

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

DECEMBER 20, 2021

Frank Pisano
PRESIDENT

Jennifer Wheeler
VICE PRESIDENT

Karen Rock
SECRETARY

Melissa Mark
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

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PRESIDENT

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Term expires 2025

Building and Finance
Committees

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Term expires 2023

Personnel and
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Term expires 2023

Personnel, Policy, and
Strategic Planning
Committees

Mark, Melissa S.

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Term expires 2025

Building and Outreach
Committees

Rumple, Danielle

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Term expires 2025

Finance and Outreach
Committees

Suhay, James W.

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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



LEARN. CONNECT. DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, December 20, 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 November 15, 2021 Board Meeting Minutes p. 7
- B. Approval of November 2021 vendor payments in the amount of \$87,993.46, including payments in excess of \$6,000. p. 14
- C. Approval of total expenses in the amount of \$335,740.39. p. 19

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries p. 70
- D. Upcoming events of interest (Jaclyn Miller) p. 76

III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 18
B. Building Committee (Jim Suhay)	p. 21
i. Renderings	p. 129
C. Policy Review Committee (Karen Rock)	p. 35
Suggested Board action: To make a motion to adopt changes to the Staff Development Policy, as found on pages 41 to 44 of the December 2021 Board packet.	p. 41
D. Strategic Planning Committee (Karen Rock)	p. 45
E. Personnel Committee (Jenny Wheeler)	p. 62
F. Outreach Committee (Melissa Mark)	p. 63
IV. Library Report - Rebekah Craft & Jaclyn Miller	p. 65
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 74
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	
IX. Items Removed from Consent Agenda	
X. Information Only	
A. Upcoming events of interest	p.76
B. Letter from Frank Pisano to High School Juniors and Parents - Invitation for Application for Library Board Student Representative 2022	p. 78
C. Student Representative to Baldwin Public Library Board Application 2022	p. 79
D. December 2021 Learn.Connect.Discover. Issue	p. 82
E. Baldwin Public Library "Library Overview" for 2021 Commissioner Academy	p. 86

F. Notice of 2022 Elections for Precinct 6 at Baldwin Public Library	p. 97
G. Downtown News Magazine, "Birmingham receives clean audit for 2020-2021"	p. 98
H. Great Lakes Echo, "Michigan seed libraries grow food resilience"	p. 100
I. Pew Research Center, "Among many U.S. children, reading for fun has become less common, federal data shows"	p. 103
J. Publishers Weekly, "Librarians, Educators Warn of 'Organized' Book Banning Efforts"	p. 106
K. Library of Michigan, "Book Challenges, Censorship, and Michigan Public Libraries"	p. 109
L. Library of Michigan, "Handling Materials Reconsideration, Challenges, and Censorship, a Checklist"	p. 115

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. The maximum time for individual speakers should not exceed two minutes.

XII. Adjournment

The next regular meeting of the Library Board will be on Wednesday, January 19, 2022 at 7:30 p.m.

Motion: *To adjourn the December 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
November 15, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Melissa Mark at 7:32 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, 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: Three.

Rumple 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, Rumble, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Election of Officers for 2021-2022

Mark called for nominations for the election of officers for 2021-2022.

Motion to elect Frank Pisano as President:

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to elect Jennifer Wheeler as Vice President:

1st Pisano

2nd Rock

Yeas: Mark, Pisano, Rock, Rumble, Suhay, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

Motion to elect Karen Rock as Secretary:

1st Wheeler
2nd Rumble
Yeas: Mark, Pisano, Rock, Rumble, Suhay, and Wheeler.
Nays: None.
Absent and excused: None.
The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Pisano welcomed Danielle Rumble to the Library Board of Trustees. He noted her recent outreach work with the Birmingham YMCA and thanked her for her commitment to the community.

Pisano gave his sympathy and condolences to the family of Darlene Poprafsky, who passed away on November 1. Poprafsky was employed by the Library from January 1996 through October 2019 as Bookkeeper. Pisano commended her positive influence and broad impact at Baldwin throughout those years.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Lauren Clifford (2 years of service), Susan Dion (16 years), Bart Gioia (14 years), Cheyenne Kennard (2 years), Cailey Kosciuk (2 years), Robert Stratton (2 years), and Phebe Wong (19 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 56-57 of the November Board packet.

4. Board Committee Reports

Finance Committee:

Mark reported that the Finance Committee met on Monday, November 8 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the November Board packet.

The next meeting of the Finance Committee will take place on Monday, December 13, 2021, at 4:00 p.m. in the Delos Board Room. Plante Moran will be present at the meeting to discuss the Library's FY2020-21 audit. 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, November 3 in the Jeanne Lloyd Room.

Full minutes from the October 13 meeting can be found on pages 19-22 of the November Board packet. On October 27, the Building Committee reviewed three potential floorplans for Phase 3. On November 3, the Building Committee reviewed a revised floorplan with changes proposed by the Committee members. On November 17, Merritt Cieslak Design will present exterior renderings of the building.

Craft reviewed details of the current proposed floorplan, which can be found on page 22 of the November Board packet.

The next Phase 3 Planning Workshop will be held on Wednesday, November 17 at 4:00 p.m.

Personnel Committee:

Wheeler reported that she and Rock are preparing Craft’s review and performance appraisal. They are updating the Director Evaluation document and creating a confidential evaluation form so that the Board can receive feedback from staff. The Personnel Committee will request to receive this confidential staff feedback by December 10, which will be reviewed by the Board. The Board’s evaluation of the Library Director will be held on January 12, 2022 at 6:00 p.m. A public notice will be posted for this open meeting.

Policy Committee:

Rock reported that the Policy Committee met on Wednesday, November 2 in the Director’s Alcove. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 23 of the November Board packet.

The Policy Committee made recommendations for the Board to approve five new policies: the Electronic Device, Network, and Internet Use Policy; the Credit Card Policy, the Unattended Children Policy; the Public Comment Policy; and the Volunteer Policy. Revisions to these policies were made by staff working groups, and were submitted to the Policy Committee who reviewed and edited them.

Rock made five motions for each of these policies to be approved. Pisano asked for public comment after each motion was seconded before taking the Board to a vote.

During public comment regarding the first motion to adopt the updated Electronic Device, Network, and Internet Use Policy, resident David Bloom provided public comment. Bloom expressed that he found the Public Comment Policy to be restrictive, as it reduced public comment from five to two minutes for each individual. Pisano responded that this change was made to bring Library policy in line with City of Birmingham open meeting policy. Pisano noted that the policy includes a clause for the Board President to allow individuals to speak for a longer duration during these comment periods.

Motion to adopt the Electronic Device, Network, and Internet Use Policy, as found on page 27 of the November 2021 Board packet.

1st Rock

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Credit Card Policy, as found on page 32 of the November 2021 Board packet.

1st Rock

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Unattended Children Policy, as found on page 35 of the November 2021 Board packet.

1st Rock

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Volunteer Policy, as found on page 39 of the November 2021 Board packet.

1st Rock

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt the Public Comment Policy, as found on page 42 of the November 2021 Board packet.

1st Rock

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

5. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 43-52 of the November Board packet.

Craft reported there were 3 staff COVID-19 breakthrough cases in November. No staff members were infected by coworkers during this time. Staff will be required to wear masks within the Library unless in a private office. The City requires all employees to be vaccinated under OSHA requirements. Two Library employees have not returned vaccination records, and are being tested with a COVID-19 rapid test twice weekly by Director Craft, per City requirement.

Teen programs are now being held in person within the Library. Youth outdoor Story Time programs are being held in Barnum Park. Some Youth Story Time programs will be held in person in the Rotary Room with social distancing and a capped attendance, the first of which was held on Wednesday, November 10.

Two meetings of the Strategic Plan Focus Group have been held since the last Board meeting, which includes interested members of the public. The Strategic Planning Committee will meet on November 17 to discuss the results of those meetings.

Courtney Holland has been hired as Technology Assistant for the Idea Lab. Ethan Cronkite has been promoted from substitute Librarian to full-time Adult Services Librarian.

Newly elected Bloomfield Hills Council Commissioner Lauren Fisher will be interviewing Craft about Library services for the Bloomfield Hills Newsletter. The Chamber of Commerce member coffee meet-up will be hosted at the Library on November 17 in coordination with the Birmingham Rotary Club.

Photos of the Zip US! Up art installation in the Youth Room are available on the Lawrence Street Gallery website. On Friday, November 19, a drone photographer will take footage of the project. Craft and David Bloom will host a panel presentation of the project in the spring of 2022. Bloom has asked a potential local donor to assist in a proposal to retrofit Library lighting to illuminate the Zip US! Up project. Resident David Bloom gave the Board a brief update on the project and noted that it is the first project of its kind in the United States. Pisano and Mark lauded Bloom for his work on bringing this project to fruition.

Miller reported the IDEA Taskforce continues to implement a monthly thematic calendar. November highlights Native American Heritage Month and December recognizes Human Rights Day. Miller thanked graphic designer Michelle Hollo for her continued work on the monthly Learn.Connect.Discover. thematic covers. The staff book club discussed *The Firekeeper's Daughter* by Angeline Boulley. The staff book club will meet on February 2, 2022 to discuss *Born a Crime* by Trevor Noah.

Battle of the Books materials will be distributed to schools for the start date of December 6. The Battle of the Books competition will be held online on Saturday, March 5. On November 4, Head of Youth Services Stephanie Klimmek presented Library services and resources to the Birmingham Community Schools PTA. She will present to the Greenfield Elementary's PTA on November 16.

The Delos Board Room and staff workroom have had new displays installed, which are interactive and intended for presentations. New computers have been acquired and installed to replace defective machines at some staff workstations. A new wall box for AV connections will be installed in the Rotary Tribute & Donor Rooms. A City-wide voicemail upgrade was implemented on November 8. Three printers were replaced at the Adult Services reference desk and Bookkeeper workstation. The freight elevator was repaired in November and faulty chains were replaced.

Regarding the Key Metrics Dashboard, Suhay asked for clarification about decreases in statistics for technology usage and program attendance. Craft noted downloadable content throughout the fiscal year has decreased by around 4000 units and attributes this to the Library being open to the public and having physical materials fully accessible, whereas the Library was closed to the public for some portion of the prior fiscal year. Computer usage decreased after limiting computer use to residents-only. Decreases in wireless sessions can be attributed to inaccuracies of the wireless counter. Program attendance numbers vary by department, and in-person programs maintain caps on attendance to allow for social distancing, which result in decreased attendance numbers. Programs prior to the COVID-19 pandemic allowed for a greater number of attendance with the former lack of social distancing guidelines. Online video views decreased with the ending of the Friday Five at Five online program and pre-recorded virtual Story Time programs.

6. Liaisons

Friends: Friends President Ryndee Carney reported the Friends held their first biennial book sale November 13 through November 15. \$3,500 was raised during the sale, and 110 volunteer hours were logged. The Friends gained 8 new members and accepted 16 membership renewals at the member preview, bringing the current total of paid memberships to 197. 200 appeal letters were sent out to those who have not renewed memberships yet.

The Friends held their Board meeting on November 9. The Friends Board approved an \$18,480 donation to support Library programming, supplies, and equipment that the Library requested via a wish list.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Unfinished Business: None.

8. New & Miscellaneous Business: The Board considered whether to hold a motion to allow public attendance at working sessions where paid consultants are involved, or to wait until the December Board meeting to hold this motion and allow time for further discussion.

Pisano noted the Library is bringing its policies in line with City guidelines. In Birmingham City departments where paid consultants are involved, meetings are not held as open meetings, but as planning workshops. Being so, the Library Board will decide to follow City guidelines in this matter. Pisano notes a member of the public requested this item be added to this meeting's agenda.

The Board held discussion. Mark, Rock, and Suhay noted the focus and attention required when interacting and planning with paid consultants. Mark noted that any Board member could be contacted by the public with any questions or concerns at their listed phone numbers and emails. All Trustees were in general agreement that whereas the individual Committee workshops gather and consolidate information to present to the Board, and whereas both the Board and Public can raise discussion regarding this information at the regular Board meeting, that the motion can carry through to hold these meetings as closed workshops. All members agreed with bringing Library policy in line with City guidelines in this matter. There was a consensus that all of the necessary information was available to hold a motion.

Motion to hold meetings between Baldwin Public Library staff and paid consultants as planning workshops, as opposed to open meetings.

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: None.

Pisano asked if there was any public comment. Resident David Bloom voiced his disagreement with the Board's decision to carry this motion and advocated for public attendance at planning workshops. Bloom alluded to his participation, and the participation of Bob Ziegelman and John Gardner, in prior meetings with the Building Committee and Merritt Cieslak Design. Bloom commented that this motion makes their engagement more difficult.

Bob Ziegelman, on behalf of Luckenbach Ziegelman Architects, offered their consultation and advice to assist in the Phase 3 project.

Birmingham resident John Gardner gave comment as a member of the public and asked for the Committees to keep the public informed of what is occurring during the planning workshops.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 56-87 of the November Board packet.
11. General Public Comment Period: Birmingham resident David Bloom provided suggestions for the in-progress Phase 3 floorplan: that the Teen Scene should not be moved to the Claudia Ireland Room due to the noise which could be generated within the Grand Hall; that the stairs from the first to lower level should be remodeled to recover space; that study rooms should have one-use keypad codes for independent access; and recommended that the café be modeled around self-service.

Pisano thanked Bloom for his feedback and noted a different solution for the Teen Scene had been noted earlier in the meeting and that the future of the Café is still in the planning process.

12. Adjournment:

Motion to adjourn the meeting.

1st Mark
2nd Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:27 p.m. The next regular meeting is scheduled for Monday, December 20, 2021, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

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

<u>Check Number</u>	<u>Vendor #</u>	<u>Vendor</u>	<u>Amount</u>
	6638	ACTION MAT & TOWEL RENTAL	\$ 61.50
	7745	ALL COVERED	\$ 2,150.50
	MISC	ALLISON HAFFEY	\$ 12.99
	9126	AMAZON CAPITAL SERVICES INC	\$ 2,073.04
	9126	AMAZON CAPITAL SERVICES INC	\$ 16.05
	9126	AMAZON CAPITAL SERVICES INC	\$ 246.80
	MISC	ANNE STRICKLAND	\$ 21.99
	9202	AQUARIUM DESIGN INC	\$ 525.00
	843	BAKER & TAYLOR BOOKS	\$ 22.78
	843	BAKER & TAYLOR BOOKS	\$ 32.26
	843	BAKER & TAYLOR BOOKS	\$ 340.45
	MISC	BEN WALTER	\$ 31.99
	MISC	BEVERLY FRANK	\$ 16.99
	2429	BIRMINGHAM BLOOMFIELD CHAMBER	\$ 210.00
	MISC	BIRMINGHAM REPUBLICAN WOMEN'S CLUB	\$ 40.00
	421	BLACKSTONE PUBLISHING	\$ 24.71
	5717	BSB COMMUNICATIONS, INC.	\$ 103.31
	MISC	CAILEY KOSCIUK	\$ 14.71
	3904	CAPITAL ONE BANK	\$ 2,103.02
	MISC	CASSIA ARMSTRONG	\$ 16.14
	443	CCH INCORPORATED	\$ 182.23
	902	CENGAGE LEARNING INC	\$ 55.17
282533	902	CENGAGE LEARNING INC	\$ 76.76
282540	MISC	CHRISTOPHER RAINWATER	\$ 18.49
282553	7615	CINTAS CORPORATION-K11	\$ 209.05
282570	627	CONSUMERS ENERGY	\$ 1,092.00
282602	MISC	DANIELLE RUMPLE	\$ 75.00
282614	575	DEMCO, INC	\$ 85.93
282615	179	DTE ENERGY	\$ 4,896.85
282617	3613	EBSCO INFORMATION SERVICES	\$ 21,815.73
282624	4493	ELITE IMAGING SYSTEMS	\$ 541.97
282633	8338	ELM USA, INC.	\$ 780.99
282634	MISC	ERIKA MCCLOSKEY	\$ 25.00
282645	MISC	FADI NASSAR	\$ 20.95
282649	5651	FINDAWAY WORLD, LLC	\$ 384.89
282664	8164	GARY EISELE	\$ 59.80
282665	6666	GRID 4 COMMUNICATIONS INC.	\$ 273.36
282667	249	GUARDIAN ALARM	\$ 232.41
282671	1090	INGRAM LIBRARY SERVICES	\$ 11,591.95
282679	1090	INGRAM LIBRARY SERVICES	\$ 2,969.24
282690	MISC	INNOVATIVE USERS GROUP	\$ 110.00
282704	MISC	JOAN L. TYRRELL	\$ 399.00
282705	MISC	JOHN PATRICK QUAIN	\$ 9.99
282710	8827	KANOPY, INC	\$ 624.15
282718	MISC	KAREN ROCK	\$ 75.00
282738	MISC	KATHERINE DRUMMOND	\$ 14.71

282740	MISC	KATHERINE-JEAN YULO	\$ 21.95
282746	MISC	KRISTEN YANDORA	\$ 9.99
282749	3527	LOWER HURON SUPPLY CO INC	\$ 378.00
282752	3527	LOWER HURON SUPPLY CO INC	\$ 465.56
282753	MISC	MARKIT	\$ 1,188.00
282762	MISC	MATTHEW CARMONA	\$ 9.99
282773	7927	MICHELLE HOLLO	\$ 770.00
282777	7659	MICHIGAN.COM #1008	\$ 254.26
282787	2013	MIDWEST TAPE	\$ 7,503.90
282791	2013	MIDWEST TAPE	\$ 1,767.02
282802	MISC	MY-NGA-THI HUYNH	\$ 5.00
282808	8336	NBS COMMERCIAL INTERIORS	\$ 1,359.50
282822	678	OCLC, INC.	\$ 306.83
282823	481	OFFICE DEPOT INC	\$ 68.83
282830	481	OFFICE DEPOT INC	\$ 6.99
282831	481	OFFICE DEPOT INC	\$ 264.57
282834	6785	OVERDRIVE, INC.	\$ 8,802.34
282852	MISC	PAMELA FIREBERG	\$ 22.99
282868	MISC	PETER LEVIN	\$ 21.99
282881	MISC	PETER ROOT	\$ 21.00
282882	7823	PITNEY BOWES GLOBAL FINANCIAL	\$ 479.25
282896	MISC	RANDALL P CLINE	\$ 25.99
282918	MISC	SARA HUSTON	\$ 6.59
282923	MISC	SENTRY AIR SYSTEMS INC	\$ 1,139.69
282939	7907	SP+ CORPORATION	\$ 2,696.00
282954	7907	SP+ CORPORATION	\$ 1,865.00
282961	MISC	SUSAN MAHONEY	\$ 6.99
282974	9024	THE D.M. BURR GROUP	\$ 2,000.02
282976	MISC	THOMAS VICTOR PETTIT	\$ 3.99
282986	5861	UNIQUE MGMT SERVICE, INC	\$ 98.45
4509	5862	VICTORIA SOWER	\$ 17.65
4528	5862	VICTORIA SOWER	\$ 20.46
4530	9026	WELLS FARGO VENDOR FIN SERV	\$ 677.87
4542	MISC	WEST BLOOMFIELD TOWNSHIP PUBLIC LIB	\$ 22.95
4557	839	WORLD BOOK INC	\$ 999.00

Total: \$ 87,993.46

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

Policy Committee

Strategic Planning Committee

Personnel Committee

Outreach Committee

December 2021 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, December 13, 2021 at 4:00 p.m. in the Delos Board Room. Present were Danielle Rumble, Frank Pisano, Jim Suhay, Rebekah Craft, Jaclyn Miller, and Paul Gillin. Tim St. Andrew and Spencer Tawa from Plante Moran were also in attendance.

- St. Andrew and Tawa discussed the Library's audit report for FY 2020-21. Page 1 of the audit report contains the following sentence: "In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole." This means that Plante Moran gave Baldwin a "clean report." St. Andrew and Tawa discussed various portions of the audit in detail. Copies of the audit report will be distributed to all Library Board members, and one copy will be cataloged and placed in the Library's permanent collection.
 - Plante Moran has requested an extension on issuing the Baldwin Trust's 990 form.
 - The Library is responsible for 3.47% of the City's total net pension liability and 3.24% of the City's net OPEB (other post-employment benefits) obligation. This year, the Library's net pension liability decreased from \$860,475 to \$147,024 while its net OPEB (other post-employment benefits) obligation decreased from \$437,567 to \$76,915. These obligations are calculated by the City's actuary on a yearly basis and are based on future predictions.
- Financial reports will be available in the December Board Packet.

The next Finance Committee meeting will be held on Monday, January 10, at 4:00 p.m., in the Delos Board Room.

FINANCIAL REPORT: November 2021

This report references the Revenue and Expense Report 2021-22, found on the following page. At 41.67% of the way through fiscal year 2021-2022, the Library has spent 34.6% of its budget and received 85.8% of its revenue. By this point of the year, the Library was budgeted to have spent 41.7% of its budget and to have received 86.6% of its revenue.

Two pay periods were recorded in November.

