

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

JANUARY 19, 2022

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



LEARN.CONNECT.DISCOVER.

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Pisano, Frank
PRESIDENT

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Term expires 2025

Building and Finance
Committees

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VICE PRESIDENT

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Term expires 2023

Personnel and
Policy Committees

Rock, Karen
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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



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AGENDA

Baldwin Public Library Board Meeting

Wednesday, January 19, 2022 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 December 15, 2021 Board Meeting Minutes | p. 7 |
| B. Approval of January 12, 2022 Special Board Meeting Minutes | p. 12 |
| C. Approval of December 2021 vendor payments in the amount of \$128,101.70, including payments in excess of \$6,000. | p. 14 |
| D. Approval of total expenses in the amount of \$424,129.03. | p. 19 |

II. Board Reports and Special Announcements

- | | |
|--|-------|
| A. President's report | |
| B. Board comments | |
| C. Staff anniversaries (Jennifer Wheeler) | p. 85 |
| D. Upcoming events of interest (Jaclyn Miller) | p. 92 |

III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 18
B. Building Committee (Jim Suhay)	p. 21
Presentation by Merritt Cieslak Design about the conceptual/schematic design of the proposed front entrance and circulation expansion and renovation—a preview of the library's upcoming presentation to the City Commission at its long-range planning session on January 22, 2022.	p. 32
C. Policy Committee (Jennifer Wheeler)	p. 48
Suggested Board action: To make a motion to adopt changes to the Collection Development and Maintenance Policy, as found on pages 53 to 56 of the January 2022 Board packet.	p. 53
Suggested Board action: To make a motion to adopt changes to the Meeting Room Policy, as found on pages 61 to 64 of the January 2022 Board packet.	p. 61
Suggested Board action: To make a motion to adopt changes to the Social Media Policy, as found on pages 70 to 72 of the January 2022 Board packet.	p. 70
Suggested Board action: To make a motion to adopt changes to the Bylaws of the Library Board, as found on pages 75 to 76 of the January 2022 Board packet.	p. 75
D. Strategic Planning Committee (Karen Rock)	p. 77
IV. Library Report – Rebekah Craft and Jaclyn Miller	p. 79
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 89
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. Unfinished Business	
VII. New & Miscellaneous Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 92

B. 'Learn.Connect.Discover.' January 2022 Newsletter	p. 94
C. BPL Woodward Dream Drive flier	p. 98
D. American Library Association "The Library Bill of Rights"	p. 99
E. American Library Association "The Freedom to Read Statement"	p. 100
F. American Library Association "The Freedom to View Statement"	p. 104
G. Hometown Life, "Baldwin Public Library board seeks student representative for its governing board"	p. 105
H. The Washington Post, "Opinion: The golden age of public libraries dawns again"	p. 106
I. Library Journal, January 2022, Vol. 147 No. 1, "Collective Support"	p. 110

X. General Public Comment Period

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

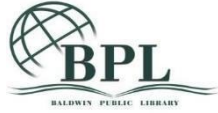
XI. Adjournment

The next regular meeting of the Library Board will be on Monday, February 21, 2022 at 7:30 p.m.

Motion: To adjourn the January 19, 2022 Board Meeting.

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
December 20, 2021**

Call to Order and Roll Call:

The meeting was called to order by President Frank Pisano at 7:30 p.m.

Library Board present: Melissa Mark (appearing via Zoom from Birmingham, MI due to health reasons), 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: Five.

Rumble 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 Wheeler

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. Board Reports and Special Announcements:

President's report: Pisano commemorated the 94th anniversary of the establishment of Baldwin Public Library, which occurred on December 19.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Mary MacMillan (7 years of service) and Megan Novak (4 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 76-77 of the December Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on Monday, December 13 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller, with Tim St. Andrew and Spencer Tawa from Plante Moran, who discussed the audit report for FY 2020-2021. Full minutes from this meeting can be found on page 18 of the December Board packet.

Mark asked why the Library's net pension liability and net OPEB (other post-employment benefits) obligation decreased so markedly. Pisano said this was due to excellent market returns during 2020-2021, so the City and Library had to contribute far less this year due to those gains.

The next meeting of the Finance Committee will take place on Monday, January 10, 2022, at 4:00 p.m. in the Delos Board Room. A Zoom link has been included in the public notice for those who wish to participate virtually.

Building Committee:

Suhay reported that the Building Committee met last on December 15 in the Jeanne Lloyd Room, however, the minutes from this workshop are not yet available and will be discussed during the January Board meeting.

Full minutes from the November 3, November 17, and December 1 workshops can be found on pages 21-34 of the December Board packet. Suhay noted the Building Committee received a cost estimate from Frank Rewold & Sons for the current Phase 3 plan. The Committee will begin value engineering the project to bring this renovation phase below or at the initial budget estimate of \$3.256 million. Pisano noted that the rise in inflation has increased the cost of construction since the original budget estimate was established.

