneficial,” he says, so he moved in with his grandmother, a strict, church-going woman. She had a piano in her house, which he learned to play. “Then I branched out into singing,” he says. “My first audiences were at middle school and my grandmother’s church.”

She died in his senior year of high school. He moved in with a godmother in South Memphis, who was less strict. “It could have been my downfall,” Felix says. “There was a lot of crime in the neighborhood and it put a hustle in me, even though I knew I was a musician and that’s what I needed to do.” At age 16,

while visiting a relative in Houston, he made a home studio recording of three rap tracks. Back in Memphis he continued writing, wishing he could record his new material and release it on the internet.

“I was doing research, looking for studios, and I found this thing called Cloud901, where supposedly it was all free,” he says. “It sounded way too good to be true, but I came in here one day, and then I met Ralph, and he really wanted to hear what I could do, and that’s how this whole journey began.” Now Felix had an expert producer and engineer for the first time—and a mentor, Calhoun.

Felix “can move the crowd,” says Calhoun. “He has that gift. My role is to record his music and teach him the business—the moves he needs to make, and all the ways he can get screwed over.”

Felix says, “It’s changed everything for me. Sometimes I have to stop myself and say, ‘Wait a minute, this is all happening at the *library*? And it’s all free?’”

Richard Grant

Richard Grant is an author and journalist based in Tucson, Arizona. His most recent book is [*The Deepest South of All: True Stories from Natchez, Mississippi*](#).

Ariel Cobbert

Photographer Ariel Cobbert is based in Memphis.

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 October 18, 2021 minutes p. 91
- B. Acceptance of the October 2021 receipts of \$3,216.46 p. 97
- C. Approval of the October 2021 disbursements of \$45,514.25 p. 98

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.

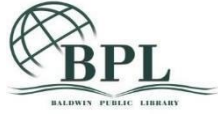
IV. Adjournment

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

Motion: To adjourn the November 15, 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
October 18, 2021**

1. Call to Order

The meeting was called to order by President Melissa Mark at 8:42 p.m.

Library Board present: Melissa Mark, Frank Pisano (via Zoom due to health concerns; in Birmingham, MI), 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: None.

2. Consent Agenda

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

1st Suhay

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: None.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Rock

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:45 p.m. The next Trust Meeting will be on Monday, November 15, 2021, following the regular meeting in the Rotary Tribute and Donor Room.

Jennifer Wheeler, Secretary

Date

Baldwin Public Library Trust: October 2021

October receipts totaled \$3,216.46. October disbursements totaled \$45,514.25

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

	<i>June 2021 - EOY</i>	October 2021
Total endowment investments*	\$ 1,384,951.27	\$ 1,409,231.07
Endowment funds distributed for use	\$ 164,573.68	\$ 149,646.14
<hr/> Total endowment funds	<hr/> \$ 1,549,524.95	<hr/> \$ 1,558,877.21
 General spendable funds	 \$ 360,367.54	 \$ 370,254.91
Van Dragt fund	\$ 218,084.39	\$ 146,707.15
Building fund	\$ 345,470.42	\$ 354,488.68
Restricted funds**	\$ 22,369.64	\$ 19,787.13
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 8,285.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
<hr/> Total non-endowment funds	<hr/> \$ 969,054.33	<hr/> \$ 914,861.41
 Total endowment funds	 \$ 1,549,524.95	 \$ 1,558,877.21
Total non-endowment funds	\$ 969,054.33	\$ 914,861.41
<hr/> Total of all Trust funds	<hr/> \$ 2,518,579.28	<hr/> \$ 2,473,738.62

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

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

As of October 31, 2021, the amount of money in the Trust that is undesignated stands at \$456,557.09

In October, the estate of Barbara C. Kelley donated \$2,500 to Baldwin to be used to purchase large print books. Ms. Kelley was a librarian who "enjoyed a lifetime of reading books" and "believed that joy should be passed along."

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

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	16.96%	16.26%
Global Aggregate-Bond Benchmark (25%)	-0.13%	8.66%
Blended Return of Both Benchmarks*	16.93%	14.36%
Baldwin Endowment Funds' Portfolio	10.6%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-6.17%	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 Huntington 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 October 31, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,423,063.07
Raymond James General Funds Account	\$693,936.02
Huntington Bank Checking Account	\$4,161.54
Huntington Bank Money Market Account	<u>\$352,577.99</u>
Total	\$ 2,473,738.62

Our Huntington 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 Huntington Bank money market account and are therefore safe from market fluctuation.