Vendor payments in excess of \$6,000:

Ebsco Information Services (Magazines)	\$ 21,815.73
Ingram Library Services (Print Materials)	\$ 14,561.19
Midwest Tape (Audio Visual Materials)	\$ 9,270.92
Overdrive (Electronic Materials)	\$ 8,802.34
Total vendor payments in excess of \$6,000	<u>\$ 54,450.18</u>
Balance of vendor payments less than \$6,000	<u>\$ 33,543.28</u>
Total vendor payments	\$ 87,993.46

City of Birmingham allocations:

Payroll Period Ending 11/04/21	\$ 87,487.95
Payroll Period Ending 11/18/21	\$ 88,417.96
Employee Health Care Payroll Deduction 11/18/21	\$ (696.92)
FY 2021 Year End Payroll Adjustment	\$ 5,815.41
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$ 3,528.92
Retirement Cost (acct 706.0010)	\$ 10,667.83
Total Payroll	<u>\$ 195,221.15</u>

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	<u>\$ 204,676.84</u>

Reconciling adjustments:

Reversal of Prepaid ILS Services Accrual	\$ 41,977.93
Annual Refund from TLN for Internet	\$ (2,467.96)
Room Rental and Book Fine Refunds	\$ (66.13)
Audit Charge	\$ 3,626.25
Total Recon Adjustments	<u>\$ 43,070.09</u>

Total expenses for the month	<u><u>\$ 335,740.39</u></u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
November 2021

41.67%
5th Month
of the year

	Approved 2021-2022 Budget	Current Month November 2021	Current Month Actual November 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)	(\$42)	\$1,208	(\$6,250)	(\$839)	\$5,411	5.6%	(\$835)	5.6%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$41,667	\$7,058	(\$34,609)	7.1%	\$7,020	6.4%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$1,764	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$30,416	(\$50,060)	\$402,379	\$400,783	(\$1,596)	41.5%	\$274,181	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$2,777	\$993	\$8,917	\$12,255	\$3,338	57.3%	\$2,282	3.6%
INVESTMENT INCOME	\$30,000	\$2,500	\$969	(\$1,531)	\$12,500	\$5,906	(\$6,594)	19.7%	\$6,086	11.7%
TOTAL REVENUE	\$4,780,390	\$91,843	\$34,120	(\$57,722)	\$4,137,493	\$4,103,443	(\$34,050)	85.8%	\$3,823,410	81.4%
					86.6%					
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$195,221	(\$27,478)	\$1,113,496	\$919,218	(\$194,278)	34.4%	\$868,832	34.1%
SUPPLIES	\$119,500	\$9,958	\$6,869	(\$3,089)	\$49,792	\$44,324	(\$5,468)	37.1%	\$46,246	43.2%
CONTRACTED SERVICES	\$383,830	\$31,986	\$19,927	(\$12,059)	\$159,929	\$112,259	(\$47,671)	29.2%	\$108,597	37.0%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$43,687	\$31,205	\$62,408	\$55,558	(\$6,851)	37.1%	\$59,527	42.5%
UTILITIES	\$96,000	\$8,000	\$5,989	(\$2,011)	\$40,000	\$43,314	\$3,314	45.1%	\$43,543	45.4%
OTHER CHARGES	\$82,260	\$6,855	\$6,352	(\$503)	\$34,275	\$26,922	(\$7,353)	32.7%	\$11,257	13.5%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$115	(\$5,243)	\$26,792	\$9,359	(\$17,433)	14.6%	\$496,785	98.8%
COLLECTIONS	\$640,700	\$53,392	\$57,581	\$4,189	\$266,958	\$244,090	(\$22,869)	38.1%	\$234,807	35.8%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$335,740	(\$14,990)	\$1,753,650	\$1,455,042	(\$298,608)	34.6%	\$1,869,593	42.2%
VARIANCE	\$571,630	(\$258,888)	(\$301,620)	(\$42,733)	\$2,383,843	\$2,648,401	\$264,558	41.7%		
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$3,859,027.31				

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 – 6:00 PM
Date: November 3rd, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay	Board Member	BPL Building Committee
Rebekah Craft	Library 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

3 members of the public

AGENDA ITEMS

1. Review Floor Plans w/ Program Options as selected October 27
 - The following items were discussed regarding the Main Level/ Street Level Proposed Plan:
 - Steve noted that the idea was for the ramp to have interactive elements and art
 - Rebekah explained that the Teen librarian said that she was not in favor of the idea of moving the teen area to the Claudia Ireland room unless there was a glass door and some modifications to things such as new tables and chairs. Rebekah suggested that the existing furniture could be repurposed elsewhere.
 - Jim was concerned with the millwork at the Friends area- he was not a fan of the idea of fixed furniture. Missy said that she was okay with fixed furniture since it was at half-height. Steve suggested that the lower portion could be on casters.

- Jim did not like how far out the Cafe area came into the collaborative space and felt like it cut off the space- Steve suggested that this could be reconfigured and Ron noted that if the cafe were to be self-serve it would require even less space. It was also noted that a variety of furniture types in the cafe would be ideal to accommodate all patrons.

- Jim asked about the views from the ramp to the cafe. Steve explained that the idea was to keep it as open as possible.

- Steve also noted that it might be an ideal time for the library to reach out to local coffee shops and see if there might be any interest in another location at the library. Jim noted that it would be good to know if they even had any options. It was also noted that if they weren't planning to charge rent they would be concerned with competition with local shops. Ron said that if they didn't have a staffed cafe then the library would have more flexibility with renting out the collaborative space as a meeting room.

-The next topic covered was the 3-stop elevator. The Building Committee determined that the amount of space required to create a hallway from the elevator to the main corridor from the lower level meeting rooms took too much space away from the room, and felt that incorporating a 2-stop elevator instead would be adequate.

-Steve explained that the original building and the entrance wall at the Birkerts did not align, reorienting the view at the circulation area intentionally to create visual access to the grand hall.

-Jim suggested creating 2 study rooms and 1 group study and Steve explained that this would require the rooms to bump out further in order to give more space to the rooms. Rebekah said that these rooms would make good tutor rooms. Kristen also noted that if there were less people in the rooms- it would maintain a quieter sound level.

- For the Teen Scene relocation, Rebekah said she would talk to the staff about a satellite staff desk location for visual security.

- Rebekah asked where the new Hot Picks new location was asked about where this would go. MCD said that they felt that putting it adjacent to the new Circ desk would be an ideal location. Steve also suggested repurposing the existing shelving and staff noted that they were too tall to utilize the upper shelves.

- Missy asked where the holds were going to be relocated and Steve explained that the idea was to incorporate double sided cubbies behind the new circ desk for holds. Ron also suggested a low barrier or wall behind the circ desk to separate the space from the patrons at the hold shelves.

-It was also noted that there would be a low open half wall between the stairs and large print- potentially glass balustrades.

- Steve also suggested that the teen scene book stack could be put back where it had been cut back at the new book sorting. Kristen requested a glass sliding door at the new book sorting to create ease of access for staff.

- Jaclyn requested the elevator be well-insulated to detract from noise carrying into the meeting rooms.

- Rebekah was concerned with the idea of children climbing on the guardrail of the ramp. Steve suggested raising several inches higher than the minimum requirement to decrease the chances of this happening. It was also requested that

the ramp be able to accommodate a double wide stroller.

- Rebekah commented that the location of the street level toilet room was ideal because of its proximity to Shain Park.

- Missy and Jim asked about the roofline for the addition where it expands outside of the curve. Jim was concerned it would look like a 4th building. Steve mentioned that the idea was to create a thin profile roofline.

- Missy asked about the HVAC system in the expansion area, Steve said the idea was to incorporate the new system in creative locations- similar to the Birkerts addition- and he also noted that MCD was taking a look at utilizing radiant heating inside and outside. Missy asked whether it was time to consider sun heating up the expansion area and Steve said that we should consider it now and determine what types of systems to consider such as brise soleil on the facade to mitigate overheating along the glass wall.

-Frank suggested sun shades at the glass and recess it above, and having it on an automatic system to come down. He also suggested film on the glass and Steve said that MCD could take a look at "fritted glass" as well. Ron noted that it was best to look at which options would integrate best with the architecture so that it did not appear as an afterthought.

- Kristen asked whether the wall at the Friends area would be a solid full height wall and Steve said that the idea was that it would give privacy to circulation staff and to provide more wall space for Friends book display.

-Jim requested that the ceiling at the existing circulation area be raised as much as possible to open it up visually.

-Missy asked whether not using the granite pavers at the plaza might reduce the cost. Steve explained that while it would, that there were ways to utilize the pavers in order to create a connection with Shain Park without only using the granite pavers- they could be integrated with other materials and used to highlight spaces. Steve noted that there was a lot of value in making the exterior plaza feel like an expansion of Shain Park.

- There was also a question as to whether it was determined if there was any way to get Merrill as a one way. Rebekah explained that The Community House would prefer to close off Merrill completely but that the Planning Director did not see this as a potential change in the next several years.

- Jaclyn asked about what flooring materials were being considered for the cafe area. She requested that it be slip resistant. Steve explained that any materials specified would be mindful of this concern.

- The next topic covered was the flooring at the vestibule, Steve suggested a pedigrig system and noted that it would need to be cleaned regularly.

- Missy asked when the Building Committee could expect a revised Cost Model, and Steve said that an updated one would be provided at an upcoming meeting. Jim was concerned about the cost comparison to what was previously proposed and Steve explained that the value of the additional space and the requirements of the enclosed ramp would drive the need for the additional expansion area.

- The next portion of the meeting was open for Public Comments:

- The first guest from the public was John Gardner who asked whether a site analysis had been done for the project and Steve had explained that it was in an earlier meeting with diagrammatic design proposals. John Gardner also asked whether the skylight addressed the previously proposed

concept of opening up the views to the 1927 building facade. Steve explained that it was considered and that this would be looked at in 3D models.

- The next guest from the public was Robert Ziegelman who explained that the previous architectural proposal was to open a skylight from the overhang at the street all the way to the facade, and he asked whether this was considered in the design process. Steve explained that while this had been considered, the concept to open up the view from within so that from street level coming up the grand staircase that the patrons would get an experiential view of the original building.

-The final guest from the public was David Bloom who asked about the elevations at the cafe and how that worked with the café. Steve explained that the cafe was at street level. David also asked whether it was considered to make the South wall operable to open up to the plaza as well as the west wall, and Steve explained that there were concerns with HVAC maintaining a comfortable state and elements/ critters/ getting into the library and causing issues for patrons and library staff. He noted that opening the expanse of the East wall was sufficient for the cafe. David Bloom then asked whether the library planned to charge rent for the cafe and suggested that part of the profits could go to the library. He also asked whether it could be designed to be self-serve in the case that there were no vendors interested. Steve explained that the idea was to make it flexible to accommodate either outcome.

-The next question from David Bloom was whether the limestone bands at the Birkets building were considered with the facade of the addition and said that he felt it was important to take the opportunity to pay homage to the Birkerts building by considering this. Steve said that he agreed and that this was certainly being considered with the design proposal.

David also asked if there could be shades at the meeting room to make it more multi-functional (i.e. room darkening for presentations and movies) and suggested that the shades could come up from the floor. Steve said that while this was an option it may not be a priority for the library.

- The final comments from David Bloom were regarding the Claudia Ireland room and the Circulation desk. For the Claudia Ireland room he was concerned that too much noise from teens would transfer into the grand hall. For the Circulation desk he asked whether Steve had considered that moving the circulation desk away from the circulation area might be problematic. Steve explained that relocating the teens to the Claudia Ireland room could be done with surveillance of staff, and that glass doors could be implemented to reduce noise levels. For the circulation desk Steve noted that it was by request of the circulation staff that it be relocated to a more prominent area closer to the new entrance and that there was no concern about work flow between spaces. Kirsten added that having a second circulation desk would only cause more problems- and that relocating it was a better move to address concerns of proximity to entrance.

2. Review Next Steps

- 3D Design
 - MCD will provide exterior 3D renderings at the upcoming meeting- incorporating all changes discussed in the meeting.
- Plaza + Lightning Design
 - Steve mentioned that the partnership with Grissim Metz Andriese and Illuminat would help to provide more informed decisions for the library addition.

- Develop Estimate of Probable Costs
 - Steve noted that an upcoming meeting was schedule with Frank Rewold and Sons to incorporate all changes discussed to create a revised Estimate of Probable Costs.

- 3. Next Building Committee meeting scheduled for November 17, 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.*



MEETING MINUTES

Time: 4:00 PM – 6:00 PM
Date: November 17TH, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Melissa Mark	Board President	BPL Building Committee
Frank Pisano	Board Vice President	BPL Building Committee
Jim Suhay	Board Member	BPL Building Committee
Rebekah Craft	Library 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
Elizabeth Phou	Teen Librarian	Baldwin Public Library
H Jennings	Head of Adult Services	Baldwin Public Library
Stephanie Klimmek	Head of Youth Services	Baldwin Public Library

AGENDA ITEMS

1. Review Latest Floor Plans

- The following items were discussed regarding the revisions to the design of the Main Level/ Street Level Proposed Plans:
 - Steve noted that the book drop would be at the new entrance and that a portion of the existing glass panels would remain and a new glass panel would be installed to create visual access to the book drop conveyor.
 - Steve noted that the addition's exterior materials are majority glass/ and noted that the East wall is operable and opens up 75%.
 - The cafe counter has been shown smaller per Jim's request at the previous meeting in order to minimize the footprint and make the collaborative space more open.

-Steve noted that the orientation of the Family Toilet Room was changed to be more narrow in order to increase visual access from the exterior plaza into the collaborative space.

- Steve explained that he contacted the book sorting company, Design Industry, and discussed the requirements for the relocation of the book sorting room and equipment. He noted that the incline of the conveyor would need to be at a 55-degree angle in order to bring materials 7' up to the book sorting room. Steve also explained that he met with the mechanical consultant and discussed the possibility of storing all mechanical units for the expansion in the storage room for the lower level meeting rooms, adjacent to the book sorting equipment. He also noted that because the storage room was currently used for meeting room chair storage that the majority of the chairs would be displaced and would need to be stored elsewhere. Rebekah said that she thought this was fine and that the majority of the time the chairs were not put away. Steve also explained that the mechanical ductwork system would go beneath the slab for the expansion. Kristen and Frank asked whether the new system could be tied into the existing, and Steve explained that it would be beneficial to have them connected, but that the location was ideal to store the mechanical units.

- Jim asked about how wide the nanawall at the cafe opened up and was concerned with the possibility of birds, insects, weather and debris coming into the cafe and Steve agreed that while it was a legitimate concern, he also explained that the majority of the time it could easily be closed off and that the nanawall system could be partially opened in order to mitigate the probability of this occurring. Jim was also concerned about the cost increase for HVAC with having the cafe/ collaboration area open- Steve said that while it would require more while it was open- it would only be opened for occasions.

-The next topic covered was the glass wall separating the after-hours area from the rest of the library. Steve explained that in the updated plan it was being relocated to the top of the stairs in order to close off the space without visually interrupting the openness of the cafe area. Additionally, it would minimize the need for a full height wall to stack the panels on along the ramp. He also noted that because the ramp wall was lower- there was some concern with patrons climbing over the wall and being able to access the library. He said if the glass stack remained at the entrance that it wouldn't fully close off the space. Steve also mentioned that the side door at the vestibule would no longer be required. Jim asked if it closed off access to the circulation desk and Steve said that it does. Jaclyn asked whether the 2 stop elevator could be closed off and Steve said that it could be shut off for specific events. Melissa asked about the cost difference between the 2 locations of the glass stack system and Steve said that the new location required a longer span which would cost more. He said MCD would look into the cost difference.

- Frank asked about the acoustics of the addition and whether the sound would carry to the rest of the library with all the hard surfaces and the space being more open. Steve said that while it would, MCD planned to incorporate sound absorption applications to the ceiling and other areas to minimize the sound levels. Additionally, he noted that the mechanical system would create white noise that would also help to reduce this issue.

- The new circulation desk will accommodate a 2-person service and the new hold storage cubbies behind the circulation desk provide more storage than the existing hold shelves.

-Steve explained the proposed skylight is approximately 14' x 40', has a glass structure, and is flush with the original facade of the 1927 building. Jim mentioned that the previous architects proposed a North/South skylight and asked why this was not being proposed. Steve explained that the location was based off of the

focus of opening up the roof along the facade and noted that it was also cost driven. Steve also added that it would eliminate the need for two of the existing columns. Jim asked about the material of the structure of the skylight as well as whether or not it was sloped and Steve said that MCD was proposing that it be glass and that it would be sloped. There was a question about whether there were any concerns about snow loads on the skylight and Steve explained that because the glass has a lower insulation level than a roof would so the snow would melt and clear away faster. Jaclyn mentioned that there was concern about the slate tiles from the original building roof falling onto the skylight, she also noted that the pitch sloped in the opposite direction of the skylight. Steve said that MCD would look into this, but that any skylight specified should be able to withstand large blows. He also suggested a mesh net along the roofline that would catch the slate so that it does not fall onto the skylight.

- The next topic covered was the architectural ceiling feature at the new study rooms. Steve explained that because there wasn't a lot of height variance available that this would depend on lighting to create interest. He also discussed the size of the study rooms and stated that they would be ideal for individual or tutoring spaces. Jim asked why the study rooms did not extend more to the North and Steve explained that MCD did not want to crowd the colonnade and the staircase and Jim said that was fine. Kristen asked about ventilation for the new study rooms and Steve said that they would have their own supply and return.

- Rebekah explained that she reached out to the teen librarian and that relocating the teen space to the Claudia Ireland room was no longer an option. She said that instead the staff was planning to relocate to the Northwest corner of the adult reading area in the Birkerts building. Elizabeth noted that it would be ideal to have big tables for group study, lots of power supply, and a relative level of privacy. She also added that having study rooms specifically for teens would be useful. It was suggested that new study rooms could be added to the Claudia Ireland room so that the existing ones could be reallocated for the teen area. Rebekah explained that the library may need to relocate some stacks and shelves for the adult reading collection- however that this could be relocated to the Grand Hall since the large print collection was being relocated.

- Kristen asked where the Hot Picks shelving would be relocated- Steve and Dianne said that they were still looking into a way to seamlessly reintroduce this at the new entrance below the skylight without distracting from the original facade.

2. Review Exterior 3D Design

- The next portion of the meeting was a presentation and discussion of the five exterior renderings:
 - Steve began presenting the 3D renderings and discussing the overall aesthetic as well as materials proposed. He also noted that the proportions were based off the LZG addition and that the color of the trim, roofline and glass tint were related to the Birkerts addition.
 - Jim asked if the Baldwin Public library signage on the curve of the Birkerts building be included in the future renderings and Steve said that it would be. Steve also noted that additional signage would likely be added to augment the existing signage.
 - Steve noted that sculptural artwork was shown above the vestibule in the renderings and that MCD was proposing that this could either be a fixed or seasonal installation and that accent lighting could be provided for this space.
 - Steve explained that light colored slender concrete walls were being proposed with a smooth architectural finish for the ramp wall.

- Jim expressed concern that the new entrance looked like a fourth building, and said he felt that it should look more similar to the Youth Room addition. The library staff and Frank commented that they disagreed, and felt that it was a seamless transition between the two existing buildings. Steve also commented that the intention was to utilize aspects of the existing architecture to create visual connection, while providing a distinct new entrance point. There was a discussion about the finishes of the addition and whether they should more closely match the LZG building; Jim commented that he felt that they should be more complementary.

- Jim had a question about the glass and whether shades were considered. Steve said that while shades were being considered, other options such as fritted glass were also being considered. Steve also noted that whatever option selected would be reflected and considered in the design process and included in the estimate of probable costs. Kristen asked if glass tinting would provide more shade and reduce heat gain, and Steve said it would, but that it would not be a big difference. Rebekah commented that the glass tinting in the Birkerts addition and the Youth Room addition is different.

-Melissa asked about the artwork shown above the ramp and Steve explained that it was currently on the backside of the spandrel glass on the back wall of the existing toilet rooms. He said that this provided a potential exhibit space.

- There was a question about the existing columns under the curve and whether those would remain and Steve said that they would have to stay but that MCD was proposing that the limestone bands be removed to reduce the physical and visual space taken up by the columns. He also mentioned that the columns would need to be extended down anyway, because they were currently embedded in the stair that was being demolished.

- Frank asked whether there were any concerns with the vending/cafe equipment being too tall/unsightly and Steve explained that MCD was proposing to keep all cafe equipment low.

-Melissa asked whether the Glen Michaels artwork would be visible from the new entrance and Steve explained that since it was remaining in the same location that it would only be seen from the main level at the stair.

- Steve explained that the bench at the LZG building was being wrapped around along the plaza, but that MCD was proposing that this would be floated and that lighting would be installed at the underside.

- The Marshall Frederick Statue in the existing planter was discussed and it was determined that Rebekah would check to see if this could be relocated to the West side of the new entrance. Kristen also suggested that this could be relocated to its original location outside the youth room. Rebekah said that she would let Steve know in the next few days whether they wanted this to remain in the plaza as an accent. Additionally, it was noted that the flagpole was a donation and that it would need to remain at the plaza.

- Melissa wanted to know if there would be a walkthrough video. Steve said that MCD was not planning on it, however that MCD would look into including one.

3. Review Exterior 3D Design

- Interior 3D
 - MCD will provide exterior 3D renderings at the upcoming meeting- incorporating all changes discussed in the meeting as well as proposed finishes and furniture and renderings of the interior spaces.

- Plaza + Lightning Design
 - Steve mentioned that Grissim Metz Andriese and Illuminart were working on plazas and lighting design and that all proposed design concepts would be included in the upcoming meetings.
 - Develop Estimate of Probable Costs
 - Steve noted that Frank Rewold and Sons was revising the Estimate of Probable Costs and that changes from the meeting would be included and that the data would be provided at the upcoming meeting.
4. Next Building Committee meeting scheduled for December 1, 2021 4:00PM
- Rebekah will get in contact with MCD in the upcoming weeks to determine whether the next meeting will be held virtually or in person.
 - Jim requested that an additional meeting take place between the December 15th meeting and the January 12th meeting- preferably between Christmas and New Years- and Rebekah said that this could be determined closer to that time.

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



MEETING MINUTES

Time: 4:00 PM – 6:00 PM
Date: December 1st, 2021
Location: Via Zoom

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Frank Pisano	Board President	BPL Building Committee
Jim Suhay	Board Member	BPL Building Committee
Rebekah Craft	Library 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
Leah Klynstra	Designer	Merritt Cieslak Design
Jason Rewold	President	Frank Rewold & Sons
Matthew DeSchutter	Estimator	Frank Rewold & Sons

AGENDA ITEMS

1. Intro FRS
 - The meeting began with Steve giving an introduction to Jason and Matt from Frank Rewold and Sons and Leah Klynstra from Merritt Cieslak Design.
 - FRS then provided an overview to where they were at in the estimating process and what they would be discussing based off of the details presented by MCD.
2. Review Latest Floor Plans and Plaza Plans
 - The next portion of the meeting was a presentation and discussion of the latest adjustments to the floor plans and the proposed plaza plans:
 - Steve began by reviewing the changes made to the floor plan. He then transitioned into the plaza plan and how it is incorporated into the floor plan.
 - Jim asked if there was a particular reason for using grasses in the planter along the South sidewalk as opposed to shrubbery and Steve explained that the intent was to incorporate native grasses as native plants were requested in the RFP.
 - Jim asked if the hold shelf cubbies were self-serve or staff served and Steve

explained that they were self-serve, as requested by the circulation staff.

- Jim asked if the book drop was still going to be relocated to the south side along the new entrance and Frank added that he thought it was only if Merrill was going to be turned into a one-way street. Steve explained that because the book drop at the entrance was being relocated closer to the street- that the one along Bates Street would remain in the same location unless Merrill was changed into a one-way street in the future. Jim asked if there were plans to talk to the city about the one-way and Frank noted that it would still be a passenger side book drop. Rebekah said that she would talk to the Chief of Police to discuss this.

- Frank asked about the large print area and whether the space provided was enough to accommodate the collection size. Steve explained that MCD had reached out to Rebekah for the large print collection size and had accounted for the space by relocating other collections.

- Kristen asked whether the glass wall adjacent to the grand stair would be floor to ceiling and Steve said that it would and that it would help to create an acoustic barrier between the spaces and Kristen said that was good.

3. Review Exterior and Interior 3D Design Renderings

- Steve began by reviewing the updated renderings for the exterior.

- Steve noted that MCD was proposing to relocate the existing exterior “Baldwin Public Library” signage.

- There was a clarification about the renderings and whether the existing vestibule skylight would remain intact and Steve said that it would.

- Jim noted that the changes to the proposed new glass more closely resembles the existing adjacent glass and that he felt this was a positive revision.

- Frank asked whether the bike racks had been considered and Steve explained that MCD felt that the best place for this would be to the left of the new entrance which would require the retaining wall and grade to be reworked.

- Kristen asked whether MCD had any concern about matching the new limestone with the existing, and Steve said that while MCD had considered this, measures would be taken to make sure that the limestone would match as closely as possible.

- Ron asked a question of the library staff about whether they felt that the open wall at the east end of the collaboration/cafe area was an important feature to consider moving forward and noted that there was previous concern expressed about potential issues with critters. Steve added that in order to mitigate this an air curtain could be utilized. Jim said that he felt that it was an issue and Rebekah added that the request initially came from a resident and Rebekah suggested a glass wall with a door. Steve asked whether the library would want something that could remain open and Jim suggested a pivot or sliding door in a glass wall. Steve said that MCD would look at options to address these questions.

- Steve then moved on to presenting the interior renderings.

- Steve noted that all millwork shown was a work in progress and all comments and input from the meeting would help to refine the design.

- While reviewing the rendering titled ‘View towards Information Desk’ Jim asked whether the existing stair was being reused and Steve said that it was an entirely new staircase. Steve also noted that the materials for the circulation desk millwork were based off of the existing materials used in millwork throughout the library.

- While reviewing the rendering titled 'View from Adult Area', Jim asked whether the work from the previous phases has been considered and Steve noted that it was and that all recent flooring installed that MCD would like to keep intact.

- While reviewing the rendering titled 'View Towards Grand Hall', Jim asked whether the ceiling was higher and Steve noted that because of the proposed ceiling feature and small amount of ceiling height available that it may be more beneficial to maintain the height but refine the look and finish of the ceiling. Jim added that he liked the ceiling feature.

- While reviewing the rendering titled 'View from Grand Hall,' Jim expressed concern about the white board paint application proposed and suggested a conventional white board. Steve explained that this paint could be redone relatively easily and refreshed as needed. Kristen asked what paint finish would be used for the study rooms and Steve said something cleanable. Jim said that he was unsure about whether the white board wall was a good idea or not. Rebekah also noted that the grand Hall carpet was all new and that what was shown in the rendering is what was previously shown.

- The meeting then transitioned into a question/comment portion to discuss any overall concerns.

-Jim asked whether MCD was concerned about the skylight and the possibility of leaks/ falling and expenses. Steve said that while cost was definitely a factor, the specified system would be highly scrutinized.

- Kristen said that she liked the skylight because it provided so much daylight and also eliminated some columns. She added that several of the staff members loved the skylight.

- FRS commented that the skylight may be included with several options such as size because it would be very expensive.

- Kristen asked whether the glass wall between the existing stairwell to the lower level and the new stair would have the tinted glass or a clear glass. Steve said that the design intent was to maintain the existing tinted glass.

- Rebekah suggested that the hot picks be relocated to the back of the wall behind the circulation desk, and using the shown 'hot picks' kiosk as a display stand.

-Rebekah noted there was a donor wall adjacent to the existing elevator wall with plaques and Steve noted that if they needed to be relocated that MCD would find a new location for them.

-Rebekah asked whether the outdoor tables could have power in them and Steve said that they could as well as power outlets and USB ports in the furniture as well power along the new bench wall.

4. (FRS) Discussion of Cost Estimate

- The next portion of the meeting was led by FRS with a discussion of the cost estimate and with an explanation of how a schematic design level estimate is developed.
 - The first thing noted was that a schematic design level cost estimate requires the conversation of which items might need to flex, be replaced or removed.
 - Matt and Jason then explained that today's inflationary climate is taken into consideration in order to revise the list. Jason also noted that factors such as labor shortage and material distribution would play a role in cost increases. Additionally they noted that there was a year to date inflation of 25% and that the local and

global economy changes between now and when construction begins need to be considered early on so that they move forward with a clear indication of cost.

- Jim asked whether the cost estimate would be provided as a bottom line or line by line and Jason explained that it would be provided to share the varying options. Steve also noted that FRS was aware of the budget and would be honest with what the cost limitations would be based on what was shown in the plans and renderings. Jim added that he felt it was critically important that the library and board had an obligation to bring in the cost at the approved budget.

5. Next Building Committee meeting scheduled for December 15, 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.*

December 2021 Policy Committee Report

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

- The Committee reviewed and edited the Collection Development & Maintenance Policy, as provided by Megan Novak and Syntha Green.
- The Committee reviewed and edited the Social Media Policy, as provided by Jaclyn Miller, Jen Hassell, and Caroline Salucci.
- The Committee reviewed and edited the Staff Development Policy, as provided by Rosemary Isbell, Mick Howey, and Josh Rouan.
- The Committee reviewed and edited the Meeting Room Policy, as provided by Jaclyn Miller and Robert Stratton.

The Policy Committee recommends that the Library Board approve updates to the the Staff Development Policy, as submitted. The Collection Development & Maintenance Policy, Social Media Policy, and Meeting Room Policy will be reviewed after guidance from the City Attorney.

The next meeting of the Policy Committee will take place on Thursday, January 27, 2022 at 9:30 a.m.

Staff Development Policy

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

Purpose:

The Baldwin Public Library (BPL) realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs and conference attendance.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both BPL the Library organization and to the public it serves.

Annually the Baldwin Public Library BPL strives to will offer an educational training day each year for all staff, organized around current library needs. All staff are encouraged to attend. This is a mandatory training session. Periodically Department and all-staff meetings will be regularly scheduled for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Board of Directors will request that the Baldwin Library Trust pay out-of-state travel expenses for continuing education programs.

The Library Director will collect recommendations from Department Heads for conference attendance during the budget process. Those recommendations will be incorporated into the general budget. All professional development support for training and conferences is predicated on the availability of funding and can be decreased at any given time during a fiscal year due to a Library BPL budget decrease or to a change of budget priorities.

The There are two basic types of staff development include:

- Training -These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills, or to learn current techniques.
- Continuing Education -These are professional activities necessary to implement library strategic planning and to develop a the library vision for future operations.

BPL Library staff who attend conferences will be expected to give a summary report and to share the information gained with other department members. Management and supervisory staff will incorporate the information into in-house training programs. This concept is commonly known as "train the trainer."

Guidelines for Attending a Conference or Training Session:

1. Prior approval must be received before attendance at any training session or conference.
2. Attendance at any outside training session or conference within the state of Michigan must be approved by the **Executive** Director on recommendation of the Department Head.
3. Attendance at any national training session or conference outside the State of Michigan must be approved by the Board of Directors.
4. **Employee-paid travel to a conference or workshop does not need approval aside from time off requests necessary for travel.**
5. **If staff interest for a conference or workshop is greater than the amount budgeted for professional development, the Director will select which staff members are eligible to attend.**

There are two basic types of Travel:

- *Administrative Travel* – Travel by staff for the purpose of conducting general library business. (e.g., attendance as official representative of **BPL the Library** at meetings of associations, other organizations, etc.).
- *Non-Administrative Travel* – Travel to a conference to present a session, to participate in a panel discussion, to serve as an elected/appointed officer or committee member of a professional library or scholarly organization or attendance to broaden a staff member’s perspective and to stay abreast of developments in the library field. This also includes travel to participate in workshops, institutes, seminars, etc. in order to promote, improve, or enhance job-related skills.

Scope of Travel

- In-State Travel – Travel within the state of Michigan.
- Out-of-State Travel – Travel outside the state of Michigan but within the United States.

Procedures for Applying for Reimbursement ~~of staff development expense:~~

Initiating travel request - Whether initiated by the Library Administration or by ~~a the~~ staff member, ~~the individuals~~ must obtain ~~and complete the Request for Leave Form and the City of Birmingham Advance Expense And/Or Final Expense Report as soon as you are aware~~ written approval from their Department Head as soon as they become aware of a conference, meeting, etc. that ~~you they~~ would like to attend. ~~These reports are available in the Library Administration Office or on the Library Blog. You should answer all information on the form and give estimated costs; then it must be approved by your supervisor.~~

~~The Request for Leave Form and the City of Birmingham Advance Expense And/Or Final Expense Report are then submitted to the Library Director for approval.~~

~~Final Approval—A copy of the Request for Leave Form and the City of Birmingham Advance expense City of Birmingham Advance Expense And/Or Final Expense Report will be returned to the requesting staff member as soon as possible after a decision is made, indicating:~~
a. ~~approval of funding and amount approved~~
b. ~~request denied and an explanation of reason for denial.~~

Travel requests for out-of-state travel must be submitted to the Library Board of Directors for Board approval.

Reimbursement

- ~~• Within one week of the staff member's return, all "original" receipts for expenditures should be submitted to the library bookkeeper. The library bookkeeper will then prepare a voucher form to be expedited in the normal manner and in accordance with the purchasing guidelines. Receipts that are not submitted in a timely manner may lose their eligibility for reimbursement. As soon as possible upon their return, the staff member should fill out the City of Birmingham Advance Expense and/or Final Expense report, and submit it along with all itemized receipts to the Bookkeeper. The Bookkeeper will then prepare a check for the individual. Note that checks cannot be issued immediately as they must first be approved by the Library Board.~~
- ~~Original~~ Receipts must be submitted for the staff member to receive reimbursement. Only photocopies of registration forms and personal checks used in place of receipts will be accepted. ~~If you cannot supply a receipt, your expense will not be reimbursed.~~ Receipts that are not submitted within 15 work days may lose their eligibility for reimbursement.

Prepayment Payment

- ~~BPL The Library~~ will only ~~pre-pay in advance for~~ an event registration, ~~pre-conference,~~ etc. ~~if a registration form or invoice is submitted one or more months prior to the event with approval from the Director.~~

Additional Savings Opportunities

Staff ~~should~~ shall take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

Transportation

- Personal Automobile – ~~BPL The Library~~ will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Directors may adjust this amount in the event of a ~~BPL Library~~ budget decrease. When two or more staff ~~members~~ attend the same event by personal automobile, staff ~~members~~ are expected to carpool unless a justifiable reason prevents it. When two or more staff ~~members~~ travel together, only ~~the staff member who drove their vehicle one~~ will be reimbursed for the mileage allowance. ~~The Library maintains a fixed mileage chart that will be used to calculate mileage to typical locations for library meetings. This chart is available in the Administrative Office and on the Internal Library Blog.~~

- Air Travel – It is expected that staff members will have their ~~airlines-reservation flight~~ arrangements made through a ~~designated staff member the Library Administration Office~~. If ~~the staff members make is-making his-or-her their~~ own reservations, the ~~passenger receipt coupon-portion of the airline ticket is the accepted form of receipt email confirmation from the airline is the accepted form of receipt~~. Reservations should be made for economy class fare. Reimbursement for business, first-class, ~~or other equivalent~~ airfare is not allowed.
- Other forms of transportation (Railroads, Buses, etc.) – These forms of transportation are allowed but should not exceed the commercial airfare that would be reimbursable for the same trip.
- Rental Automobile – A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

Ground Transportation

Costs for local transportation to and from destinations will be reimbursed. Transportation between the staff member's hotel and meeting sites will also be reimbursed ~~if not within walking distance~~. If free shuttles are available, staff member should use this mode of transportation ~~in lieu of paid transportation~~.

Lodging

- The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.
- ~~Movies, exercise facilities, or other forms of entertainment are not reimbursable Library travel expenses.~~

Meals

Library staff members are expected to make reasonable selections when ordering meals. The Library does allow a per diem for meals and non-alcoholic beverages of ~~\$75.00 50.00~~ per day. In cities, where the cost-of-living is deemed higher, an increase of \$10 - \$20 will be allowed on a case-by-case basis. Charges for alcohol are not eligible for reimbursement.

Parking Fees

- Reasonable and necessary costs for automobile parking will be reimbursed.
- The least expensive parking at the airport is ~~required preferred~~ unless there is a physical or business reason to justify an exception.

Tips

~~Reasonable and necessary~~ Tipping will be reimbursed. The amount of the tip should not exceed 20% of total meal cost, ~~excluding charges for alcohol~~.

Telephone Calls

Staff Development Policy adopted by the BPL Board November 21, 2005. Updated December 20, 2021.

Calls associated with the trip will be reimbursed but should be kept at a minimum if there is a charge.

WiFi

If free wifi is not available, wifi charges associated with the trip will be reimbursed, but should be kept at a minimum.

Miscellaneous

- Other expenses will be reimbursed if determined to be reasonable and necessary and if supporting receipts, documents, etc. are provided as set forth in the above guidelines.
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November 2021 Strategic Planning Committee Report

The Baldwin Public Library Board's Strategic Planning Committee met on Wednesday, November 17 at 9 a.m. in the Delos Board Room. Jim Suhay, Karen Rock, Rebekah Craft and Jaclyn Miller were present.

The Focus Groups results were generally reviewed, and will be discussed in depth at the next meeting during the SWOT analysis.

The Committee reviewed the purpose and development of:

- Mission Statement - What type of organization we are, who we serve
- Vision Statement - What we want to become
- Core Values - Basic beliefs of the organization

The Committee reviewed the prior 3 year and long-term vision for the Library.

The Committee developed an updated Mission Statement draft:

The Baldwin Public Library in Birmingham, Michigan enriches lives by providing opportunities and resources for everyone to learn, connect, and discover.

The Committee developed an updated Long Term Vision draft:

Option 1: The BPL will be an essential part of the community and the first choice for access to learning, cultural, intellectual, and recreational opportunities.

Option 2: The BPL will be an essential part of the community and the first choice for access to informational, educational, cultural, and recreational pursuits.

The Committee revised the Core Values. A few definitions will be refined:

- Intellectual Freedom - Providing unfettered access to all points of view
- Equitable and Inclusive Access - Offering a wide variety of diverse resources for everyone (tentative)
- Education and Lifelong Learning - empowering individuals personally and professionally by facilitating the acquisition of credible and viable information
- Innovation - Anticipating changing customer needs with creative, relevant, and timely service (tentative)
- Welcoming Environment - Ensuring a respectful and safe space
- Integrity - Demonstrating responsible stewardship, transparency, ethical behavior, and honesty
- Collaboration - Meeting community needs by working together, offering assistance, and seeking input (tentative)
- Commitment to Excellence: Delivering high level quality service in all we do

The Committee will meet next on December 10, 2021 at 1:30pm. in the Delos Board Room.

December 2021 Strategic Planning Committee Report

The Baldwin Public Library Board's Strategic Planning Committee met on Friday, December 10 at 1:30 p.m. in the Delos Board Room. Jim Suhay, Karen Rock, Rebekah Craft and Jaclyn Miller were present. Assistant to the City Manager Melissa Fairbairn attended via Zoom.

The Committee reviewed the Mission Statement, Vision Statement, and Core Values. The tentative updates are listed below.

Mission: The Baldwin Public Library in Birmingham, Michigan enriches lives by providing opportunities and resources for everyone to learn, connect, and discover.

Vision: The BPL will be an essential part of the community and the first choice for access to cultural, recreational, and learning opportunities.

Core Values:

1. **Intellectual Freedom** - Providing unfettered access to all points of view
2. Option 1: **Equity, Diversity, and Inclusivity** - Providing everyone high quality access to diverse resources
Option 2: **Equitable and Inclusive Access** - Offering a wide variety of diverse resources for everyone
3. **Education and Lifelong Learning** - Empowering individuals personally and professionally by facilitating the acquisition of credible and viable information
4. **Innovation** - Anticipating changing customer needs with creative, relevant, and timely offerings
5. **Welcoming Environment** - Ensuring a respectful and safe space
6. **Integrity** - Demonstrating responsible stewardship, transparency, ethical behavior, and honesty
7. **Collaboration** - Meeting community needs by working together, seeking input, and offering assistance
8. **Commitment to Excellence** - Delivering high quality service in all we do

Suhay gave the Committee a short presentation on SWOT Analysis. Then the Committee categorized the SWOT compiled from the Community Survey, two Focus Groups, Management Focus Group, and Staff Survey into the following categories:

- Services & Programs
- Financial
- Personnel & Organization
- Facilities
- Diversity, Equity & Inclusion
- Technology
- Community Outreach & Partnerships
- Competition

The Committee identified three core competencies that the Library will work to strengthen. They include programs and services, customer service, and funding. The Library will work to create a strategic competitive advantage in the competency of customer service.

The Committee then developed six Key Strategic Goals:

1. *Programs & Services*
Adapt programs and services to meet the needs of the changing population
2. *Facility*
Create a welcoming, safe, and accessible building that meets our patron needs
3. *Diversity & Equity*
Provide and promote equitable and inclusive resources and opportunities for all populations
4. *Community Outreach & Partnerships*
Develop and strengthen BPL connections in the community
5. *Personnel & Organization*
Train, empower, and equip staff to provide innovative programs and services
6. *Financial*
Maintain and improve financial health

Note that technology is incorporated into all of the above strategic goals. SWOT items relating to competition will be incorporated into the sub-goals of each of the strategic goals.

The Committee will meet next on January 5, 2022 at 9:30 a.m. in the Delos Board Room.

SWOT Analysis – Baldwin Public Library Strategic Planning Process

Feedback compiled from:

- Community Survey
- 2 Community Focus Groups
- Management Team Focus Group
- Staff Survey

Strengths

- Customer service and friendliness
- Funding for a strong collection, technology, innovation, flexibility and responsiveness to patron requests, building updates, staffing
- High level of personal engagement with patrons
- Long-term, dedicated, and enthusiastic staff with healthy work-life balance. Every staff member is trusted and encouraged to contribute
- Creativity
- Patron loyalty
- Hours of service: one of the few libraries in the area open 7 days a week, year round
- Facility: historical and modern touches, beautiful place to visit
- Curbside pickup
- Idea Lab
- Youth Department: many programs for kids (more than most libraries in our area)
- Friendly and nurturing atmosphere
- Beautiful environment with lots of light in the Birkerts wing and Youth room
- Flexibility and adapting to changes with creative solutions and ideas
- Environment: welcoming and comfortable
- Children’s Programming
- Collection: good selection of quality materials
- Community partnerships
- Ease of use
- Location in the heart of downtown Birmingham
- Online resources: depth and variety
- Branding and consistent design of library marketing materials

Weaknesses

- Accessibility
- Parking: availability, cost, distance from parking garage to building, lack of quick pick up spots
- No drive up window
- Location and size restraints (limited size for collection and expansion)
- Dropbox location is not ideal
- Exterior lighting
- No specifically dedicated quiet zone
- Lack of diverse programs (we don't know what we don't know) and we need to be careful about speaking for a community vs. educating about a culture
- Staffing benefits: pay for non-professional staff, no clear plan for investing in staff training, lack of ongoing training, no direct funding for diversity initiatives
- Not enough shelf space to keep an expansive collection of physical materials
- Website is not intuitive or user-friendly
- Diversity of staff
- Cleanliness of restrooms
- Hours: expand weekend hours
- Advertising of library services and programs
- Collection: too many print materials, not enough e-materials OR too few print materials and too many e-materials
- Programming: add more materials for seniors (caregiver assistance, memory care, etc.)
- Add more services for those with special needs
- Online catalog is difficult to use

Opportunities

- Community involvement
- Community conversations: promote civility and ethical decision making
- Community hub: Libraries are open to everyone and connection can happen without an ulterior motive.
- Community connections: set out chess boards or backgammon tables so people can sit down and play, offer book clubs in cozy rooms on couches
- Library as a destination: become a community hub
- Collaborate with other non-profits
- Programming: offer programs for all ages, interactive programs to meet others, non-book related discussion groups, acoustic performers in the cafe
- Marketing: change messaging around programs to welcome new people
- Training: offer asynchronous computer classes
- Media Literacy: Offer tutorials about verifying sources on websites and social media, especially around election time
- Website: allow for easier browsing, make it easier to navigate between events calendar and catalog
- Communication: spread the word about our services
- Diversify programming
- Highly educated patron base with high standards from the organization
- Volunteer engagement and empowerment
- Develop partnerships with other Woodward Corridor libraries

- People are coming to BPL for help and service and bypassing the services from their own libraries
- Create an accessible entrance
- Update the teen area
- Create more short-term, free parking spots
- Develop a library of things
- Programming for seniors
- Purchase a Bookmobile to deliver weekly services to preschools, senior centers, and apartment complexes in our greater service area
- Reaching non-users
- Help teens to develop a passion for wanting to be a part of the library
- Stay relevant to people who are young working professionals without children
- Promote staff's ability to troubleshoot tech issues
- Café space: offer laptops for patrons without computers to check out and use in a spot different than the computer lab
- Offer co-working spaces
- Increase the size of the Idea Lab
- Highlight the purchase suggestion option more on website
- Better utilize meeting rooms
- Create a welcome wagon type program to introduce people new to the area to the library
- Outreach programs at the Farmers Market
- Add a media lab for recording videos and podcasts
- Provide a notary service
- Offer more social services resources (e.g., housing, employment, legal, health care/insurance, senior services, etc.
- Customer service: fully listen to the patron's request before sending them off to a new, potentially incorrect, person for assistance.
- Make more of the building available for public use (when not in use for programs)
- Offer after hours pickup of materials
- The need to be a true community resource for factual information and assistance in these times of political rhetoric and disinformation
- Online and in person wayfinding
- Focus on environmental consciousness
- Increase/enhance civic engagement
- Present programs in a variety of formats (asynchronous, virtual, in person, hybrid)
- Improve diversity and inclusion initiatives
- Demonstrate relevance

Threats

- Censorship
- Cyber security
- Pandemic
- Funding
- National economics
- Physical threats due to active shooters
- Affluence in the area: we are not needed as much as a library in a less affluent area might be
- Staff burnout
- Unpredictable behaviors from patrons
- People, especially younger people, are not reading as much because technology/screens are more prevalent
- Attention spans are shortening
- Competition with other online platforms: Spotify, Audible, streaming TV
- Publishing industry control of ebook pricing
- Aging population
- Social inequality
- Online digital alternatives that are easier to use
- Streaming services that do not release content for libraries
- Lack of understanding about all that libraries can do and offer the public
- Patrons not accepting that libraries are community spaces
- Fast growth of technology
- Social media pranks that damage property
- Political divisions
- Anti-intellectualism
- Relevance

OPPORTUNITY:
Community hub: Libraries are open to everyone and connection can happen without an ulterior motive

OPPORTUNITY:
Highlight the purchase suggestion option more on website

OPPORTUNITY:
Communication: spread the word about our services

Weakness:
Relevance

OPPORTUNITY:
Website: allow for easier browsing, make it easier to navigate between events calendar and catalog

OPPORTUNITY:
Library as a destination: become a community hub

COMMUNITY OUTREACH & PARTNERSHIPS

OPPORTUNITY:
Community connections: set out chess boards or backgammon tables so people can sit down and play, offer book clubs in cozy rooms on couches

OPPORTUNITY:
Increase/enhance civic engagement

OPPORTUNITY:
Community involvement

STRENGTH:
Highly educated patron base with high standards from the organization

OPPORTUNITY:
Marketing: change messaging around programs to welcome new people

OPPORTUNITY:
Create a welcome wagon type program to introduce people new to the area to the library

OPPORTUNITY:
Collaborate with other non-profits

STRENGTH:
Branding and consistent design of library marketing materials

OPPORTUNITY:
People are coming to BPL for help and service and bypassing the services from their own libraries

OPPORTUNITY:
Stay relevant to people who are young working professionals without children

OPPORTUNITY:
Reaching non-users

OPPORTUNITY:
Demonstrate relevance

THREAT:
Online digital alternatives that are easier to use

THREAT:
Competition with other online platforms: Spotify, Audible, streaming TV

THREAT:
Lack of understanding about all that libraries can do and offer the public

THREAT:
Streaming services that do not release content for libraries

THREAT:
Relevance

THREAT:
Affluence in the area: we are not needed as much as a library in a less affluent area might be

THREAT:
Attention spans are shortening

STRENGTH:
PATRON LOYALTY

COMPETITION

OPPORTUNITY:

Purchase a Bookmobile to deliver weekly services to preschools, senior centers, and apartment complexes in our greater service area

OPPORTUNITY:

Improve diversity and inclusion initiatives

WEAKNESS:

Diversity of staff

WEAKNESS:

Lack of diverse programs (we don't know what we don't know) and we need to be careful about speaking for a community vs. educating about a culture

DIVERSITY, EQUITY & INCLUSION (DEI)

THREAT:

Political divisions

THREAT:

Social inequality

THREAT:

Anti-intellectualism

OPPORTUNITY:
Add a media lab for recording
videos and podcasts

OPPORTUNITY:
Present programs in a variety of
formats (asynchronous, virtual,
in person, hybrid)

OPPORTUNITY:
Promote staff's ability to
troubleshoot tech issues

OPPORTUNITY:
Increase the size of the Idea Lab



STRENGTH:
Idea Lab

TECHNOLOGY

THREAT:
Cyber security

THREAT:
Fast growth of technology

WEAKNESS:
Online catalog is difficult to use

FACILITIES

THREAT:

Social media pranks that damage property

THREAT:

Physical threat due to active shooters

Weakness:

Location and size restraints (limited size for collection and expansion)

Weakness:

Cleanliness of restrooms

Weakness:

Not enough shelf space to keep an expansive collection of physical materials

Weakness:

No specifically dedicated quiet zone

Weakness:

No drive-up window

Weakness:

Dropbox location is not ideal

Weakness:

Exterior lighting

Weakness:
Accessibility

STRENGTH:

Facility: historical and modern touches, beautiful place to visit

STRENGTH:

Beautiful environment with lots of light in the Birkert's wing and Youth Room

STRENGTH:

Location in the heart of downtown Birmingham

FACILITIES cont.