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

Investment and Cash Report											
	Prior Month Balance 09/30/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 10/31/21		
TCF Bank Checking:											
Endowment Money	\$0.00	\$0.00	\$0.00	\$7,653.61	\$14,999.54	\$7,653.61			\$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	\$110.34	\$281.45	\$110.34			\$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	\$36,415.47	\$71,377.24	\$36,415.47			\$0.00		
Restricted Funds	\$4,161.39	\$0.15	\$0.15	\$1,334.83	\$11,232.83	\$1,334.83			\$4,161.54		
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$4,161.39	\$0.00	\$0.00	\$0.00	\$925.00	\$0.00			\$4,161.54		
General Spendable Funds	\$0.00	\$0.15	\$0.15	\$45,514.25	\$98,816.06	\$45,514.25	\$0.00		\$4,161.54		
TOTAL	\$4,161.39	\$0.15	\$0.15	\$45,514.25	\$98,816.06	\$45,514.25	\$0.00		\$4,161.54		
TCF Bank Money Market:											
Endowment Budgeted Funds	\$158,805.64	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	(\$7,653.61)		\$151,152.03		
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	\$245.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.87	(\$110.34)		\$135.97		
2015 Books & Bites at Baldwin Fundraiser	\$0.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$0.87)		\$0.00		
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00		
Van Dragt Fund	\$183,122.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$36,415.47)		\$146,707.15		
Restricted Funds	\$22,093.67	\$2,500.00	\$9,792.82	\$0.00	\$0.00	\$0.00	(\$1,334.83)		\$23,258.84		
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43		
General Spendable Funds	\$30,091.26	\$716.31	\$2,147.77	\$0.00	\$0.00	\$0.00	\$0.00		\$30,807.57		
TOTAL	\$394,875.93	\$3,216.31	\$12,012.59	\$0.00	\$0.00	\$0.87	(\$45,515.12)		\$352,577.99		
Raymond James & Associates:											
Endowment Fund Investments	\$1,296,944.82	\$0.00	\$0.00			\$0.00	\$0.00	\$53,281.50	\$1,350,226.32		
Endowment Cash	\$74,564.59	\$0.00	\$225.00			\$0.00	\$0.00	(\$1,727.84)	\$72,836.75		
Sub-total Endowment Funds	\$1,371,509.41	\$0.00	\$225.00			\$0.00	\$0.00	\$51,553.66	\$1,423,063.07		
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96		
General Spendable Mutual Funds	\$328,800.21	\$0.00	\$0.00			\$0.00	\$0.00	\$10,271.17	\$339,071.38		
General Spendable Building Mutual Funds	\$343,798.27	\$0.00	\$0.00			\$0.00	\$0.00	\$10,690.41	\$354,488.68		
Sub-total General Spendable Funds	\$672,974.44	\$0.00	\$0.00			\$0.00	\$0.00	\$20,961.58	\$693,936.02		
TOTAL	\$2,044,483.85	\$0.00	\$225.00			\$0.00	\$0.00	\$72,515.24	\$2,116,999.09		
Total All Funds	\$2,443,521.17	\$3,216.46	\$12,237.74	\$45,514.25	\$98,816.06	\$45,515.12	(\$45,515.12)	\$72,515.24	\$2,473,738.62		