OPPORTUNITY:
Online and in person wayfinding

OPPORTUNITY:
Make more of the building available for public use (when not in use for programs)

OPPORTUNITY:
Update the teen area

OPPORTUNITY:
Café space: offer laptops for patrons without computers to check out and use in a spot different than the computer lab

OPPORTUNITY:
Offer after hours pickup of materials

OPPORTUNITY:
Create more short-term, free parking spots

OPPORTUNITY:
Create an accessible entrance

OPPORTUNITY:
Offer co-working spaces

STRENGTH:
Beautiful environment with lots of light in the Birkert's wing and Youth Room

STRENGTH:
Location in the heart of downtown Birmingham

STRENGTH:
Facility: historical and modern touches, beautiful place to visit

PERSONNEL & ORGANIZATION (P&O)

OPPORTUNITY:
Volunteer engagement and empowerment

STRENGTH:
Retention and attracting candidates

STRENGTH:
Friendly and nurturing atmosphere

STRENGTH:
Long-term, dedicated, and enthusiastic staff with healthy work-life balance. Every staff member is trusted and encouraged to contribute

STRENGTH:
Flexibility and adapting to changes with creative solutions and ideas

Weakness:
Staffing benefits: pay for non-professional staff, no clear plan for investing in staff training, lack of ongoing training, no direct funding for diversity initiatives

THREAT:
Staff burnout

THREAT:
Unpredictable behaviors from patrons

OPPORTUNITY:

Better utilize meeting rooms

WEAKNESS:

Hours: expand weekend hours

WEAKNESS:

Collection: too many print materials, not enough electronic materials OR too few print materials and too many electronic materials

STRENGTH:

Funding for a strong collection, technology, innovation, flexibility and responsiveness to patron requests, building updates, staffing

FINANCIAL

THREAT:

National economics

THREAT:

Publishing industry control of ebook pricing

THREAT:

Funding

SERVICES & PROGRAMS (S&P)

Weakness:
Add more services for those with special needs

Weakness:
Programming: add more materials for seniors (caregiver assistance, memory care, etc.)

THREAT:
Pandemic

THREAT:
Aging population

STRENGTH:
Collection: good selection of quality materials

STRENGTH:
Hours of service: one of the few libraries in the area open 7 days a week, year round

STRENGTH:
Children's Programming

STRENGTH:
Youth Department: many programs for kids (more than most libraries in our area)

STRENGTH:
Customer service and friendliness

STRENGTH:
Creativity

STRENGTH:
Environment: welcoming and comfortable

STRENGTH:
High level of personal engagement with patrons

STRENGTH:
Online resources: depth and variety

STRENGTH:
Ease of use

SERVICES & PROGRAMS (S&P) cont.

OPPORTUNITY:

Offer more social services resources (e.g., housing, employment, legal, healthcare/insurance, senior services, etc.)

OPPORTUNITY:

Customer service: fully listen to the patron's request before sending them off to a new, potentially incorrect, person for assistance

OPPORTUNITY:

Media Literacy: offer tutorials about verifying sources on websites and social media, especially around election time

OPPORTUNITY:

Diversify programming

OPPORTUNITY:

Training: offer asynchronous computer classes

OPPORTUNITY:

Develop a library of things

OPPORTUNITY:

The need to be a true community resource for factual information and assistance in these times of political rhetoric and disinformation

OPPORTUNITY:

Programming for seniors

OPPORTUNITY:

Provide a notary service

OPPORTUNITY:

Community conversations: promote civility and ethical decision making

December 2021 Personnel Committee Report

Karen Rock and Jennifer Wheeler have met virtually and in person to plan for the Director's annual evaluation. As part of the evaluation process, evaluation forms were emailed to the following people to collect feedback on Craft's performance throughout the year:

- Director Craft's direct reports, including members of the Library's management team and administration department, and the Idea Lab supervisor
- each Board member
- Director Craft

All evaluation forms were returned to Rock and Wheeler. The forms will be compiled and feedback will be shared with Craft at her upcoming evaluation. The Director's evaluation will be conducted annually as part of the employment contract.

A special meeting of the Library Board will be held on Wednesday, January 12, 2022 at 6:30 p.m. The purpose of the meeting will be to conduct an annual review of Library Director Rebekah Craft.

December 2021 Outreach Committee Report

The Outreach Committee met in the Director's Alcove on Monday, December 13, 2021 at 3:00 p.m. Present were Melissa Mark, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

Library staff identified 5 main groups to focus on outreach efforts and developed a list of 80 organizations to contact.

The Committee reviewed the marketing mailer to advertise Baldwin Programs and Services. The outside "folder" contains information about the Library. The inside insert will contain specific information targeted towards five different groups, including seniors, commercial businesses, service organizations, civic and government events/organizations, and education related groups. Miller will make the requested changes to the materials and have the library's graphic designers update the materials. Rumble will reach out to a contact who is not familiar with Baldwin to make sure that the material included is easy to understand.

Once the materials are completed and printed, Board members and Library staff will identify groups to contact about Library programs and services.

Craft noted that improving outreach and community partnerships has been identified as a main goal in the developing strategic plan.

The next meeting will be scheduled at a later date.

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: November 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q2 Target
Financials					
Revenues	\$ 34,120	\$ 4,185	\$ 4,103,443	\$ 3,822,196	
Expenses	\$ 335,740	\$ 330,727	\$ 1,455,042	\$ 1,866,766	
Circulation					
Circ (Charges & Renewals)	44,521	43,078	241,831	224,456	103,094
Self-Check Usage	48.9%	35.8%	49.1%	50.8%	
% of Circ by Residents*	93.2%	93.6%	92.8%	94.1%	92.0%
% of Circ by Non-Residents	6.7%	6.4%	18.3%	5.9%	8.0%
Interlibrary Loans					
Items borrowed	717	907	4,124	3,281	
Items loaned	800	600	3,916	2,264	
Technology Usage					
Database Sessions	2,696	2,862	12,816	12,885	4,847
Downloadable Content	10,997	11,761	56,462	61,069	31,741
Public Computer Usage	285	308	1,498	2,777	
Wireless Sessions	4,249	4,269	22,282	23,877	15,000
Program Attendance					
Program Attendance for Adults	387	427	1,616	2,184	
# of Programs for Adults	17	21	85	129	
Program Attendance for Teens	129	85	786	348	
# of Programs for Teens	5	3	23	21	
Program Attendance for Youth	791	746	4,202	2,355	
# of Programs for Youth	23	25	142	175	
Computer Classes	22	14	117	171	
# of Computer Programs	5	5	24	31	
Online Video Views	86	244	428	2,004	
Idea Lab Certifications	-	-	-	-	
Idea Lab Visits	-	-	-	-	
Total Program Attendance	1,415	1,516	7,149	7,062	4,421
Total # of Programs	50	54	274	356	175
Outreach Attendance	114	-	1,101	-	
# of Outreach Programs	7	-	12	-	
Gate Count	14,091	6,570	66,886	44,251	46,107
Volunteer Hours	8	3	82	63	173
Social Media					
	New Users	New Users			
Website Hits/Pageviews	19,924	19,750	109,317	99,305	65,121
e-Newsletter Subscribers**	-1249	-93	11555	11412	11000
Facebook Page Likes	-6	16	2652	2509	2652
Twitter Followers	-3	9	1321	1304	1349
Instagram Followers	12	58	1923	1760	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

**Newsletter provider changed in Nov 2021; duplicate email addresses were eliminated

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.

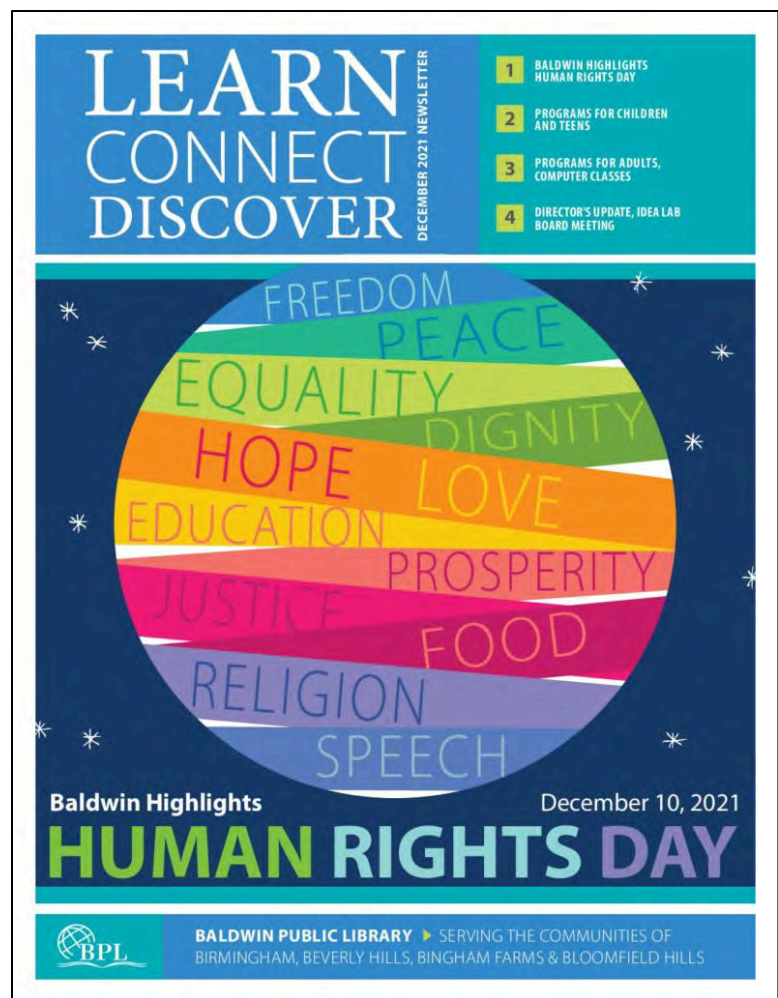
Diversity and Inclusion

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

The IDEA Committee met on December 8. 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 December we recognized Human Rights Day. For January we will highlight Poverty in America Awareness
- Our next book discussion will be on February 2, 2022 and we will read “Born a Crime” by Trevor Noah
- Staff continue to review and update public policies, making sure they are inclusive and fair to all library users
- In addition, the Youth Department will continue their work with Project READY as their staffing and scheduling will allow.
- As part of Poverty in America Awareness month, the IDEA task force will collaborate with 3 Woodward Corridor libraries – Royal Oak, Berkley and Huntington Woods – on a “Woodward Dream Drive.” Each library will be a collection point for hoodies, shoes and monetary donations for Oakland County Children’s Village. A press release will go to local outlets and bins will be placed at each location for donations, from January 3-28, 2022.



Services and Programs

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

All Seasons Book Club

Jen Hassell continues to moderate a book discussion with residents.

DSLRT Report update

Baldwin submitted its annual response to the DSLRT (Detroit Suburban Librarians Roundtable) survey in November.

State Aid Report

Baldwin submitted its annual state aid report to the Library of Michigan in December. The Library of Michigan will send Baldwin its state aid in the form of two checks, which will arrive in the spring and summer of 2022.

Student Representative Position

The Library Board is looking for a Student Representative to the Library Board for the FY2022-23 year. A press release went out, information was shared with the Community Service Organizers at the High Schools, and the application was posted at baldwinlib.org/volunteer. Applications are due January 11, 2022.

Winter Reading Challenge

The Winter Reading Challenge kicked off on December 1. Versions of the challenge are open to all ages and will run through January 31, 2022. Children have the opportunity collect a set of participation buttons, while adults and teens will be entered into a prize basket drawing.

COVID-19 Response

Another Library Staff member experienced a breakthrough case. Staff were asked to continue 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 continues to administer 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.

The decision was made to revert to all virtual programming for large groups, with exceptions for teen programming and a minimum number of outdoor story times. We are reviewing this on a regular basis.

Staff are demonstrating long term COVID-19 fatigue and we have seen an increase in people taking sick time or working from home due to winter illnesses. The management team is working on ways to streamline our processes so that the day-to-day staffing shortages do not cause a disruption to the public, but it will mean a temporary delay in additional committee work and special programming.

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 fully resume pre-COVID operations.

On December 13, Plante Moran met with the Finance Committee to share the results of the annual audit, which showed a clean report for the City and Library.

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.

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* December issue
- Display signage
- COVID poster updates
- Youth Program posters and fliers
- Teen bulletin board poster
- Updated donation cards
- Woodward Dream Drive flier and poster
- Revisions to the outreach flier draft
- Updated bookmarks for Books Unboxed

eNewsletters

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



SUPPORT THE OAKLAND COUNTY CHILDREN'S VILLAGE DURING THE

WOODWARD DREAM DRIVE

YOUR LOCAL LIBRARY IS COLLECTING THE FOLLOWING ITEMS FROM **JANUARY 3 TO 28:**

- NEW HOODED SWEATSHIRTS**
sized Adult Small to 2XL, College/Sport Themed
- NEW GYM SHOES** for Adult men and women size 6 to 15, in the \$25-\$50 range
- CHECKS**
made payable to Oakland County Children's Village

PLEASE DROP OFF YOUR DONATIONS AT ONE OF THESE WOODWARD CORRIDOR LIBRARIES FROM JANUARY 3 TO 28.

- BALDWIN PUBLIC LIBRARY, 300 W. MERRILL, BIRMINGHAM, MI 48009
- BERKLEY PUBLIC LIBRARY, 3155 COLLEGE HWY., BERKLEY, MI 48072
- HUNTINGTON WOODS LIBRARY, 26415 SCOTIA RD., HUNTINGTON WOODS, MI 48070
- ROYAL OAK PUBLIC LIBRARY, 222 E. ELEVEN MILE RD., ROYAL OAK, MI 48067

Oakland County Children's Village provides quality, innovative, comprehensive services to youth and families. Oakland County Children's Village offers a safe, structured environment for youth that includes secure detention, residential treatment and shelter care services.

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. In early December, we utilized our new email distribution service, and e-newsletters were sent with links to the digital copy of the December 2021 newsletter. We are also sending paper copies to 14 homes. We will keep issuing monthly digital issues through May 2022 and will resume sending out a quarterly print newsletter in June 2022.

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

8 volunteer hours were utilized in the month of November.

Staff Anniversaries

Mary MacMillan, Circulation Assistant II, reached 7 years of service on December 16.

Megan Novak, Adult Services Librarian, reached 4 years of service on December 2.

Staffing Updates

Circulation:

Petra Campbell will be attending Michigan State in January. She hopes to come back and work over the summer, so we are not saying goodbye forever, just for a few months. Petra was one of the inaugural Mobile Circulation staff in 2019 and has been an asset to the department and to Baldwin.

We are pleased to announce that our page Haylie May has been promoted from Library Page to Circulation Assistant I. Haylie joined Baldwin in September of this year and has been a dedicated employee ever since. She continues to consider pursuing a MLIS, so we are thrilled to help her gain more library experience!

Substitute Librarians

We are seeking applicants for substitute librarians for the Adult and Youth Services Departments and will continue taking applications until the positions are filled.

Part-Time Youth Librarian

Ruth Ann Czech has submitted her resignation and we are exploring the best way to fill this open position. Her last day will be December 31.

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.

Craft worked with Sean Kammer to offer a warming space in the Rotary Room for the Winter Markt volunteers from December 3 to 5. On December 3 and 4, staff remained at the Library after hours to offer Winter Markt guests a place to warm up and use the restroom. Over the weekend, more than 75 people took advantage of that opportunity. Thanks to Kristen Tait, Beverly Banks, Dan Patton, Wesleyann Johnson, Elaine Asher, and Petra Campbell for the after-hours coverage.

BPL is also a stop on the BSD Winter Scavenger Hunt coordinated by the Shopping District. Participants were directed to a box of treats near the main entrance of the library on weekends between Thanksgiving and Christmas.

Craft and Miller participated in the Birmingham Commissioner Academy when they met with new City Commissioner Andrew Haig on December 10. He received a tour of the building along with explanation of and elaboration on services and collections.

Beverly Hills

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

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 "Olde Christmas in Birmingham" on December 2, virtually. The Museum Series will continue monthly into Summer 2022.

Birmingham Public Schools

Stephanie Klimmek presented to the Greenfield and BCS PTAs, sharing resources and services for students and parents. Five classes at West Maple took part in First Grade First Card presentations with Rosemary Isbell, where she talked about the library, read a story, and shared information about signing up for library cards. Rosemary also handed out library card lanyards and golden bananas.

Birmingham Rotary Club

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

The Sheridan at Birmingham

Staff and residents at the Sheridan were thrilled to receive a donation of our 2020 World Book Encyclopedia set, which replaced their 1971 edition.

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 November \$625.15 in book donations were collected. The Friends also setup a specially curated holiday sale for shopping during the Winter Market in early December.

A cart is 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. The FOTBPL Board did not meet in December, but meetings will resume again on January 11, 2022.

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:

Since reopening, we have seen a steady increase in the number of patron visits and usages. It's a delight to see the sorts of projects that patrons bring in. While we certainly kept busy during our period of remote operation, I find there's a different sort of project that people like to work on themselves. A more inventive type of project that they are more emotionally invested in, that they want to actually produce with their own hands. Their 'brain child.' It's gratifying to witness and assist with these very creative and personal endeavors.

Format conversion remains a much-utilized feature of the Idea Lab, with new requests coming in every day. And we are pleased to offer two new formats to our suite of equipment: Microcassettes and Zip Disks!

Our kits and programs continue to be well received. Our last episode of the "Idea Lab: THINGS" series had more than 20 viewers during the live broadcast, and has since gained almost 70 additional viewers. The custom handheld gaming console we built for that episode has garnered a lot of attention from visitors, especially our younger crowd, and has inspired others to try similar projects. The 60 units made for the Perpetual Calendar Kit were rapidly claimed, with our entire supply depleted only two days after launch. Our early December sign-up kit showed a record-breaking level of interest: the registration list filled up entirely just days after opening, and the waitlist was longer than any I've ever seen to date.

IT Updates:

The Library acquired an Owl Camera for use during virtual meetings and programming.

Water Bottle Refill Station

The water bottle refill station counter reached a milestone this month, hitting 2500 - and more by now! - single use bottles saved by visitors and staff using the station, since installation in August.



Baldwin Public Library: Friends Funds	
November 2021 Expenditures	
Adult Services	
Presenter Fee	\$ 100.00
Crafts to go	\$ 425.65
Virtual Pumpkin Carving Prizes	\$ 60.00
Program supplies	\$ 50.98
Total	\$ 636.63
Teen Services	
Program Supplies	\$ 165.56
YALSA Top Ten Contest Prize	\$ 25.00
Crafts to Go	\$ 375.68
Book Club Refreshments (2)	\$ 91.84
Book Club Books (2)	\$ 127.40
Total	\$ 785.48
Youth Services	
Take home Program Supplies	\$ 514.49
Little Explorers	\$ 23.87
General Program Supplies	\$ 325.66
Total	\$ 864.02
Outreach & Equipment	
Halloween Hoot Candy	\$ 160.28
Total	\$ 160.28
Total Expenditures	
	\$ 2,446.41
November 2021 Balances	
Adult Services	\$ 7,243.30
Teen Services	\$ 2,759.20
Youth Services	\$ 9,102.69
Outreach & Equipment	\$ 7,438.44
Total Balance	\$ 26,543.63
November In-Library Book Sale Donations	
	\$625.15
Submitted by Jaclyn Miller on December 13, 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.

Music and Movement Outdoor Family Story Time

Wednesday, December 22 — 11:00 a.m. to 11:30 a.m.

Clap your hands, stomp your feet, and sing along with Ms. Caroline at this outdoor, wintry story time. You'll move so much you won't have time to get hold. Meet at the pavilion at Beverly Park. Please register so Ms. Caroline knows how many take home crafts to make!

Spoon Catapult Take Home Kit

Tuesday, December 28 — All Day

Keep your brain engaged this winter break by building a catapult out of spoons. What will you launch? First come, first serve in the Youth Room.

Winter is Here Family Story Time - Virtual

Wednesday, December 29 — 11:00 a.m. to 11:30 a.m.

This program is now virtual. A zoom link will be sent the day of the program. Let's celebrate winter! Join Ms. Ruth Ann for rhymes, music, stories, and a take home craft.

Historical Lecture Series - Surviving the Winter

Thursday, January 6 — 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. January's presentation is Surviving the Winter (Before Central Heating). Michigan isn't known for its pleasant winters, so how did folks in Birmingham in the early 1800s survive and thrive without central heating or modern conveniences? Bundle up and put another log in the fire as we explore how early Birminghamsters would have kept warm, eaten and entertained themselves during the winter. This is a virtual event. Registration is required to receive the Zoom link.

Pizza and Pages: *Shadow and Bone* by Leigh Bardugo

Thursday, January 6 — 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.

ACT/SAT Information Session with Carson Academics

Wednesday, January 12 — 7:00 p.m. to 8:30 p.m.

This 90-minute presentation for parents and students will cover the basics of the ACT and SAT tests, including when and how to sign up, which test to take, how to prepare, how to interpret test scores, and more. Bring your questions and confusion for the Q&A portion of the evening. The presenter, Karen

Carson of Carson Academic Consultants, is a certified teacher with 14 years of teaching experience who has taken both the ACT and SAT in their current forms and tutors high school students full time. Teens and parents welcome. Registration required. Virtual Program.

Volunteering with Oakland Literacy Council

Thursday, January 13 – 2:00 p.m. to 3:00 p.m.

Learn about what it takes to become a volunteer for The Oakland Literacy Council. The Oakland Literacy Council is the only organization dedicated solely to ending adult illiteracy in Oakland County, a large metro Detroit community of 1.25 million people. The Oakland Literacy Council believes that all people have a fundamental right to literacy. With support from our funders, we pair trained, compassionate tutors with adult learners until they become proficient readers, writers, and communicators. As literate adults, they make our communities and our democracy stronger. They contribute to our economy, exercise their voice in their communities, and give their children a solid educational foundation.

Londinium: Roman London

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

Circa 50 CE the Romans founded the city of Londinium in the marshy Thames Valley, building the first iteration of what would become London. The city survived fire and rebellion, was home to up to 60,000 people and grew from a small trading port to the provincial capital of Britain. PhD researcher Ellen Green returns to BPL to explore what day to day life would have been like in the city and how archaeologists are able to reconstruct the urban landscape from what was left behind. This is a virtual event. Registration is required. Ellen Green is a PhD researcher at the University of Reading in England, specializing in human remains. Prior to her return to academia she was a field archaeologist in London for 5 years, and she has worked on sites from every period in the city's history. She developed a love of archaeology through many visits to Roman ruins and castles in the UK over many vacations, which inspired a fascination with the past. She is also a big fan of Indiana Jones. This is a virtual event. Registration is required.

Idea Lab Take-N-Make: Mechanical Geared Phone Holder

Wednesday, January 19 — All Day Pick-up

Pick up the parts to build your own clever mechanical phone stand. Set your phone into the stand and watch as the mechanism uses gears and linkages to automatically grip your phone in place from the bottom and sides. Limit one per household.

Genealogy 101: Getting Started

Thursday, January 20 — 7:00 p.m. to 8:00 p.m.

Archivist Robbie Terman will introduce some of the most common genealogy documents to help kickstart your search. Registration required.

SERVING THE COMMUNITIES OF

Birmingham, Beverly Hills, Bingham Farms
Bloomfield Hills

LIBRARY BOARD OF DIRECTORS

Melissa Mark, Frank Pisano, Karen Rock
Danielle Rumble, Jim Suhay, Jennifer Wheeler

LIBRARY DIRECTOR

Rebekah Craft

16 December 2021

Dear High School Juniors and Parents:

The Baldwin Public Library Board in Birmingham supports student leadership development, community service, and future citizen participation in local government. The BPL Board invites interested juniors who reside in the City of Birmingham, the Villages of Beverly Hills or Bingham Farms, or the City of Bloomfield Hills to apply to be the **Student Representative to the Baldwin Public Library Board**. This opportunity requires a commitment to serve a one-year term on the Baldwin Public Library Board. The term of service runs from February 21, 2022 to February 19, 2023. Board meetings are held the third Monday of every month at 7:30 pm in the Library's Rotary Room on the lower level, except in January when the Board will meet on Wednesday, January 18, 2023. Packets for each Board meeting are available on the Library's website the Friday prior to the meeting. The commitment to this position requires that the BPL Student Representative review the monthly agenda, minutes, and reports prior to the meeting.

The selected student will be appointed as a non-voting member on the Library Board, but will be asked to perform all other meeting duties of the elected City of Birmingham trustees. The Student Representative will receive all materials, participate in discussions, and help shape decisions by lending a high school student's perspective. In addition to participating in Board meetings, the Student Representative will also be required work with Library staff and either assist with a service project or coordinate and implement a teen program during the year.

This position requires that the appointed student will be comfortable speaking in public and appearing on cable television. Visit www.baldwinlib.org/staff-board to review past meetings and minutes.

The completed application, essay, and two letters of recommendation are due on Tuesday, January 11, 2022 to Associate Director Jaclyn Miller at the Baldwin Public Library, 300 West Merrill, Birmingham, MI 48009 or via email to jaclyn.miller@baldwinlib.org.

We hope you will give serious consideration to this unique learning opportunity. This provides a wonderful way to develop leadership skills, earn community service hours, and to experience first-hand how local city government operates and libraries make decisions, as well as the chance to learn more about careers in libraries.

Sincerely,

Frank Pisano
Library Board President



STUDENT REPRESENTATIVE to Baldwin Public Library Board
Application Form

Please print in ink or return via email delivery

Due: Tuesday, January 11, 2022

Name: _____ Grade: Junior Age: _____

Address: _____

City or Village: _____ Zip Code: _____

Email: _____

Home phone: _____ Cell phone: _____

School: _____

What school activities and/or classes have you participated in which would qualify you to serve as the Student Representative?

Please list your involvement in non-school activities:

What personal skills and characteristics do you possess that would make you a good representative?

What ideas do you have to encourage more teen participation at Library events?

From Principal or School Counselor:

I believe that this student would responsibly serve as a member of the Birmingham Baldwin Public Library Board for a one-year term.

Principal's Signature _____ Date _____

Guardian or Parent Permission:

I give my permission for my child to seek the position of Student Representative to the Birmingham Baldwin Public Library Board for a one-year term.

Guardian or Parent(s) Signature(s)

Date

Include a short essay (typed) to describe the type of service project or teen program that you would like to coordinate and run during your time as Student Representative to the Library Board. If selected, your essay will be a part of your introduction to the Library Board.

Please **include two letters of recommendation**. One letter should be from a school staff member, and the other letter should be from an adult outside the school setting, who knows your activities outside of school.

Return application form, essay and letters by Tuesday, January 11, 2022

Send the application materials to:

Jaclyn Miller, Associate Director

Baldwin Public Library

300 W. Merrill St.

Birmingham, MI 48009

Or email to: jaclyn.miller@baldwinlib.org

LEARN CONNECT DISCOVER

DECEMBER 2021 NEWSLETTER

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



Baldwin Highlights

December 10, 2021

HUMAN RIGHTS DAY



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

DECEMBER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

YOUTH WINTER READING

DECEMBER 1 TO JANUARY 31

Pick up a Winter Reading Bookmark from the Youth Desk and read books that match. When your bookmark is complete, bring it to the library and exchange it for a special library button. Can you collect all four?

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.

BEDTIME TALES | ALL AGES | INDOOR

WEDNESDAY, DECEMBER 15 AT 6:30 P.M.

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

YOUTH TAKE AND MAKE CRAFTS

MONDAY, DECEMBER 13

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

COLORING CLUB

TUESDAY, DECEMBER 14

Receive a fun poster to color at home. This month's choice is Winter Animals or a Snowflake.

LITTLE EXPLORERS

WEDNESDAY, DECEMBER 22

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.

KIDS LIBRARY SOCIETY | GRADES 3 TO 6

THURSDAY DECEMBER 23 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.

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

WIGGLE & RHYME | BIRTH TO 1.5 YEARS

TODDLER TALES | 1.5 YEARS TO 2.5 YEARS

SING & TELL | 2.5 YEARS TO 3.5 YEARS

STORY TIME MAGIC | BIRTH TO 2 YEARS

ROCK N READ | 2 YEARS TO 5 YEARS

MUSIC AND MOVEMENT

FAMILY STORY TIME | AT BEVERLY PARK

WEDNESDAY, DECEMBER 22 AT 11:00 A.M.

Clap your hands, stomp your feet, and sing along with Ms. Caroline at this outdoor, wintry story time. You'll move so much you won't have time to get cold. Registration required.

SPOON CATAPULT TAKE HOME KIT

TUESDAY, DECEMBER 28

Keep your brain cells active this winter break by building a catapult out of spoons. What will you launch? First come, first served.

WINTER IS HERE FAMILY STORY TIME

WEDNESDAY, DECEMBER 29 AT 11:00 A.M.

INDOOR

Let's celebrate winter! Join Ms. Ruth Ann for rhymes, music, stories and a take home craft. Registration required.

SYNTHA'S STORIES

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

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, DECEMBER 9 AT 7:00 P.M.

FREE AS A BIRD BY LINA MASLO

Email Rosemary.Isbell@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, DECEMBER 27 AT 7:00 P.M.

THE CHOCOLATE TOUCH BY PATRICK SKENE CATLING

Email Donna.Smith@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

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

DISASTER DAYS BY REBECCA BEHRENS

Email Susan.Dion@baldwinlib.org to register.

BOOKS AND BAGELS | GRADES 4 TO 6

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

FUZZY MUD BY LOUIS SACHAR

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.

BATTLE OF THE BOOKS 2022



Find all info about the 2022 Battle at baldwinlib.org/battle-of-the-books.

DECEMBER PROGRAMS FOR TEENS

GRADES 6 TO 12

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/teen to subscribe now.

CRAFTS TO GO | GRADES 6 TO 12

MELTED CRAYON ORNAMENT

Starting December 6, Pick up a craft kit with supplies and instructions to make a colorful glass ball by melting crayons with a blowdryer. Use as an ornament or hang wherever you want!

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

2



WINTER READING CHALLENGE

GRADES 6 TO 12

DECEMBER 1 THROUGH JANUARY 31.

Print a bingo card from the Library's website or grab one from the Library and spend time reading throughout the chilly winter months. Complete one row of the bingo card to enter a raffle for the following prize baskets:

Downtown Birmingham Prize Basket, Fandom Prize Basket, Avid Reader Prize Basket.

Entries will be accepted through Monday, January 31.

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, DECEMBER 2 AT 7:00 P.M.

THE INHERITANCE GAMES BY JENNIFER LYNN BARNES

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, DECEMBER 9 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 fun stuff, and have snacks! 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.



PAGE TO SCREEN
SUNDAY, DECEMBER 5
AT 1:00 P.M.

"LITTLE WOMEN" (PG-13, 2019) AND *SO MANY BEGINNINGS* BY BETHANY C. MORROW



NEXT POPULAR READS
MONDAY, DECEMBER 6
AT 1:00 P.M.
TBA BY TBA



WEDNESDAY AFTERNOON
WEDNESDAY, DECEMBER 8
AT 2:00 P.M.
MIDNIGHT AT THE BRIGHT IDEAS BOOKSTORE BY MATTHEW J SULLIVAN



NEXT NONFICTION
TUESDAY, DECEMBER 14
AT 10:00 A.M.
A GAME OF BIRDS AND WOLVES
BY SIMON PARKIN



BOOKS & BREWS
WEDNESDAY, DECEMBER 15
AT 7:00 P.M.
THE INNOCENTS BY MICHAEL CRUMMEY



FRIENDS DON'T LET FRIENDS READ ALONE
TUESDAY, DECEMBER 21
AT 7:00 P.M.
IN FIVE YEARS BY REBECCA SERLE

DECEMBER PROGRAMS FOR ADULTS

NIGHT WITH THE MUSEUM - OLDE CHRISTMAS IN BIRMINGHAM
THURSDAY, DECEMBER 2 AT 7:00 P.M.

Just in time for the holiday season join us for a presentation on Olde Christmas in Birmingham. Join the staff of the Birmingham museum as they share stories and information about local history in and around Birmingham. *This event has limited in person seating. Registration is required whether attending virtually or in person.*

CRAFTS & GO CLAY MAGNETS

Starting December 6, Pick up a kit to make fun and festive polymer clay magnets for your fridge in the shape of melting snowmen! *Limit one per patron. First come, first served, as supplies last.*

THE AMERICAN ARMY IN NORMANDY FROM OMAHA BEACH TO FALAISE GAP
MONDAY, DECEMBER 13 AT 7:00 P.M.

Historian Jim Craft sets the stage for perhaps the most important single day in western history, D- Day June 6, 1944. Jim will discuss difficulties faced by the Allied forces, their strengths, how despite terrible losses the American army breached the Atlantic Wall, and the 11-week Battle of Normandy that followed. *Virtual event. Registration required.*

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.

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.*

DISCUSSION GROUPS

SOCRATES CAFE
SUNDAY, DECEMBER 19 AT 2:00 P.M.

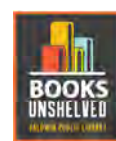
Socrates Cafe continues to meet for conversation via Zoom. To join, please email avpratt@aol.com.

SOCIAL KNITWORKING
WEDNESDAY, DECEMBER 15 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

DECEMBER 1 AT 6:45 P.M.:
THE MASTER AND MARGARITA BY MIKHAIL BULGAKOV
All meetings take place via Zoom.
Email adult.reference@baldwinlib.org to join.



BOOKS UNSHELVED

Try BPL's book subscription 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.



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.

DECEMBER PROGRAMS FOR TEENS

CONTINUED



TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, DECEMBER 16 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. *This program will meet in person.* Email teen@baldwinlib.org if you would prefer to join via Zoom.

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.

BUILD A WEBSITE
WEDNESDAY, DECEMBER 1 & 8 AT 7:00 P.M.

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

MICROSOFT WORD: AN INTRODUCTION
THURSDAY, DECEMBER 2 AT 2:00 P.M.

Learn the fundamentals of word processing with Microsoft Word.

GOOGLE DOCS
THURSDAY, DECEMBER 9 AT 2:00 P.M.

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

NYT & WSJ FROM HOME
THURSDAY, DECEMBER 16 AT 2:00 P.M.

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

CHECK OUT EBOOKS FROM THE LIBRARY
SATURDAY, DECEMBER 18 AT 3:00 P.M.

Learn how to check out eBooks and eAudio-books with your Baldwin Public Library card.

WWW.BALDWINLIB.ORG
248-647-1700

3

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 KIT ILLUMINATED ARCTIC SCENERY SHADOWBOX MONDAY, DECEMBER 6

Register to receive a kit to build this beautiful artwork: a layered shadow box scene depicting penguins, polar bears, and the starry arctic sky, illuminated from behind by 30 twinkling LEDs. A perfect gift or winter decoration. **Registration required. Limit one per household.**

3D PRINTED CATAPULT GAME: HALLWAY SIEGE! MONDAY, DECEMBER 20

Hurry to the lab to pick up a kit for this exciting game of towers, banners and catapults that fling foam projectiles! Use your catapult to knock down your opponent's banner. Hurl shot after shot until a banner topples from a spire. But don't accidentally knock over your own banner! **Supplies limited! First come, first served. Limit one per household.**

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:
FRIDAY, DECEMBER 24
THROUGH SUNDAY,
DECEMBER 26

SATURDAY, JANUARY 1,
2022

*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, DECEMBER 20 AT 7:30 P.M. IN THE ROTARY ROOM

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

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

DIRECTOR'S UPDATE

CELEBRATING PEOPLE!

Please join me in welcoming our newly elected and re-elected Library Board members, President Frank Pisano, Trustee Melissa Mark, Secretary Karen Rock, and Trustee Danielle Rumble. The Library Board meets on the third Monday of each month at 7:30 p.m. Library Board members control the expenditures of all funds credited to the Library, adopt an annual budget for the Library, appoint and evaluate the Library Director, and set policies regarding the use of the Library. This year the Library Board is also focusing on updating the Library's strategic plan, improving Library outreach initiatives, and strengthening community partnerships.

The plans for Baldwin's Phase 3 renovation of the front entrance, lobby, and circulation area are progressing at a steady pace. You can read more about the project, view updated floorplans and renderings, and share your feedback online at www.baldwinlib.org/renovation. Architects from Merritt Cieslak Design will be presenting the final project to the Library Board on January 19, 2022. Once the project is approved, construction is expected to begin in 2023. This project will be funded by Birmingham's existing voter-approved Library millage.

In 1950, the United Nations General Assembly declared December 10 as Human Rights Day and set forth a declaration that recognizes the ramifications of human suffering and injustice and celebrates the inherent rights of every person, everywhere. These books are powerful accounts of human suffering and injustice:

- *The Immortal Life of Henrietta Lacks* by Rebecca Skloot
- *Les Miserables* by Victor Hugo
- *I am Malala* by Malala Yousafzai
- *Reading Lolita in Tehran* by Azar Nafisi
- *Behind the Beautiful Forevers* by Katherine Boo
- *Just Mercy: A Story of Justice and Redemption* by Bryan Stevenson
- *Long Walk to Freedom* by Nelson Mandela

Participants in past book clubs that I've lead have found *Behind the Beautiful Forevers* and *Just Mercy* to be incredibly moving books and I'd especially recommend them.

After a one-year hiatus, Birmingham's Winter Markt returns to Shain Park from December 3-5. We love being a part of the downtown experience and this December tradition. The Friends of the Library will be selling holiday themed books in the lobby and the Library will be open throughout the weekend if you need to stop inside to warm up or use the restroom. All proceeds from the holiday book sale will benefit Library programs. We're very grateful for the Friends' recent donation of \$18,400 to the Library and we thank you for supporting this fine organization.

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681



LEARN. CONNECT. DISCOVER.
BALDWIN PUBLIC LIBRARY ▶ 300 WEST MERRILL, BIRMINGHAM, MI 48009

ADULT SERVICES: 248-554-4650
CIRCULATION/RENEWALS: 248-554-4630
YOUTH SERVICES: 248-554-4670
WWW.BALDWINLIB.ORG

Library Overview

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



Administrative Staff:

Director Rebekah Craft (rebekah.craft@baldwinlib.org, 248-554-4681)

Associate Director Jaclyn Miller (jaclyn.miller@baldwinlib.org, 248-554-4682)

Introduction

- The Baldwin Public Library is the public library of Birmingham.
- Baldwin also provides full service to three neighboring communities (Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) through contracts. In turn, those communities pay 20.34% of the Library's operating budget (\$983,889 in FY2020-21).
- Anyone who lives, works, owns property, or attends a school in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills is eligible for a BPL card.
- The City of Birmingham owns the library building and maintains it. The Baldwin Library is a non-paying tenant of the building.
- Voter-approved millage of 1.75 mills. The Library uses 1.1 mills for operating expenses each year.
- As of July 1, 2021, Baldwin is a fine free library.



L to R: Melissa Mark, Danielle Rumple, Jim Suhay, Karen Rock, Jennifer Wheeler, Frank Pisano

Library Board of Directors

The Baldwin Public Library is governed by an elected six-member Board of Directors. Day-to-day operations of the Library are overseen by the Director and Associate Director. It has an independent, elected Library Board. Library Board members include:

- Frank Pisano, President (term expires 2025), served since 2009
- Jennifer Wheeler, Vice President (term expires 2023), served since 2019
- Karen Rock, Secretary (term expires 2023), served since 2021
- Melissa Mark, Trustee (term expires 2025), served since 2017
- Danielle Rumple, Trustee (term expires 2025), served since 2021
- Jim Suhay, Trustee (term expires 2025), served since 2011
- The Library Board hires the Library Director, establishes Library policies, and approves the Library budget, but the City Commission sets the Library's millage rate.
- Monthly meetings of the Baldwin Public Library Board, open to the public, are generally held on the third Monday of every month at 7:30 p.m. in the Tribute and Donor Rooms of the Library.
- Board members also serve as Trustees of the Baldwin Public Library Trust.

Library Trust

- 501(c)(3) fundraising arm of the Library
- Currently valued at \$2.473 million

- Contains 27 named endowment funds (minimum of \$10,000 required to establish an account). The Board votes whether to withdraw a percentage of interest earnings each year at their May meeting.
- Last year the Board withdrew \$61,376 from the Trust. The funds are used to purchase materials and pay for programs and services



Friends of the Baldwin Public Library

- The Friends of the Baldwin Public Library is a separate 501(c)(3) organization that raises funds for the Library.
 - Ryndee Carney, President (ryndeecarney@gmail.com)
 - Holds several Used Book Sales each year
 - Sells used books in the Library lobby on an ongoing basis
 - Raises additional funds through memberships
 - Donates nearly \$50,000 to the Library each year to fund programs and services



Building Improvements

- Baldwin is in the process of a building improvement program, paid for by capturing Birmingham’s existing voter-approved Library millage over 1.1 mills, and up to the Headlee maximum, for operating expenditures.
 - Phase 1: Adult Services Renovation – completed in June 2017
 - Phase 2: Youth Room Expansion & Renovation – completed in Fall 2020
 - Phase 3: Front Entrance & Circulation Area – planning is underway and the project is proposed to be completed in FY2023-24.
- In addition to the official three-phase building improvement program, the Library has also made the following improvements:
 - Grand Hall redecorating – new carpet and furniture installed in winter 2018, repainted in 2021
 - 2nd Floor redecorating – new carpet, paint, furniture, and technology upgrades installed in fall 2021
 - Conversion of all lighting to LED bulbs (2015-2021)



History

- 1869: Martha Baldwin determined Birmingham needed a first class library and established a literary club, the Library Association, with 48 volumes
- 1871: The Library Association purchased the First Methodist Church at the northwest corner of Bates and Merrill
- 1895: After a fundraising drive for a new building, the newly named Ladies Literary Association opened the new Library Hall on Troy Street (East Maple)
- 1907: Library was established by the Village Council after approval by voters
- 1913: Martha Baldwin died on Memorial Day and the Village Board unanimously voted that the public library of Birmingham be named the Baldwin Memorial Library
- 1927: The part of the building now known as the Grand Hall, designed by Marcus Burrowes, opens to the public. The front entrance is on Martin Street.
- 1960: The Youth Room addition, designed by Linn Smith, on the east side of the Grand Hall is opened. The front entrance moves to the corner of Bates and Martin.
- 1981: A new wing, designed by Gunnar Birkerts, is added to the Library. The front entrance moves to Merrill Street.