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
OCTOBER 31, 2021**

FUND NAME	PRINCIPAL AMOUNT OF FUND	PURPOSE	VALUE AS OF JULY 1, 2021	2021/22 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
						JULY 1, 2021 to JUNE 30, 2022	JUNE 30, 2022	
401 Frances Balfour	\$10,000.00	Adult Reading	\$16,327.83			\$277.41	\$16,605.25	
402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens	\$67,658.32			\$1,149.54	\$68,807.86	
403 Jane Cameron	\$68,770.00	Programs	\$108,130.12			\$1,907.76	\$110,037.89	
404 Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$8,163.91			\$138.71	\$8,302.62	
405 Jan Coil	\$10,500.00	Baldwin Public Library	\$17,021.27			\$291.28	\$17,312.55	
406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$8,163.91			\$138.71	\$8,302.62	
407 Paul R. Francis	\$10,000.00	Staff Appreciation	\$15,526.35			\$277.41	\$15,803.77	
408 Friends of the Library	\$32,000.00	Library Collections	\$52,249.34			\$887.72	\$53,137.06	
409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$185,677.41			\$3,154.68	\$188,832.08	
410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$81,639.20			\$1,387.06	\$83,026.27	
411 H. G. Johnston	\$6,350.00	Reference Collection	\$10,316.96			\$176.16	\$10,493.12	
412 Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$16,554.71			\$291.50	\$16,846.21	
413 William Kernan, Jr.	\$25,000.00	Library Collections	\$40,819.63			\$693.53	\$41,513.16	
414 Merle L. Roninger	\$250,890.00	Reference Collection	\$409,569.05			\$6,959.99	\$416,529.05	
415 Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$16,327.85			\$277.41	\$16,605.27	
416 Marion G. Sweeney	\$11,100.00	Youth Services	\$17,553.90			\$307.93	\$17,861.82	
417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$16,327.85			\$277.41	\$16,605.27	
419 Clarice G. Taylor	\$59,852.76	Professional Development	\$99,922.93			\$1,660.39	\$101,583.32	
421 Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$15,504.77			\$277.41	\$15,782.19	
422 Ileana Thal	\$39,998.98	Baldwin Public Library	\$59,873.92			\$1,109.62	\$60,983.54	
423 Judith Nix	\$15,207.48	Adult & Youth Programs	\$23,047.74			\$421.87	\$23,469.62	
424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$15,550.24			\$277.41	\$15,827.66	
425 Linne Underdown Hage Forester	\$33,226.90	Professional Development	\$45,469.27			\$921.75	\$46,391.03	
426 Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$13,242.15			\$277.41	\$13,519.57	
427 Douglas R. Koschik	\$18,554.00	Building Improvements	\$24,312.60	\$225.00		\$514.71	\$25,052.31	
	\$867,113.98		\$1,384,951.27	\$225.00	\$0.00	\$24,054.80	\$1,409,231.07	

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

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 10/31/21
Gift & Tribute Funds	Purpose	09/30/21	Revenue	Revenue	Expense	Expense			Value	10/31/21
General Spendable Funds		\$359,267.43	\$716.31	\$2,147.77	\$0.00	\$925.00			\$10,271.17	\$370,254.91
Restricted Funds:										
Building Fund		\$343,798.27	\$0.00	\$0.00	\$0.00	\$0.00			\$10,690.41	\$354,488.68
Van Dragt Fund		\$183,122.62	\$0.00	\$0.00	\$36,415.47	\$71,377.24			\$146,707.15	\$11,067.35
Memorials/Tributes		\$8,567.20	\$2,500.15	\$2,590.15	\$0.00	\$40.66				\$0.00
2012 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2013 Books & Bites at Baldwin Fundraiser		\$245.44	\$0.00	\$0.00	\$110.34	\$281.45				\$135.10
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		\$2,338.26	\$0.00	\$5,940.00	\$602.61	\$4,573.06				\$1,735.65
Adult Services Programs		\$186.92	\$0.00	\$1.62	\$190.62	\$1,698.94				(\$3.70)
Young Adult Programs		\$3,003.31	\$0.00	\$0.00	\$541.60	\$2,295.17				\$2,461.71
Youth Services Programs		\$3,873.72	\$0.00	\$400.00	\$0.00	\$2,625.00				\$3,873.72
Outreach & Equipment		\$545,653.04	\$2,500.15	\$8,931.77	\$37,860.64	\$82,891.52	\$0.00	\$0.00	\$10,690.41	\$520,982.96
Sub-total Restricted										
Rotary Room Fund		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
Naming Rights-Principal		\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Maintenance Funds										
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$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		\$928,544.01	\$3,216.46	\$11,940.74	\$37,860.64	\$83,816.52	\$0.00	\$0.00	\$20,961.58	\$914,861.41
Endowment Funds										
Endowment Budgeted Funds		\$77,467.15	\$0.00	\$72.00	\$6,206.31	\$10,079.66	\$0.00			\$71,260.84
General Funds		\$3,342.11	\$0.00	\$0.00	\$137.58	\$638.30	\$0.00			\$3,204.53
Adult Large Print		\$20,497.20	\$0.00	\$0.00	\$15.20	\$1,576.90	\$0.00			\$20,482.00
Adult Services Department		\$433.03	\$0.00	\$0.00	\$0.00	\$284.58	\$0.00			\$433.03
Adult Audio Visual		\$18,763.07	\$0.00	\$0.00	\$961.00	\$0.00	\$0.00			\$17,802.07
Adult Reference		\$11,765.45	\$0.00	\$0.00	\$0.00	\$98.85	\$0.00			\$11,765.45
Adult Programs		\$3,144.69	\$0.00	\$0.00	\$9.89	\$9.89	\$0.00			\$3,134.80
Adult Architecture		\$7,629.31	\$0.00	\$0.00	\$259.93	\$1,898.11	\$0.00			\$7,369.38
Youth Services Department		\$387.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$387.82
Youth Programs (Nix)		\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$10,692.18
Professional Development		\$2,414.75	\$0.00	\$0.00	\$63.70	\$180.45	\$0.00			\$2,351.05
Staff Appreciation		\$762.99	\$0.00	\$0.00	\$0.00	\$232.80	\$0.00			\$762.99
Koschik Building Fund		\$157,299.75	\$0.00	\$72.00	\$7,653.61	\$14,999.54	\$0.00	\$0.00	\$0.00	\$149,646.14
Sub-total										
All Funds		\$1,357,677.41	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$51,553.66	\$1,409,231.07
Total Endowment Investments		\$1,514,977.16	\$0.00	\$297.00	\$7,653.61	\$14,999.54	\$0.00	\$0.00	\$51,553.66	\$1,558,877.21
Total Endowment Funds										
Total All Trust Funds		\$2,443,521.17	\$3,216.46	\$12,237.74	\$45,514.25	\$98,816.06	\$0.00	\$0.00	\$72,515.24	\$2,473,738.62