Services

- Home delivery - via USPS mail to users who are unable to visit the Library
- Interlibrary loan
- Curbside Pickup – available 7 days a week
- Room rentals – with special rates for cardholders and non-profit organizations
- Test proctoring
- Seed Library
- Internet to Go kits – includes a Chromebook and wifi hotspot
- Reference and reader's advisory services
- Study Rooms
- Low vision aids
- Tax forms
- Michigan Activity Pass



Idea Lab (makerspace)

- Doubled in size in August 2021
- Includes equipment and machines to help you create, including 3D printers, Laser cutter, Soldering, Metal casting, Vinyl cutting, Heat press, Embroidery and sewing, Format conversion services



Physical Collections & Library Holdings

- Books, magazines, large print books
- DVDs, BluRays, 4K BluRays, video games, musical and audiobook CDs

Physical Collections	
Books	92,590
Non-print (including videos)	22,857
Magazines & pamphlets	5,687
<i>Total</i>	<i>121,134</i>

Electronic Collections

- Baldwin provides access to well over 600,000 electronic resources (books, audiobooks, music, magazines, TV shows, films)
- Digital Newspapers: *New York Times* (including the *NYT Games*), *Washington Post*, *Wall Street Journal*, *Financial Times*
- Online databases
 - Consumer Reports
 - Brainfuse Tutoring
 - LinkedIn Learning (formerly Lynda.com)
 - ValueLine & Morningstar
 - Reference Solutions (formerly Reference USA)
 - Mango Languages
 - CreativeBug

Helping Children & Students

- BPL librarians regularly collaborate with public and private schools
- Student cards for all BPS students now available
- BPS Battle of the Books
- Scholastic Teachables, Tumblebooks, Brainfuse Virtual Tutoring
- Book clubs for K-12
- Books Unboxed – personalized book subscription kit for grades 4-12
- Take away early literacy kits
- Story times
- Summer Reading Program
- Story Book Trail at Beverly Hills Park
- Teen programs, including Anime Club, Teen Advisory Board, and Pizza & Pages

Programming

- Computer training classes with our mobile laptop lab
- Lectures, workshops, and informational sessions
- Book clubs
- Take away craft kits
- Books on Foot, a year-round program designed to encourage you to enjoy a local pathway or trail while listening to an audiobook

Library Usage in FY2020-21

Circulation of physical and digital materials	512,160
Database sessions	33,873
Public Computer sessions	3,885
Wireless sessions	52,670
Program attendance	20,611
Number of Programs	760
Visitors (Gate count)	95,379

Library Staffing (December 2021)

- Total Staff 96
 - Full-time 22
 - Part-time 50
 - Substitute librarians 24
- Professional Librarians 38
- Non-professional staff 58

Looking ahead to the future

- Reviewing and updating Library policies
 - in progress and all 26 are expected to be reviewed and updated by April 2022
- Updating the Strategic Plan
 - in progress and expected to be approved by the Board in February 2022
- Expanded Children’s Garden – work will be completed in May 2022
- Developing a Community Partnerships and Outreach Committee to better reach and provide services to our service area
- Working with Merritt Cieslak Design to develop and finalize plans for Phase 3 Renovation, which will include:
 - Accessible, street-level entrance
 - Café and collaboration space
 - Dedicated sale space for the Friends of the Baldwin Public Library
 - Remodeled Circulation Area
 - Updated paint, flooring, wayfinding, and lighting
 - Four new study rooms for single use or tutoring pairs

BIRMINGHAM CITY CHARTER PERTAINING TO LIBRARY

CHAPTER XVI. - LIBRARY

Section 1. - [Tax levy.]

The city shall maintain the public library, now known as "Baldwin Library," as a free public library for the use and benefit of the inhabitants of the city in all respects in accordance with the conditions of the Donation Deed of the Birmingham Library Association to the Village of Birmingham bearing date the 18th day of June, A.D. 1907, and recorded in the office of the Register of Deeds for Oakland County, Michigan, in Liber 224 of Deeds on Pages 150, 151 and 152, and to that end, the commission shall levy a tax of not less than one-half ($\frac{1}{2}$) mill and may levy a tax in total amount of not more than one and three-quarters ($1\frac{3}{4}$) mills on the dollar annually on all the taxable property of the city, such tax to be levied and collected in like manner with the other general taxes of the city and to be known as the "Library Fund."

(Amend. of 4-6-53; Amend. of 4-2-79)

Section 2. - [Use of tax levies.]

The taxes so levied shall, when collected and received, and taken together with fines, state aid moneys and other public moneys paid to said library board, be deposited in the treasury of the city to the credit of the library fund, and shall be kept separate and apart from other moneys of the city, and be drawn upon by the proper officers of the city, upon the properly authenticated vouchers of the library board. Any state aid moneys in said library fund shall be used only for purposes authorized by state law.

Section 3. - [Library board.]

There shall be a library board consisting of six (6) directors, three (3) of whom shall be elected at each regular city election, to hold office for a term of four (4) years and until their successors are elected and qualified. The members of the library board elected to office prior to the adoption of this section, as amended, shall continue to serve as the members of said board hereunder until the end of the term of office for which they were elected and until their successors are elected and qualified in the manner herein provided. Immediately after each regular city election, the directors shall meet and organize by the election of one of their numbers, president, and by the election of such other officers as they may deem necessary. The treasurer of the City of Birmingham shall be treasurer of the library board ex officio. The directors shall make and adopt such bylaws, rules and regulations for their own guidance and for the government of the library as they deem expedient and may exclude

from the use of the library any and all persons who shall willfully violate said rules. They shall have the exclusive control of the expenditure of all moneys deposited to the credit of the library fund, which moneys shall be disbursed only by the director of finance and the city treasurer upon vouchers properly authenticated by the library board. The library board shall have the supervision, care and custody of the building and rooms of said library without any charge or expense for the use thereof. The city commission shall provide for the maintenance of the grounds and building in a safe and presentable condition and shall pay the expense thereof from the general funds of the city. The board shall have power with available funds provided herein to purchase or lease additional grounds, to occupy, lease or erect an appropriate additional building or buildings for the use of the library; shall have power to appoint a suitable librarian and necessary assistants and fix their compensation; shall have power to remove such appointees, and shall, in general, have power to do everything necessary for the maintenance and operation of a free public library. It shall be the duty of the board of directors to prepare an estimate of the amount of money necessary for the support and maintenance of such library for the ensuing fiscal year, which estimate shall not exceed one and three-quarters (1¾) mills on the dollar of the taxable property of the city and to report such estimate prior to April 1 of each year to the city commission for assessment and collection as provided by law. The library board is empowered to fill any vacancy occurring on said board by the appointment of a person to hold such office until the next regular city election.

(Amend. of 4-2-79; Amend. of 11-2-99)

Section 4. - [Annual report.]

The board of directors shall make, at the end of each and every fiscal year, a written report to the city commission stating the condition of their trust at the date of such report in such form and in such detail as may from time to time be required by the city commission.

Section 5. - [Ordinances authorized.]

The city commission shall have power to pass ordinances imposing suitable penalties for the punishment of persons committing injury upon such library, the grounds or other property thereof, or for willful injury to or failure to return any book belonging to the library.

Section 6. - [Gifts.]

Any person desiring to make donations of money, personal property or real estate for the benefit of such library, shall have the right to vest the title thereto in the board of directors, to be held and controlled by the board, when accepted, according to the terms of the deed, gift, devise or bequest of said property, and as to such property the board shall be held and considered to be special trustees.

Note

The Baldwin Public Library is established under the terms of Chapter XVI of the Birmingham City Charter and under Michigan Public Act 164 of 1877 (“City, Village, and Township Libraries Act”):

[http://www.legislature.mi.gov/\(S\(coketu552shk3yi4utlsftrt\)\)/documents/mcl/pdf/mcl-Act-164-of-1877.pdf](http://www.legislature.mi.gov/(S(coketu552shk3yi4utlsftrt))/documents/mcl/pdf/mcl-Act-164-of-1877.pdf)



City of Birmingham

A Walkable Community

November 24, 2021

Rebekah Craft
Baldwin Public Library
300 W. Merrill
Birmingham, MI 48009

Dear Rebekah,

Thank you for your assistance in securing your facility for our use as a polling location during the November 2021 election. We truly appreciate your participation in the election process and recognize that your support is a critical component Election Day success!

Please mark your calendars for the following 2022 elections:

August 2, 2022 State Primary Election

November 8, 2022 State General Election

If you ever have any questions or feedback you would like to share, please contact the Clerk's Office at 248-530-1880, or email me directly at ABingham@bhamgov.org.

Sincerely,

Alexandria Bingham
City Clerk
City of Birmingham

Birmingham receives clean audit for 2020-2021

Published December 3, 2021 | by Kevin Elliott

Auditors with Plante Moran on Monday, November 22, presented the Birmingham City Commission with an unmodified statement of the city's 2020-2021 fiscal year budget, considered the highest form of assurance.

The audit, which covers the fiscal year ending June 30, included an additional single audit of federal grants the city received related to coronavirus relief funds. The city received \$1.1 million in federal funds, including about \$700,000 related to coronavirus.

Timothy St. Andrew, with Plante Moran, said there were no issues with the general fund audit or the single audit related to federal grants, with both receiving unmodified opinions.

St. Andrew noted several highlights in the audit contributing to the city's maintenance of its AAA bond rating from Standards and Poors. While the city's general fund balance decreased about \$600,000 from the previous fiscal year, he said it is "still financially sound," with a current fund balance of \$24 million.

"The fund balance still does fall within the city commission's target policy," St. Andrew said. "That's a target range of 70 to 40 percent of annual expenditures."

He said about \$15.8 million from the general fund was invested in the city's infrastructure, including roads, sidewalks, machinery and equipment. The city also collected about \$4.75 million for the city's parks and recreation bond, most of which is unspent and restricted. The city has also funded 96 percent of its pension system, as of June 30, 2021.

"The pension system was 96 percent funded at year end," St. Andrew said. "That's up from 78 percent last year. And the retiree healthcare system is 95 percent funded at year end, and that's up from 75 percent last year. To have both of these systems 95 percent funded really puts the city in very rare company."

Spencer Tawa with Plante Moran said taxable values on properties in the city have continued to rise since 2014.

"The city has regained all the taxable value lost during the Great Recession period where taxable values decreased, starting in 2011, and in 2012 and 2013," Tawa said. "As of 2021, the

city's total taxable value was \$2.6 billion. And taxable value is growing at about five to six percent each year for the past five years. This growth is because of the continued redevelopment in the city – that is really keeping the city on a solid financial plate.”

Conversely, the city's millage rate has decreased, due to the state law. However, Tawa said, the city is still assessing at a rate below that approved by voters and allowed under law.

Commissioners voted unanimously to accept the audit findings, with commissioner Pierre Boutros absent.

Michigan seed libraries grow food resilience

Published November 30, 2021 | by Kayla Nelsen



The seed library at the Lucile E. Dearth Union Township Library in Union City, Michigan, provides seeds and other gardening resources. Image: Michigan Seed Library Network

More than 650 public libraries, garden and community centers across Michigan will receive packets of Boston Pickling Cucumber seeds next spring as a part of a seed saving and swapping program.

Seed saving is the practice of collecting and storing mature seeds for planting in subsequent growing seasons. As with books at traditional libraries, seed libraries contain seeds that circulate among community members. Once the original seed is planted and matured, the new seeds from the fruit are harvested and returned to the library to restart the cycle.

The program, called One Seed, One State, is organized by the Michigan Seed Library Network. The program unites the state in a learning experience, said founder Bevin Cohen.

“Hopefully we’re giving people a chance to get their foot in the door to see what seed saving is all about,” he said. “Everybody’s growing the same plant, so it’s a shared experience.”

The Michigan Seed Library Network was created in 2018 with only about 30 seed-swapping locations, Cohen said. Now Michigan has more than 100 of the 400 seed libraries in the country.



Michigan Seed Library Network founder Bevin Cohen promotes seed libraries at a seed swap in Midland, Michigan. Image: Michigan Seed Library Network

“I realized that I was teaching the same concepts and ideas, answering the same questions at each library that I visited,” Cohen said. “So I thought we needed a network, an umbrella, if you will, a hub for resources.”

It is the only seed saving network in the region that functions as a state-wide alliance. Cohen said he hopes the network will lead the region in making seed saving more accessible.

The network launched as a [website](#), then became a nonprofit organization in 2019, said board member Pam Quackenbush. The network functions as a resource for independent seed savers and newly-started seed libraries. The website provides a seed library locating map, how-to guides and promotional materials.

The growth of seed libraries is due to increasing recognition of seed saving as a way to combat the loss of crop diversity from commercialization, said Deborah Lynch, the director of the Grosse Pointe Grows seed saving program and a librarian at the Grosse Pointe Public Library Ewald Branch.

“The loss of diversity puts us at a disadvantage when things go wrong,” Lynch said. “If we have local communities conserving the genetic material of different varieties, that could actually be a saving grace for us.”

Cohen said seed saving is at the root of food security, as conserving genetic material increases the nutritional quality of crops.

“When we save our seeds from our own gardens, they adapt to our local climates and that’s going to ensure more vibrant plants, which is the cornerstone to food security,” Cohen said. “Food is only as local as the seed it grows from.”

The Michigan Seed Library Network is profiling seed libraries on its website. With further development, the network hopes to become a nationwide seed library-planting resource, Quackenbush said.



“Baby steps is where we want to start with this,” Cohen said. “When we do things we’ve never done before, it can seem daunting.”

“But really, people have been seed savers since the dawn of agriculture. If you wanted to eat food, you had to grow it. And if you wanted to grow that food, you had to save your seeds,” he said.

Seed packets in the seed library cabinet at the Herrick District Library in Holland, Michigan. Image: Michigan Seed Library Network

WHO WE ARE

We're a project of the Knight Center for Environmental Journalism at Michigan State University.

Among many U.S. children, reading for fun has become less common, federal data shows

Published November 12, 2021 | by Katherine Schaeffer

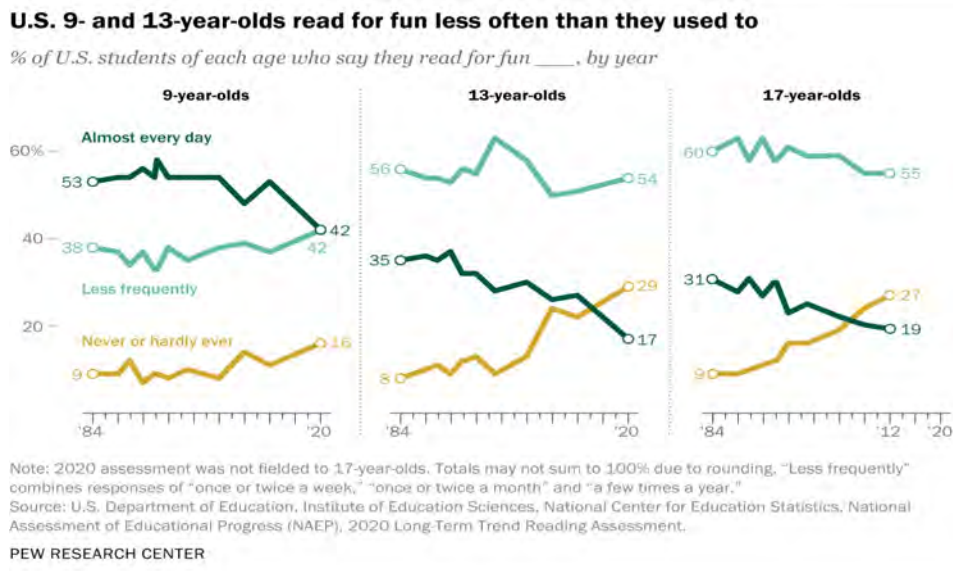


We Are via Getty Images

The shares of American 9- and 13-year-olds who say they read for fun on an almost daily basis have dropped from nearly a decade ago and are at the lowest levels since at least the mid-1980s, according to a survey conducted in late 2019 and early 2020 by the National Assessment of Educational Progress (NAEP).

Among both age groups, the percentages who said in the 2019-20 school year that they “read for fun on [their] own time almost every day” were at their lowest points since the question was first asked in 1984, according to the

survey, which was fielded among U.S. public and private school students before the COVID-19 outbreak. It is unclear whether the pandemic may have changed these patterns.



Among 9-year-old students, around four-in-ten (42%) said in 2020 that they read for fun almost every day, down from 53% in both 2012 and 1984.

The share of 9-year-olds who said they never or hardly ever read for fun on their own time was at its highest point since the question was first fielded: 16% said this in 2020, compared with 11% in 2012 and 9% in 1984.

In 2020, a quarter of 9-year-olds said they read for fun once or twice a week, 9% said they do this once or twice a month, and 8% said they do this a few times a year.

Among 13-year-olds surveyed in the 2019-20 school year, 17% said they read for fun almost every day, a smaller percentage than the 27% who said this in 2012 and roughly half the share (35%) who said this in 1984. About three-in-ten students in this age group (29%) said they never or hardly ever read for fun, up 21 percentage points from the 8% who said the same in 1984.

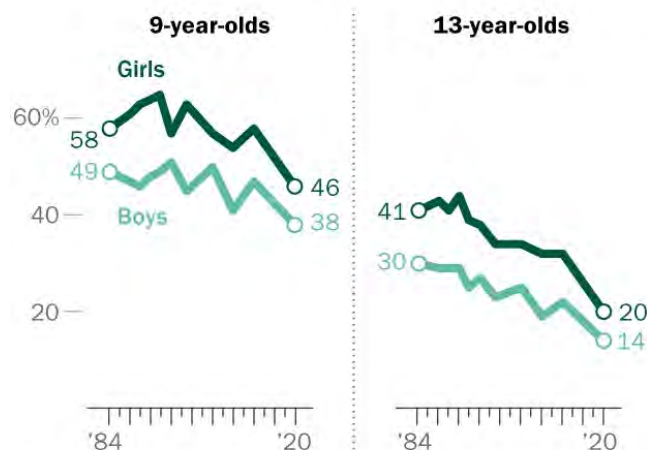
Around a quarter of 13-year-olds (23%) said in the most recent survey they read for fun once or twice a week, while fewer than two-in-ten said they read for fun either once or twice a month or a few times a year (16% and 15%, respectively).

The NAEP's questionnaire has historically asked 17-year-old students how often they read for fun, but that portion of the 2020 survey – scheduled to begin last March – was canceled when many schools moved instruction online at the beginning of the COVID-19 outbreak. When the question was last asked in 2012,

just 19% of 17-year-olds said they read for fun almost every day. Around a quarter (27%) said they never or hardly ever read for fun.

American girls are more likely to read for fun than their male counterparts

% of students at each age who read for fun on their own time almost every day



Note: Totals may not sum to 100% due to rounding.
 Source: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, National Assessment of Educational Progress (NAEP), 2020 Long-Term Trend Reading Assessment.

PEW RESEARCH CENTER

In the 2020 survey of younger children, female students were more likely than male students to say they read for fun. Nearly half of female 9-year-old students (46%) said they read for fun almost every day, compared with 38% of male students of the same age. And two-in-ten 13-year-old female students reported reading for fun almost every day, while 14% of their male counterparts said they did so.

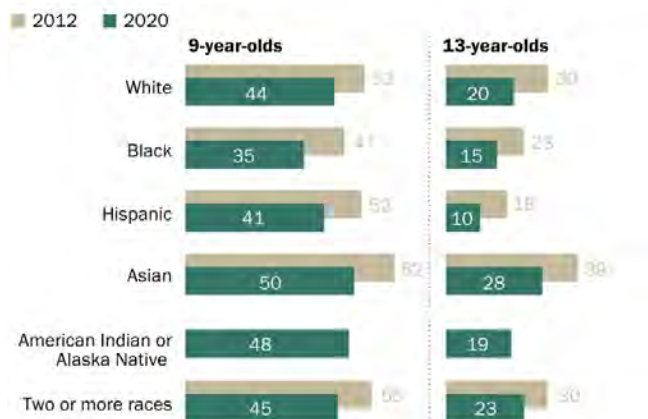
The share of both male and female students who say they read for fun almost daily has declined across both age groups since 1984. There was a 21-point decrease among 13-year-old girls and a 12-point drop among 9-year-old girls. There were 11- and 16-point decreases for 9- and 13-year-old boys, respectively.

When it comes to race and ethnicity, 9-year-old students who are Asian American, White or Hispanic were more likely to say they read for fun almost every day than were their Black peers in 2020. Around four-in-ten or more Asian (50%), White (44%) and Hispanic (41%) students said this, compared with 35% of Black students. Among 13-year-olds, 28% of Asian students said they read for fun almost every day, along with two-in-ten White students who said they do this almost every day. These shares are larger than the shares of Black (15%) and Hispanic (10%) students who said the same.

Students who performed better on the reading section of standardized tests in 2020 reported reading for fun more frequently. For example, half of 9-year-old students who scored at or above the 75th percentile on the 2020 reading component of the NAEP reported reading for fun on their own time almost every day, compared with 39% of 9-year-old students who scored below the 25th percentile.

U.S. students who read for fun on their own time, by race and ethnicity

% of students at each age who read for fun on their own time almost every day



Note: Totals may not sum to 100% due to rounding. When it comes to race, students are single-race and not Hispanic, except for students who chose "two or more races." Hispanics are of any race. For Native Hawaiians or Pacific Islanders, sample sizes were too small to reliably report data and are not shown, as is also the case for 2012 data for American Indians or Alaska Natives.

Source: U.S. Department of Education, Institute of Education Sciences, National Center for Education Statistics, National Assessment of Educational Progress (NAEP), 2020 Long-Term Trend Reading Assessment.

PEW RESEARCH CENTER

Librarians, Educators Warn of ‘Organized’ Book Banning Efforts

Published November 18, 2021 | by Andrew Albanese



Last week, a school board member in Flagler County, Fla., urged the local sheriff to open a criminal investigation over four copies on school library shelves of George M. Johnson's queer YA memoir *All Boys Aren't Blue*. And while just months ago that kind of move would have been regarded as a shocking but isolated incident, it is now all too common. A similar criminal complaint against librarians in Wyoming garnered national headlines this summer, although the district attorney last month declined to pursue charges.

New headlines virtually every day tell the story: across the country, there is an unprecedented spike in attempts to ban books from schools and libraries. And while efforts to remove books from schools and library collections are not uncommon, librarians and freedom to read advocates warn that this current spike in challenges is different, as it appears to be part of a broader political strategy.

"We have seen a 60% increase in challenges to books received in the month of September compared to last year," Deborah Caldwell-Stone, director of the American Library Association's Office for Information Freedom, which tracks book challenges nationwide, told *PW*. And while Caldwell-Stone is quick to point out that challenges to books on race and the LGBTQIA+ experience in particular have been trending up for years, she says the dramatic increase in book challenges, which includes challenges by conservative politicians, is widespread, and troubling.

For example, in Texas, Governor Greg Abbott is demanding that the state agencies that oversee education and library funding keep "inappropriate" books out of Texas schools. Abbott specifically called out two books involving LGBTQIA+ themes that have been featured in complaints in other states—*Gender Queer: A Memoir* by Maia Kobabe, and *In the Dream House* by Carmen Maria Machado. And according to the *Texas Tribune*, Abbott has even directed agency officials to open criminal investigations over offending titles. Furthermore, Abbott's directive follows a headline-grabbing inquiry launched in October by a Texas state representative (who also happens to be planning a run for state attorney general) that included a list of some 850 books singled out for scrutiny.

"We should always take any attempt to ban or remove books from libraries seriously, because it's an attempt to censor ideas and to enforce an orthodoxy of what is thought about and talked about in our communities," Caldwell-Stone says. "But the volume of challenges we are hearing and seeing now appears to be the result of an organized movement by certain groups to impose their political views and make them the norm for education and for our society as a whole. You have a state representative circulating a list of 850 books—and if you read that list they are all dealing with sex education, LGBTQIA+ identity, or the experience of persons of color. You also have people showing up at school boards complaining about the exact same books, repeating almost word for word the same complaints found on social media."

"That's absolutely what we're seeing," says Shirley Robinson, executive director of the Texas Library Association. "There is clearly an organized effort going on to bring large groups of people to school board meetings or to City Council meetings. And we as a community of educators and librarians need to stand together. We need to find a way to explain to people, in a way that makes sense to them, that we're standing up for one of their fundamental rights as Americans. That may be a silver lining to all this—we're getting a chance to explain to people what librarians do, how librarians are educated in collection development, and that there are policies and procedures in place to ensure that the library is safe for every member of the community."

In fact, in many cases the policies and procedures in place are holding up, and librarians and educators—often bolstered by support from the community—have had some success in pushing back against many of these recent efforts to ban books.

For example, in Goddard, Kans., this week, school officials rejected an attempt to pull a list of 29 books—a list that has been circulating nationally.

In Virginia, the Spotsylvania County School board reversed its recent decision to remove a list of "sexually explicit" books from its schools after pushback from the community. One member of the board had previously said he'd like to see the books burned.

And earlier this summer in Pennsylvania, a student-led movement garnered national attention for successfully pushing back against an attempt by the local high school principal to ban a list of articles, videos, and books mainly featuring Black and Latino representation.

But the more sobering view, observers say, is that the current shockwave of book banning is no accident, and it is not just about the books. Rather, it appears to be part of a political strategy on the right designed to activate voters in communities across the nation, alongside calls to ban the teaching of so-called Critical Race Theory.

"There is an attempt to shift the conversation away from books and ideas to a conversation about parental control," says John Chrastka, executive director of EveryLibrary, a political action group that

works to support libraries at the local level. "What we're seeing is the weaponization of parental control to advance a political agenda."

Chrastka stresses that EveryLibrary does not get involved with individual book challenges. "We look at individual book challenges as legitimate conversations within the community, where there are policies in place that need to be articulated and understood and followed," he says.

But in the recent spike in book challenges Chrastka sees the work of "political actors" seeking to build a base, establish their bona fides, and attract donors. "When book challenges become a tool in a larger political fight that threatens the funding or the structure of libraries or schools, that's when we go to work," Chrastka says, adding the EveryLibrary is already engaged in a few locales.

The question, however, is how do librarians, educators, and supporters of the freedom to read, including publishers, effectively push back? It is one thing to defend books when they are challenged. But how do freedom to read advocates push back against an organized political movement effectively using book banning as a political cudgel?

"We really need our allies to stand with us in this fight," says Robinson. "What we're trying to do in Texas is to engage the community and our legislators, who I think are now starting to see how this effort ripples out and can impact the future of our democracy. And we really need publishers and authors to use their voices to stand with the library and school library community."

Chrastka agrees, but cautions that the usual statements of outrage may not be enough.

"Resources like the Freedom to Read Foundation and the ALA's Office for Intellectual Freedom have served us extremely well for 50 years and will continue to serve us well in terms of the policy frameworks and the capacity to help librarians respond to individual challenges in their communities," Chrastka says. "But we've entered a period where certain forces don't want to participate in that process. They want to burn it down."



BOOK CHALLENGES, CENSORSHIP, AND MICHIGAN PUBLIC LIBRARIES

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

December 6, 2021

Background on the Right to Information

The first amendment of the U.S Constitution secures the right of free speech for every person in the United States. In 1947, the Supreme Court of the United States confirmed in Martin v. City of Struthers, Ohio, (319 U.S. 141, 63 S. Ct. 862, 87 L. Ed. 1313 (1943)), that the framers of the constitution intended that freedom of speech under the first amendment right of freedom of speech included the right to receive information:

“The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, 58 S.Ct. 666, 669, 82 L.Ed. 949, and necessarily protects the right to receive it.”

The Martin case involved a municipal ordinance that prevented a religious group from distributing pamphlets door to door, but it is the first case to establish a right to receive information under the first amendment. There have been several cases and opinions after Martin which follow the right to receive information, and some of those connect the exercise of this right to public library access:

“At the threshold, however, this right, first recognized in Martin and refined in later First Amendment jurisprudence, includes the right to some level of access to a public library, the quintessential locus of the receipt of information.” Kreimer v. Bureau of Police for Town of Morristown, 958 F.2d 1242 (1992) (Case involved Library policies that restricted the use of the library by homeless man).

Kreiner is a federal court of appeals case from the third circuit. Its analysis of the proximity of public libraries to the right to receive information has been widely accepted legal precedent.

In other words, people in the United States have a constitutional right to information and a fundamental way to exercise that right is through a public library.

Therefore, removing materials from a library simply because some members of the community object to the content, is censorship, which is a violation of the First Amendment.

“[T]he State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge. The right of freedom of speech and press includes not only the right to utter or to print, but the right to distribute, the right to receive, the right to read ...and freedom of inquiry, freedom of thought, and freedom to teach.... Without those peripheral rights the specific rights would be less secure.” Griswold v. Connecticut, 381 US 479 (1965). (Case involved a state law prohibiting the distribution of information about contraceptives to women without the permission of their husbands).

Even though schools have some latitude with which to restrict materials to those which support a prescribed curriculum, the Supreme Court in Pico still determined that content-based removal of certain books from the

school library was a violation of students' first amendment rights. Bring this analysis to a public library situation (where there is little recognized authority to restrict access to information) and the bar against content-based removal is even more obvious.

"We hold that local school boards may not remove books from school library shelves simply because they dislike the ideas contained in those books and seek by their removal to "prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion." West Virginia Board of Education v. Barnette, 319 U.S., at 642, 63S.Ct., at 1187. Such purposes stand inescapably condemned." Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Don't public libraries restrict access to information simply by choosing to purchase some materials over others? Isn't that censorship?

A. Public libraries, and indeed all libraries, by necessity, must have comprehensive policies and procedures for determining what materials their collections should contain. No library, save the Library of Congress, has the space and resources to acquire and circulate every publication on every topic. Libraries make decisions according to objective criteria that considers, among other factors, their budget, the demographics of their community, the current circulation habits and demands of their patrons, contemporary societal issues and events, the literary or entertainment quality of the material (as considered by objective professional reviews, author reputation and experience, etc.), public libraries' through their collections, must anticipate the information that will be in demand and of use by their patrons, and must represent a broad representation within that information.

This detailed vetting process is called a library's collection development policy, and this policy details how materials are selected for inclusion into the collection.

So, while it is true that librarians do make choices between materials and between subject matter, the mission of most public libraries is to provide a well-rounded collection that represents multiple perspectives as well as the facts connected to a certain topic.

"To fulfill their traditional missions, public libraries must have broad discretion to decide what material to provide to their patrons. Although they seek to provide a wide array of information, their goal has never been to provide "universal coverage." Id., at 421. Instead, public libraries seek to provide materials "that would be of the greatest direct benefit or interest to the community." Ibid. To this end, libraries collect only those materials deemed to have "requisite and appropriate quality." Ibid. See W. Katz, Collection Development: The Selection of Materials for Libraries 6 (1980) ("The librarian's responsibility ... is to separate out the gold from the garbage, not to preserve everything"); F. Drury, Book Selection xi (1930) ("[I]t is the aim of the selector to give the public, not everything it wants, but the best that it will read or use to advantage"); App. 636 (Rebuttal Expert Report of Donald G. Davis, Jr.) ("A hypothetical collection of everything that has been produced is not only of dubious value, but actually detrimental to users trying to find what they want to find and really need")."

United States v. Am. Libr. Ass'n, Inc., 539 U.S. 194, 123 S. Ct. 2297, 156 L. Ed. 2d 221 (2003) (case involving the constitutionality of CIPA and forced library filtering).

IN other words, selecting materials for a public library using a professional process involving objective criteria is very different from removing material because the remover dislikes, or is made uncomfortable by the content. One is collection development, one is censorship.

Collection development information can be found:

https://www.michigan.gov/libraryofmichigan/0,9327,7-381-88855_89735_89759-492769--,00.html

Q. But every right – including speech- has limits. Aren't there limits or exceptions to this idea of "right to information?" What if the information desired or available could cause harm, or does not align with "community standards," or reflects opinions and values that are objectionable?

As with most of our constitutional rights, freedom of speech and the right to information that flows from it are not absolute. There are circumstances under which information can be restricted, such as when part of a public school classroom curriculum (because a school has specific educational and curricular requirements that may necessarily involve the inclusion of some topics and not others, and a school can require students to read about specific topics and opinions), or in a private library or business (because private entities are not bound by the first amendment when offering information), or within a religious organization. The only speech that can be restricted by content is speech that is found to be:

Defamatory – Speech or information that is false and could harm the reputation of the individual discussed (especially if the speaker (or writer) knew the information was false).

True Threats - Speech that promises a crime will be committed (“I am going to kill you if you don’t give me your money”).

Fighting Words – Face to face Speech that when said, has a high probability of provoking a physical fight or violence between parties. [*Chaplinsky v. New Hampshire* \(1942\)](#)

Inciting Words – Speech that is made in order to inspire “imminent lawless action,” **and** is likely to actually cause the lawless action. (Such as a speaker deliberately rallying a crowd to riot or commit another unlawful act, in a situation where the crowd was already excited and rowdy and likely to riot). [*Brandenburg v. Ohio*](#)

Obscenity – Probably one of the most misunderstood exemptions. The definition of “obscenity” as determined by the supreme court in Miller, is a vague one that is only really applicable to a court (since only a court can truly label content as “obscene.”).

In Miller, the Supreme Court’s test defining obscenity is:

- (a) whether ‘the average person, applying contemporary community standards’ would find that the work, taken as a whole, appeals to the prurient interest, (“Prurient” = arouses sexual desire).
- (b) whether the work depicts or describes, in a patently offensive way, sexual conduct specifically defined by the applicable state law; and
- (c) whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

[*Miller v. California*](#), 413 U.S. 15, 24, 93 S. Ct. 2607, 2615, 37 L. Ed. 2d 419 (1973)

Generally, the label of obscenity seems to be applied to extreme representations of sexually explicit material, such as child pornography, bestiality, and other activities rejected on a societal level. It does not generally seem to apply to legal adult pornography or sexual content in literature – even age-appropriate content in literature aimed at younger readers. Material is not obscene simply because it is depicting activity that is controversial or non-conforming to what is considered “normal.” The label seems to be intended by the court to be applied to “hard core” sexual content:

*“Under the holdings announced today, no one will be subject to prosecution for the sale or exposure of obscene materials unless these materials depict or describe patently offensive ‘hard core’ sexual conduct. “[*Miller v. California*](#), 413 U.S. 15, 27, 93 S. Ct. 2607, 2616, 37 L. Ed. 2d 419 (1973)*

Now, Michigan has a law that restricts the dissemination of sexually explicit materials to minors. The Disseminating, Exhibiting, or Displaying Sexually Explicit Matter to Minors Act, 1978 PA 33, MCL 722.671 et. Seq. <http://legislature.mi.gov/doc.aspx?mcl-33-1978-1>. The first part of this act provides criminal penalties for the dissemination of sexually explicit content to minors. The second part of this act restricts the sale of violent videogames to minors. Although amendments to the statute have been struck down by courts as unconstitutional, a more recent amendment to MCL 722.673 et seq. reworded the law and is currently in effect.

The law specifically exempts teachers and librarians from prosecution for disseminating sexually explicit materials as a part of their employment (checking books out, buying books or using books as part of an approved curriculum) (see Section 6(d), MCL 722.676(d) <http://legislature.mi.gov/doc.aspx?mcl-722-676> .

The second part to the law, which restricts videogames, was also struck down as unconstitutional, and is not currently in effect. The restrictions centered on violence.

For additional information on restrictions beyond content based restrictions, see

<https://constitutioncenter.org/interactive-constitution/interpretation/amendment-i/interps/266> (National Constitution Center)

The right to receive information is not absolute, but neither is it a right that is easily negated.

Q. I am hearing of librarians being accused of providing sexual content to minors. Can I be criminally liable if a patron or board member feels a title is “sexual content,” or inappropriate?

Unless you are providing minors with sexual content with the intention of receiving or experiencing gratification or sexual activity, it is unlikely. The Michigan law expressly exempts librarians and teachers providing materials in the context of their employment. (See discussion in previous question, above). MCL 722.676(d) <http://legislature.mi.gov/doc.aspx?mcl-722-676> .

Libraries and librarians concerned about any type of legal liability should always consult their library attorney, and or their personal attorney.

Q. Don’t library boards and library directors have a responsibility to protect their community (especially children) from materials that expose patrons to inappropriate and harmful topics? If these boards and librarians wouldn’t let their own kids watch or read this material, why permit any other child to?

A. The issue here is who decides what is “inappropriate” and “harmful?” Who gets to decide what topics or types of material everyone else is allowed to see/view/read/hear? Just because one portion of the community is uncomfortable with a topic, or has a religious or other objection, is not sufficient grounds to deny the rest of the community access to that material, to those ideas. The law already accounts for truly harmful content. The rest is a matter of personal and familial choice and culture. Public libraries do not stand in the shoes of parents with regards to the welfare of their children. They are not a school, or a childcare center. They are public spaces that welcome people of all ages and types with the mission of providing the information, or the means and expertise to locate the information that each individual wish to have. Parents and guardians bear the responsibility and the right only to determine the materials they and their children can access.

“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion If there are any circumstances which permit an exception, they do not now occur to us.” 319 U.S., at 642, 63 S.Ct., at 1187. Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Can a library governing board dictate the content-based removal of library materials?

A. This is a tricky question. In Michigan, most establishment types authorize the governing board of a library to be the legal representatives of the library. The governing board has the authority to make (among other decisions) policy, financial, personnel, and facilities decisions. However, as they say, “With great power comes great responsibility.” An illegal, thoughtless or ill-conceived decision could result in the board being on the wrong side of a lawsuit, which can be very costly in money, community goodwill towards the library, and damage to the board’s reputation. In reality, the issues surrounding content-based censorship and book removal are so divisive in U.S. culture that even if there is no lawsuit brought, the damage to the library’s reputation with the community it serves (and is funded by) could cause years of bad feelings, as well as catastrophic losses in funding if the fallout includes the defeat of a millage. The question for the board becomes not “can you?” but “should you?” Is the content of the material so damaging that it is worth the potential ramifications involved in removing it- especially when the action could end up being temporary since the materials could be easily re-instated upon the arrival of new terms and new board members?

“If a Democratic school board, motivated by party affiliation, ordered the removal of all books written by or in favor of Republicans, few would doubt that the order violated the constitutional rights of the students denied access to those books. The same conclusion would surely apply if an all-white school board, motivated by racial animus, decided to remove all books authored by blacks or advocating racial equality and integration. Our Constitution does not permit the official suppression of ideas. Thus, whether petitioners' removal of books from their school libraries denied respondents their First Amendment rights depends upon the motivation behind petitioners' actions. If petitioners intended by their removal decision to deny respondents access to ideas with which petitioners disagreed, and if this intent was the decisive factor in petitioners' decision, then petitioners have exercised their discretion in violation of the Constitution.”
Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico, 457 U.S. 853, 102 S. Ct. 2799, 73 L. Ed. 2d 435 (1982)

Q. Help! Our library is experiencing a book challenge. Where can I obtain more information and resources?

There are several good resources listed below. In addition, don't forget to reach out for help if you need it. You are not alone!

Contact your cooperative director. Chances are they have been through a challenge and can offer suggestions and support.

Contact [the Library of Michigan Library Development team](#). We can offer information and support. **Contact [ALA's Office of Intellectual Freedom](#)** (ALA OIF). They have legal and library professionals who can advise you on managing the challenge. You do not have to be an ALA member to call!

Resources:

<https://www.ala.org/tools/challengesupport> - ALA Office of Intellectual Freedom (OIF) website for managing and reporting book challenges. One of the most comprehensive sites on materials challenges.

https://www.webjunction.org/documents/webjunction/Book_Censorship_in_Schools_A_Toolkit.html - Webjunction materials from National Coalition Against Censorship (NCAC) Sample letters and tips on a book challenge process. Aimed at school libraries but contains information of use to public libraries too.

<https://www.ala.org/tools/challengesupport/selectionpolicytoolkit> - ALA OIF Toolkit for challenges, reconsideration policies, and book selection policies- includes separate information aimed at public and school libraries.

<https://ckls.libguides.com/c.php?g=833878&p=5954448> Central Kansas Library system – Book Challenges resources site. Contains sample reconsideration policies and letters as well as tips on handling a reconsideration request.

<http://cblfd.org/2017/06/librarian-offers-tips-for-handling-ugly-book-challenges/> - (Comic Book Legal Defense Fund, CBLDF) Article with suggestions by a librarian who survived a contentious book challenge.

<https://jaslarue.blogspot.com/2008/07/uncle-bobbys-wedding.html> - Excellent example of a well-crafted letter responding to a book challenge by well known speaker and former library director, Jamie LaRue.

<https://bannedbooksweek.org/banned-books-week-handling-challenges/> - Another site managed by the ALA OIF. Focuses on banned books and banned books week. This page contains a summary of tips for handling book challenges.

<http://cblfd.org/2021/10/comics-challenges-return/> - Website of the Comic Book Legal Defense Fund, which advocates for intellectual freedom protections for comic book (including Anime and Manga) works. Advises libraries and book sellers as well as artists and authors on handling challenges of comics and sequential art titles.

Clare D. Membiela
Library of Michigan
Library Law Consultant



HANDLING MATERIALS RECONSIDERATION, CHALLENGES, AND CENSORSHIP, A CHECKLIST

This information sheet is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

December 6, 2021

Prepare BEFORE a complaint arises

- **Ensure the library has the following REGULARLY UPDATED policies in place:**
 - [Collection Development Policy](#) – The criteria used for selecting and purchasing materials, including the library’s overall collection goals and philosophy. (*Link is to information on collection development policies on the Library of Michigan website.*)
 - [Materials Reconsideration](#) – Criteria and policy used to address complaints or challenges against specific materials. (*Link is to the ALA OIF Selection & Reconsideration Policy Toolkit for Public, School, & Academic Libraries.*) See also [United for Libraries Trustee Resources for Program and Materials Challenges](#).
 - [Patron Behavior](#) – Criteria and policy for appropriate patron use of library facilities and materials to ensure that the library can operate according to its mission and accommodate a variety of views and information requirements in the community it serves. (*Link to the ALA Guidelines for the Development of Policies and Procedures Regarding User Behavior and Library Usage.*)
 - [Employee Behavior](#) – Criteria and policy for appropriate employee actions in the workplace as public servants and representatives of the library as an entity. Generally included as part of an employee handbook. (*Link is to the “Personnel Policies” section of the Illinois State Library’s Administrative Ready Reference website*) NOTE- Resource is geared towards Illinois law, **Michigan libraries should review policies with their attorneys before adopting.**
 - [Board Behavior \(in Bylaws\)](#) – Criteria developed by the board to police itself. Intended to guard against conflicts of interest and actions by members that threaten the board’s ability to appropriately and legally govern the library. Often include negative consequences for violations of the set criteria. (*Link is to the “Michigan Public Library Trustee Manual, which has a chapter on Bylaws.*)
 - [Board Ethics \(in Bylaws\)](#) – Criteria included in certain State laws and some municipal ordinances that hold board members to particular levels of honesty, accountability, and objectivity while representing or handling matters for the library. (*Link is to the ALA United for Libraries Official Statement on Board Ethics.*) See also, Michigan Municipal League’s (MML) [Handbook for Municipal Officials, Ch 8, Ethics](#) .
 - [Public Meeting \(in Bylaws\)](#) – Criteria by which a public meeting is called, noticed and conducted by the board to conduct library business and make decisions that impact library service, finances and policy. Includes a policy and procedure for public comment during the meeting. This policy is heavily influenced and directed by the [Open Meetings Act \(OMA\)](#). (*Links are to the National Association of Counties (NACO) “The Right Way to Run a Meeting”, and The Michigan Attorney General’s “Open Meeting Act Handbook”.*) (See also [MSU Extension’s Parliamentary Procedure Resource](#))
 - [Public Hearing \(in Bylaws\)](#) - Criteria by which [a public hearing is called](#), conducted, and concluded. (*Links are to “How to conduct a public hearing,” a part of “The Community Toolbox” site by the Center for Community*

Health and Development at the University of Kansas, and The Michigan Municipal League's (MML) "Public Hearings" Fact Sheet.)

- [Crisis Communication](#) – Policy and procedures for Library communications to the public and the press during a conflict or crisis or emergency. Includes the appointment of a designated “spokesperson” so that a consistent institutional message can be conveyed, reducing the likelihood of conflicting and confusing messaging. (See also [Crisis Communications Template](#), Georgia Libraries. (Links are to Georgia Public Library Service's (The Georgia State Library Agency) *Crisis Communication Plan and Crisis Communication Template*.) **NOTE:** These samples are structured for the State Library. Public Libraries should read carefully, consult their lawyers, and adopt information that is applicable to their situation and Michigan Law. For a good explanation of Crisis Communication, [see InfoToday, Tamara King, "Creating a Crisis Communication Plan"](#)).
- [Social Media](#) – Policy and criteria for how the library conducts its social media activities- both normally and in a crisis. Included are procedures for posting and replies of the institution, as procedures and policies for whether the public can post responses and how those postings (if permitted) are handled. This policy will often limit the ability to post on behalf of the institution to designated staff as social media monitors/posters. (Link is to the *ALA Social Media Guidelines for Public and Academic Libraries*.)

□ **Verify that relevant policies are:**

- Clear – The intent of the policy, as well as what constitutes compliance and what constitutes violation are obvious. Enforcement and the consequences of violation can easily be understood by all involved (staff, board, and patrons).
- Legal – policies and procedures (including enforcement and consequences) comply with applicable state and federal laws and (ideally) have been reviewed by an attorney.
- Communicated - All policies are publicly available and posted.

□ **Ensure that relevant staff are trained in appropriate methods of:**

- **Library principles of Intellectual Freedom**- Two options for locating staff appropriate online courses in this topic are [Webjunction](#) and [Niche Academy](#) - both of which can be accessed by library staff and boards for free on the [Library of Michigan's website](#).
- **Policy Application** – Instruction and information on each library policy they are expected to adhere to and/or monitor.
- **Policy Enforcement** – Instruction and information on each of the policies they are expected follow and enforce. Culturally sensitive training on how to enforce policies particularly in circumstances where patrons or colleagues need to be redirected or corrected.
- **Conflict management/De-escalation** – Training on strategies for managing irate and potentially volatile interactions with patrons and co-workers. (Two options for locating staff appropriate online courses in this topic are [Webjunction](#)- and [Niche Academy](#)- both of which can be accessed by library staff and boards for free on the [Library of Michigan's website](#).)
- **Social Media** - Training on the library's social media policy and public relations plan. How postings happen, who is authorized to post, what is considered acceptable, etc.
- **Crisis Communication** - Instruction on how the library handles communication and public interactions during times of crisis, disaster and emergency.

□ **Ensure Board members are instructed in:**

- **Public meeting procedures, Open Meetings Act, and ethics/parliamentary requirements** - How to run public meetings and accomplish their decision-making in an appropriate ethical manner. (An option for this type of training for boards is [United for Libraries](#) – The Library of Michigan provides access for all Michigan libraries via a Statewide Access Membership.

- **Library and Legal principles of Intellectual Freedom** – Including the notion that personal opinions, preferences, and beliefs are not valid criteria for collection development nor the management of the library collections and services. Two options for locating staff appropriate online courses in this topic are [Webjunction](#) and [Niche Academy](#) - both of which can be accessed by library staff and boards for free on the [Library of Michigan's website.](#)) See also [United for Libraries Trustee Resources for Program and Materials Challenges.](#)
 - **The library's policy and procedure for addressing reconsiderations** – Instruction in how the policy is implemented and enforced, including appeals.
 - **The library's relevant social media policy & procedures**
 - **The library's relevant crisis communication policy and procedures**
- **Review adequacy of Library security equipment and procedures**
 - Threat assessment
 - Procedures and policies for when law enforcement is contacted

WHEN a challenge or reconsideration request is made:

- **Implement Reconsideration or Challenge policy:**
 - Provide patron with copy of policy
 - Encourage patron to complete form that is part of policy
 - Ensure policy is followed correctly by library staff.
 - At conclusion of process, ensure patron is provided with a written explanation of decision.