TRUST RECEIPTS
October-21

Trust Money Mkt General Funds:

Nancy Hagle Duffy in Memory of William J. Duffy	\$	500.00	
Dorothy J. Far in Memory of Priscila L. Benson	\$	100.00	
Jack L. and Susan E. Spoons in Memory of Priscila L. Benson	\$	100.00	
TCF/Huntington Bank-Interest Income for October	\$	16.31	\$ 716.31

Friends of BPL:

- Adult Programs	\$	-	
- Teen Programs	\$	-	
- Youth Programs	\$	-	
- Outreach and Equipment	\$	-	\$ -

Memorial/Book Fund:

TCF/Huntington Bank-Interest Income for October	\$	0.15	
Susan E Kelley, Trustee in Memory of Barbara C Kelly (Large Print Books)	\$	2,500.00	\$ 2,500.15

Trust Money Mkt Endowment Fund:

Reimbursement from Employees for T-Shirts (Goodell #956.01)	\$	-	\$ -

Total Receipts at TCF Bank

\$ 3,216.46 \$ 3,216.46

Raymond James

\$0.00 \$0.00

Total Trust Receipts

\$3,216.46 \$3,216.46

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
10/15/2021	LIBRY	5619	009126	AMAZON CAPITAL SERVICES INC	211.60
10/15/2021	LIBRY	5620	MISC	CAROLYN WHEELER	111.13
10/15/2021	LIBRY	5621	000902	CENGAGE LEARNING INC	423.84
10/15/2021	LIBRY	5622	005605	RUTH ANN CZECH	26.94
10/15/2021	LIBRY	5623	MISC	DANIEL FOGEL	200.00
10/15/2021	LIBRY	5624	001090	INGRAM LIBRARY SERVICES	1,786.42
10/15/2021	LIBRY	5625	MISC	ISCG INC	15,328.27
10/15/2021	LIBRY	5626	MISC	LISA CHRISTIE	63.70
10/15/2021	LIBRY	5627	002013	MIDWEST TAPE	29.99
10/15/2021	LIBRY	5628	000757	SCHOLASTIC INC	961.00
10/29/2021	LIBRY	5629	009126	AMAZON CAPITAL SERVICES INC	672.96
10/29/2021	LIBRY	5630	000902	CENGAGE LEARNING INC	173.53
10/29/2021	LIBRY	5631	005605	RUTH ANN CZECH	54.25
10/29/2021	LIBRY	5632	002473	DELL MARKETING L.P.	14,000.00
10/29/2021	LIBRY	5633	MISC	DEMCO INC	2,472.11
10/29/2021	LIBRY	5634	MISC	FLUTE JUICE PRODUCTIONS	125.00
10/29/2021	LIBRY	5635	001090	INGRAM LIBRARY SERVICES	1,356.41
10/29/2021	LIBRY	5636	005550	LEE & ASSOCIATES CO., INC.	7,087.20
10/29/2021	LIBRY	5637	002013	MIDWEST TAPE	354.90
10/29/2021	LIBRY	5638	MISC	PAUL VACHON	75.00

LIBRY TOTALS:

Total of 20 Checks:	45,514.25
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	45,514.25