IF initial decision is contested or appealed

- **Follow appeals process as established in policy.**
 - Appeal is before Board
 - Open Meeting/Hearing

IF challenge or request becomes contentious, or expands to include multiple titles or a genre:

- Involve Legal Counsel
- Implement Crisis Communication policy
 - Social media monitoring and limiting
 - Prepare general statement on situation to inform all patrons and community of situation.
 - Enlist community support for the library through efforts such as social media messaging and library displays.
 - Communicate with local press
 - Communicate with municipal partners
- Notify ALA/MLA
- Consider security/law enforcement presence in public meetings
- Consider larger security presence in library.

IF challenge or request involves library board or library staff:

-
- Adhere to appropriate **behavior** and employment and ethics policies. Do not attempt to regulate speech or content of speech.
 - Work with remaining board members or municipal partners or library colleagues (such as coop directors, LM, and MLA) to ensure adherence to public meeting procedures.
 - Complaining board members recused from voting and discussion on matter except as complainant.
 - Public meeting behavior and decorum policies followed. Focus is on enforcement of behavior and time policies of public comment. OMA adhered to.
 - **Consider alternative/additional legal assistance**
 - Library attorney represents board. If library staff or director require legal assistance or advice in situation where conflict is with board majority, staff may require separate representation (depending on situation).

Clare D. Membiela
Library of Michigan
Library Law Consultant

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 November 15, 2021 minutes p. 121
- B. Acceptance of the November 2021 receipts of \$23,794.24 p. 127
- C. Approval of the November 2021 disbursements of \$29,049.89 p. 128

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. The maximum time for individual speakers should not exceed two minutes.

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Wednesday, January 19, 2022

Motion: To adjourn the December 20, 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
November 15, 2021**

1. Call to Order

The meeting was called to order by President Frank Pisano at 9:27 p.m.

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, 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 Wheeler

2nd Rock

A roll call vote was taken.

Yeas: Mark, Pisano, Rock, Rumble, 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 Rumble

2nd Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:30 p.m. The next Trust Meeting will be on Monday, December 20, 2021, following the regular meeting in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

Baldwin Public Library Trust: November 2021

November receipts totaled \$23,794.24. November disbursements totaled \$29,049.89

The current value of the Trust is \$2,427,369.77, divided up in the following way:

	June 2021 - EOY	October 2021
Total endowment investments*	\$ 1,384,951.27	\$ 1,376,036.36
Endowment funds distributed for use	\$ 164,573.68	\$ 129,946.79
<hr/> Total endowment funds	<hr/> \$ 1,549,524.95	<hr/> \$ 1,505,983.15
 General spendable funds	 \$ 360,367.54	 \$ 370,673.14
Van Dragt fund	\$ 218,084.39	\$ 140,937.15
Building fund	\$ 345,470.42	\$ 350,450.25
Restricted funds**	\$ 22,369.64	\$ 35,702.54
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/> \$ 921,386.62
 Total endowment funds	 \$ 1,549,524.95	 \$ 1,505,983.15
Total non-endowment funds	\$ 969,054.33	\$ 921,386.62
<hr/> Total of all Trust funds	<hr/> \$ 2,518,579.28	<hr/> \$ 2,427,369.77

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

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

As of November 30, 2021, the amount of money in the Trust that is undesignated stands at \$475,932.95

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

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	16.19%	16.26%
Global Aggregate-Bond Benchmark (25%)	-0.13%	8.66%
Blended Return of Both Benchmarks*	16.19%	14.36%
Baldwin Endowment Funds' Portfolio	8.02%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-5.43%	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 November 30, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,389,868.36
Raymond James General Funds Account	\$686,017.53
Huntington Bank Checking Account	\$4,161.71
Huntington Bank Money Market Account	<u>\$347,322.17</u>
Total	\$ 2,427,369.77

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
NOVEMBER 30, 2021**

Investment and Cash Report										
	Prior Month Balance 10/31/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 11/30/21	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$19,699.35	\$34,698.89	\$19,699.35			\$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	\$91.95	\$373.40	\$91.95			\$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	\$5,770.00	\$77,147.24	\$5,770.00			\$0.00	
Restricted Funds	\$4,161.54	\$0.17	\$0.32	\$2,472.64	\$13,705.47	\$2,472.64			\$4,161.71	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$4,161.54	\$0.00	\$0.00	\$1,015.95	\$1,940.95	\$1,015.95			\$4,161.71	
General Spendable Funds	\$0.00	\$0.17	\$0.32	\$29,049.89	\$127,865.95	\$29,049.89	\$0.00		\$4,161.71	
TOTAL										
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$151,152.03	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	(\$19,699.35)		\$131,452.68	
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	\$135.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$91.95)		\$44.02	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$146,707.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,770.00)		\$140,937.15	
Restricted Funds	\$23,258.84	\$18,480.00	\$28,272.82	\$0.00	\$0.00	\$0.00	(\$2,472.64)		\$39,266.20	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$30,807.57	\$5,314.07	\$7,461.84	\$0.00	\$0.00	\$0.00	(\$1,015.95)		\$35,105.69	
TOTAL	\$352,577.99	\$23,794.07	\$35,806.66	\$0.00	\$0.00	\$0.00	(\$29,049.89)		\$347,322.17	
Raymond James & Associates:										
Endowment Fund Investments	\$1,350,226.32	\$0.00	\$0.00			\$0.00	\$0.00	(\$33,195.30)	\$1,317,031.02	
Endowment Cash	\$72,836.75	\$0.00	\$225.00			\$0.00	\$0.00	\$0.59	\$72,837.34	
Sub-total Endowment Funds	\$1,423,063.07	\$0.00	\$225.00			\$0.00	\$0.00	(\$33,194.71)	\$1,389,868.36	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$339,071.38	\$0.00	\$0.00			\$0.00	\$0.00	(\$3,880.06)	\$335,191.32	
General Spendable Building Mutual Funds	\$354,488.68	\$0.00	\$0.00			\$0.00	\$0.00	(\$4,038.43)	\$350,450.25	
Sub-total General Spendable Funds	\$693,936.02	\$0.00	\$0.00			\$0.00	\$0.00	(\$7,918.49)	\$686,017.53	
TOTAL	\$2,116,999.09	\$0.00	\$225.00			\$0.00	\$0.00	(\$41,113.20)	\$2,075,885.89	
Total All Funds	\$2,473,738.62	\$23,794.24	\$36,031.98	\$29,049.89	\$127,865.95	\$29,049.89	(\$29,049.89)	(\$41,113.20)	\$2,427,369.77	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
NOVEMBER 30, 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	(9,139.91)	
401 Frances Balfour	\$10,000.00	Adult Reading	\$16,327.83			(\$105.41)	\$16,222.43	
402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens	\$67,658.32			(\$436.78)	\$67,221.54	
403 Jane Cameron	\$68,770.00	Programs	\$108,130.12			(\$724.88)	\$107,405.24	
404 Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$8,163.91			(\$52.70)	\$8,111.21	
405 Jan Coil	\$10,500.00	Baldwin Public Library	\$17,021.27			(\$110.68)	\$16,910.59	
406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$8,163.91			(\$52.70)	\$8,111.21	
407 Paul R. Francis	\$10,000.00	Staff Appreciation	\$15,526.35			(\$105.41)	\$15,420.95	
408 Friends of the Library	\$32,000.00	Library Collections	\$52,249.34			(\$337.30)	\$51,912.04	
409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$185,677.41			(\$1,198.66)	\$184,478.75	
410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$81,639.20			(\$527.03)	\$81,112.17	
411 H. G. Johnston	\$6,350.00	Reference Collection	\$10,316.96			(\$66.93)	\$10,250.03	
412 Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$16,554.71			(\$110.76)	\$16,443.95	
413 William Kernan, Jr.	\$25,000.00	Library Collections	\$40,819.63			(\$263.52)	\$40,556.11	
414 Merle L. Roninger	\$250,890.00	Reference Collection	\$409,569.05			(\$2,644.53)	\$406,924.52	
415 Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$16,327.85			(\$105.41)	\$16,222.45	
416 Marion G. Sweeney	\$11,100.00	Youth Services	\$17,553.90			(\$117.00)	\$17,436.90	
417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$16,327.85			(\$105.41)	\$16,222.45	
419 Clarice G. Taylor	\$59,852.76	Professional Development	\$99,922.93			(\$630.88)	\$99,292.05	
421 Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$15,504.77			(\$105.41)	\$15,399.37	
422 Ileana Thal	\$39,998.98	Baldwin Public Library	\$59,873.92			(\$421.61)	\$59,452.31	
423 Judith Nix	\$15,207.48	Adult & Youth Programs	\$23,047.74			(\$160.30)	\$22,887.45	
424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$15,550.24			(\$105.41)	\$15,444.84	
425 Linne Underdown Hage Forester	\$33,226.90	Professional Development	\$45,469.27			(\$350.23)	\$45,119.04	
426 Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$13,242.15			(\$105.41)	\$13,136.75	
427 Douglas R. Koschik	\$18,554.00	Building Improvements	\$24,312.60	\$225.00		(\$195.57)	\$24,342.03	
	\$867,113.98		\$1,384,951.27	\$225.00	\$0.00	(\$9,139.91)	\$1,376,036.36	

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

	Prior Month Balance 10/31/21	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 10/31/21
Gift & Tribute Funds									
General Spendable Funds	\$370,254.91	\$5,314.24	\$7,462.01	\$1,015.95	\$1,940.95			(\$3,880.06)	\$370,673.14
Restricted Funds:									
Building Fund	\$354,488.68	\$0.00	\$0.00	\$0.00	\$0.00			(\$4,038.43)	\$350,450.25
Van Dragt Fund	\$146,707.15	\$0.00	\$0.00	\$5,770.00	\$77,147.24				\$140,937.15
Memorials/Tributes	\$11,067.35	\$0.00	\$2,590.15	\$26.23	\$66.89				\$11,041.12
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$135.10	\$0.00	\$0.00	\$91.95	\$373.40				\$43.15
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	\$1,735.65	\$5,150.00	\$11,090.00	\$636.63	\$5,209.69				\$6,249.02
Young Adult Programs	(\$3.70)	\$3,550.00	\$3,551.62	\$785.48	\$2,484.42				\$2,760.82
Youth Services Programs	\$2,461.71	\$7,680.00	\$7,680.00	\$864.02	\$3,159.19				\$9,277.69
Outreach & Equipment	\$3,873.72	\$2,100.00	\$2,500.00	\$160.28	\$2,785.28				\$5,813.44
Sub-total Restricted	\$520,982.96	\$18,480.00	\$27,411.77	\$8,334.59	\$91,226.11	\$0.00	\$0.00	(\$4,038.43)	\$527,069.94
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 Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk	\$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	\$914,861.41	\$23,794.24	\$35,734.98	\$9,350.54	\$93,167.06	\$0.00	\$0.00	(\$7,918.49)	\$921,386.62
Endowment Funds									
Endowment Budgeted Funds	\$71,260.84	\$0.00	\$72.00	\$1,106.72	\$11,186.38	\$0.00	\$0.00		\$70,154.12
Adult Large Print	\$3,204.53	\$0.00	\$0.00	\$323.23	\$961.53	\$0.00	\$0.00		\$2,881.30
Adult Services Department	\$20,482.00	\$0.00	\$0.00	\$0.00	\$1,576.90	\$0.00	\$0.00		\$20,482.00
Adult Audio Visual	\$433.03	\$0.00	\$0.00	\$0.00	\$284.58	\$0.00	\$0.00		\$433.03
Adult Reference	\$17,802.07	\$0.00	\$0.00	\$16,088.18	\$16,088.18	\$0.00	\$0.00		\$1,713.89
Adult Programs	\$11,765.45	\$0.00	\$0.00	\$0.00	\$98.85	\$0.00	\$0.00		\$11,765.45
Adult Architecture	\$3,134.80	\$0.00	\$0.00	\$0.00	\$9.89	\$0.00	\$0.00		\$3,134.80
Youth Services Department	\$7,369.38	\$0.00	\$0.00	\$537.78	\$2,435.89	\$0.00	\$0.00		\$6,831.60
Youth Programs (Nix)	\$387.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$387.82
Professional Development	\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$10,692.18
Staff Appreciation	\$2,351.05	\$0.00	\$0.00	\$1,064.40	\$1,244.85	\$0.00	\$0.00		\$1,286.65
Koschik Building Fund	\$762.99	\$0.00	\$0.00	\$579.04	\$811.84	\$0.00	\$0.00		\$183.95
Sub-total	\$149,646.14	\$0.00	\$72.00	\$19,699.35	\$34,698.89	\$0.00	\$0.00	\$0.00	\$129,946.79
Total Endowment Investments	\$1,409,231.07	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$33,194.71)	\$1,376,036.36
Total Endowment Funds	\$1,558,877.21	\$0.00	\$297.00	\$19,699.35	\$34,698.89	\$0.00	\$0.00	(\$33,194.71)	\$1,505,983.15
Total All Trust Funds	\$2,473,738.62	\$23,794.24	\$36,031.98	\$29,049.89	\$127,865.95	\$0.00	\$0.00	(\$41,113.20)	\$2,427,369.77

TRUST RECEIPTS
November-21

Trust Money Mkt General Funds:

Kenneth and Kathleen LaMotte in Memory of Raymond James LaPointe	\$	200.00	
Carter Agree in Memory of Marilyn Agree	\$	100.00	
Trott Foundation	\$	5,000.00	
Interest Income (Trust and Checking)	\$	14.24	\$ 5,314.24

Friends of BPL:

- Adult Programs	\$	5,150.00	
- Teen Programs	\$	3,550.00	
- Youth Programs	\$	7,680.00	
- Outreach and Equipment	\$	2,100.00	\$ 18,480.00

Memorial/Book Fund:

	\$	-	
	\$	-	\$ -

Trust Money Mkt Endowment Fund:

	\$	-	
	\$	-	\$ -

Total Receipts at Huntington Bank

	\$	23,794.24	\$ 23,794.24
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Raymond James

	\$0.00	\$0.00
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Total Trust Receipts

	<u>\$23,794.24</u>	<u>\$23,794.24</u>
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Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
11/01/2021	LIBRY	5639	009315	FIRST NATIONAL BANK OF OMAHA	1,600.26
11/12/2021	LIBRY	5640	009126	AMAZON CAPITAL SERVICES INC	145.93
11/12/2021	LIBRY	5641	007772	BRIXNSTONE LLC	2,200.00
11/12/2021	LIBRY	5642	000902	CENGAGE LEARNING INC	86.37
11/12/2021	LIBRY	5643	000585	FARMINGTON COMM. LIBRARY	11,620.96
11/12/2021	LIBRY	5644	004604	GORDON FOOD	236.78
11/12/2021	LIBRY	5645	001090	INGRAM LIBRARY SERVICES	715.27
11/12/2021	LIBRY	5646	MISC	JACLYN MILLER	160.28
11/12/2021	LIBRY	5647	MISC	JAMES N CRAFT	100.00
11/12/2021	LIBRY	5648	006349	MIDWEST COLLABORATIVE	4,467.22
11/12/2021	LIBRY	5649	002013	MIDWEST TAPE	36.99
11/12/2021	LIBRY	5650	008336	NBS COMMERCIAL INTERIORS	3,230.00
11/12/2021	LIBRY	5651	000481	OFFICE DEPOT INC	83.45
11/12/2021	LIBRY	5652	002524	SIGNGRAPHIX INC.	720.00
11/26/2021	LIBRY	5653	009126	AMAZON CAPITAL SERVICES INC	1,253.86
11/26/2021	LIBRY	5654	000902	CENGAGE LEARNING INC	67.17
11/26/2021	LIBRY	5655	004269	CENTER POINT LARGE PRINT	55.94
11/26/2021	LIBRY	5656	000575	DEMCO, INC	579.04
11/26/2021	LIBRY	5657	001090	INGRAM LIBRARY SERVICES	429.28
11/26/2021	LIBRY	5658	009261	NICOLSON ASSOCIATES INC	340.00
11/26/2021	LIBRY	5659	000757	SCHOLASTIC INC	317.00
11/29/2021	LIBRY	5660	000902	CENGAGE LEARNING INC	55.17
11/29/2021	LIBRY	5661	009315	FIRST NATIONAL BANK OF OMAHA	376.58
11/29/2021	LIBRY	5662	004604	GORDON FOOD	148.47
11/29/2021	LIBRY	5663	009060	ROSEMARY ISBELL	23.87

LIBRY TOTALS:

Total of 25 Checks:	29,049.89
Less 0 Void Checks:	0.00
Total of 25 Disbursements:	29,049.89

**PHASE 3
BUILDING
RENDERINGS**



ARCHITECTURE PLANNING
 33610 Grand River
 Farmington Hills, MI 48335
 www.merritcurisakdesign.com

ADDITION & RENOVATION FOR:
BALDWIN PUBLIC LIBRARY
 320 W. MERRILL ST.
 BIRMINGHAM, MI

PROPOSED MAIN & LOWER LEVEL PLANS

ISSUED:

11/06/2018	30% PERMIT
08/06/2018	10% PERMIT
03/06/2018	5% PERMIT
02/06/2018	SCHEMATIC





AERIAL VIEW



merritt
cieslak
design^{llc}

ARCHITECTURE | PLANNING

VIEW FROM PARK



VIEW FROM PLAZA

merritt
cieslak
design^{inc}
ARCHITECTURE | PLANNING



VIEW FROM PLAZA

merritt
cieslak
design^{pc}

ARCHITECTURE | PLANNING

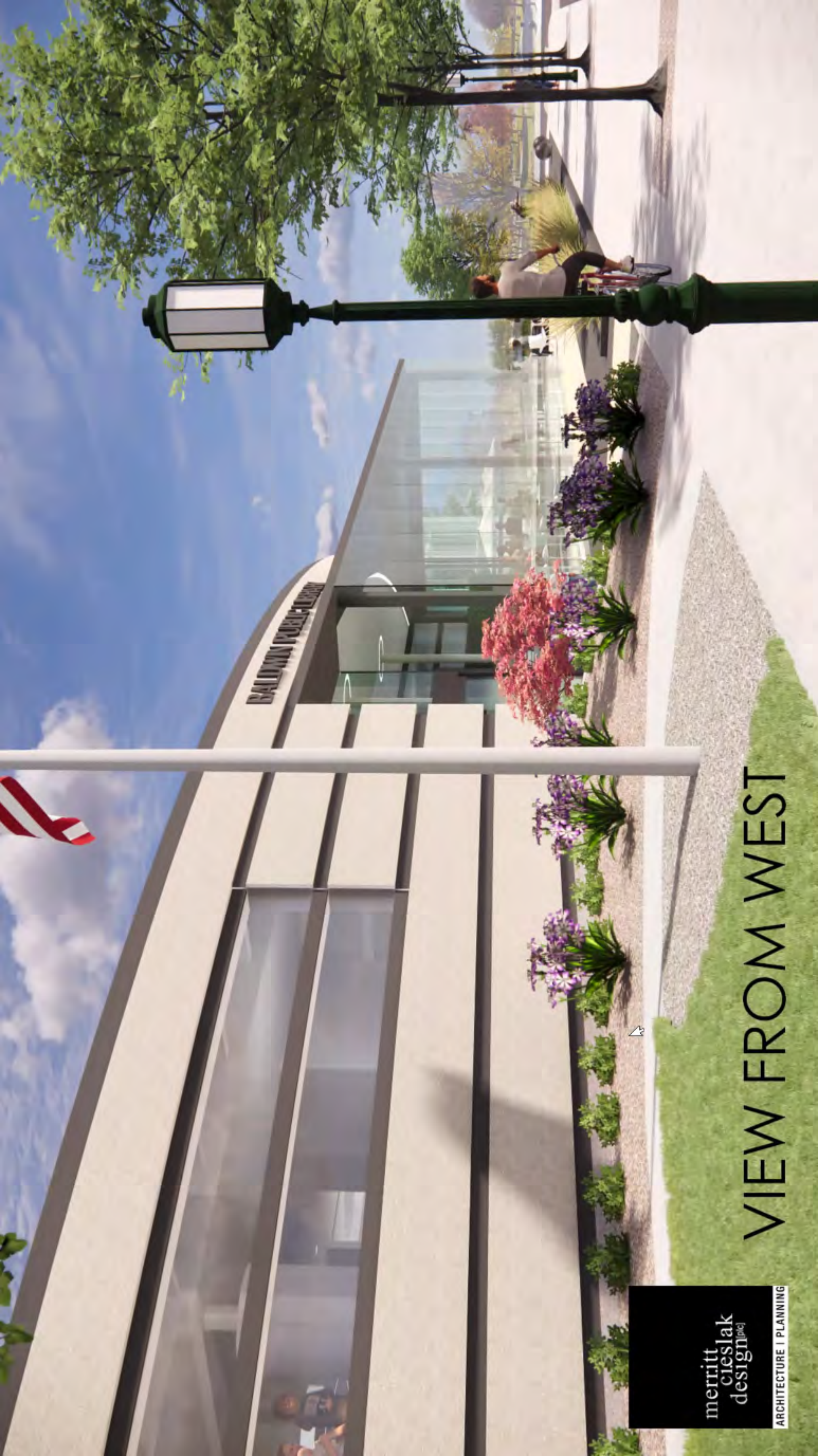
BALDWIN PUBLIC LIBRARY



VIEW OF MAIN ENTRY

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ARCHITECTURE | PLANNING



BALDWIN PUBLIC LIBRARY

VIEW FROM WEST

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ARCHITECTURE | PLANNING

BALDWIN PUBLIC LIBRARY



VIEW OF ENTRY

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ARCHITECTURE | PLANNING



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ARCHITECTURE | PLANNING

VIEW FROM COMMUNITY HOUSE



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ARCHITECTURE | PLANNING

VIEW IN CAFE



VIEW FROM ENTRY



VIEW OF DONOR PLAQUES



VIEW OF HISTORIC FACCADE

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ARCHITECTURE | PLANNING

VIEW OF HISTORIC FACADE

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design^{[p]c}

ARCHITECTURE | PLANNING





HOT PICKS

INFORMATION DESK

HOLDS & PICKUPS

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design^[pej]

ARCHITECTURE | PLANNING

VIEW TOWARDS INFORMATION DESK



VIEW FROM INFORMATION DESK



AVIATION DECK

BOOKS

CHILDREN

VIEW FROM ADULT AREA

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ARCHITECTURE | PLANNING



VIEW TOWARDS GRAND HALL

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ARCHITECTURE | PLANNING



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ARCHITECTURE | PLANNING

VIEW FROM GRAND HALL

VIEW FROM RAMP

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ARCHITECTURE | PLANNING



VIEW FROM RAMP

merritt
Cieslak
design^{llc}

ARCHITECTURE | PLANNING