Craft reviewed the current building renderings, which can be found on page 129 of the January Board packet.

Pisano encouraged members of the public to reach out to the Building Committee members directly with any comments about the project. In early January, an email update will be sent to those members of the public who have signed up for the Renovation Updates mailing list.

The next Building Committee meeting will be held on Thursday, January 6 at 4:00 p.m. in the Jeanne Lloyd Room. A Zoom link will be provided to the public who wish to attend virtually.

Policy Committee:

Rock reported that the Policy Committee met on Thursday, December 9 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Full minutes of this meeting can be found on page 35 of the December Board packet.

The Policy Committee reviewed four policies: Collection Development & Maintenance Policy, the Social Media Policy, the Staff Development Policy, and the Meeting Room Policy. The City attorney will review the Collection Development & Maintenance Policy, the Social Media Policy, and the Meeting Room Policy before recommendations to approve them are brought to the Board. Revisions to these policies were made by staff working groups, and were submitted to the Policy Committee who reviewed and edited them.

Rock reviewed the redline versions of the Staff Development Policy, found on pages 36-40 of the December Board packet.

Motion to adopt the Staff Development Policy, as found on page 41 of the December 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 Thursday, January 27 at 9:30 a.m. in the Delos Board Room.

Strategic Planning Committee:

Rock reported that the Policy Committee met on Wednesday, November 17 and December 10 in the Delos Board Room. Present were Rock, Suhay, Craft, and Miller. Full minutes of these meeting can be found on pages 45-47 of the December Board packet.

The Committee made tentative updates to the Mission, Vision, and Core Values statements, and performed a SWOT analysis of key strategic goals using input gathered from community participants and staff. The results of this SWOT analysis can be found on pages 52-61 of the December Board packet.

The next Strategic Planning Committee meeting will be held on Wednesday, January 5 at 9:30 a.m. in the Delos Board Room.

Personnel Committee:

Wheeler reported that she and Rock are planning Craft's performance appraisal. Feedback has been received via evaluation forms from the management staff, administration staff, Idea Lab staff, Board trustees, and Director Craft.

The Board's evaluation of the Library Director will be held during a Special Board meeting on January 12, 2022 at 6:00 p.m. A public notice will be posted for this open meeting.

Outreach Committee:

Rumble reported that the Outreach Committee met on Monday, December 13 in the Director's Alcove. Present were Mark, Rumble, Craft, and Miller. Full minutes of this meeting can be found on page 63 of the December Board packet.

The next Outreach Committee meeting will be held on January 6 at 10:45 a.m.

4. **Library Report:**

Craft and Miller presented highlights from the Library Report, which can be found on pages 65-73 of the December Board packet.

The DSLRT and Library of Michigan State Aid Surveys were submitted in December. The Library of Michigan will send library state aid in two checks in the Spring and Summer 2022. The sum received in recent years has been around \$29,000.

A staff member tested positive for COVID-19 in December. Craft continues to administer rapid COVID-19 tests to two employees who have not received vaccinations, per City guidelines.

Circulation Assistant I Petra Campbell's last day was December 15. Campbell plans to return to this position in Summer 2022. Page Haylie May has been promoted to Circulation Assistant I to fill this vacancy. Youth Services and Adult Services departments are seeking applications for substitute librarians. Youth Librarian Ruth Ann Czech submitted her resignation, effective December 31.

Craft facilitated the Library's part in City Commissioner Andrew Haig's Commissioner's Academy training. A Library Overview was supplied to Haig, which can be found on pages 86-96 of the December Board packet. Craft will be scheduling similar meetings with the other newly elected City Commissioners, Katie Schafer and Elaine McClain.

The Library donated a 2020 World Book Encyclopedia set to the Sheridan, which will replace their 1971 set. Trustee Mark has been updating the Sheridan's library for residents.

A Meeting Owl Pro set was purchased for Library meetings. This enables remote participants to receive a 360-degree view of the physical meeting space.

Miller reports the IDEA Task Force continues to implement a monthly thematic Library calendar. January will highlight Poverty in America Awareness. The IDEA Task Force is coordinating with Royal Oak Public Library, Berkley Public Library, and Huntington Woods Library to raise donations toward the Woodward Dream Drive which benefits the Oakland County Children's Village. Donation bins will be placed at Baldwin and the three Woodward corridor libraries from January 3 through January 28.

Head of Youth Services Stephanie Klimmek presented Library resources and services to the Greenfield and Birmingham Community Schools PTA. Youth Services Librarian Rosemary Isbell gave First Grade First Card presentations to five classes at West Maple Elementary.

A press release and application for Library Board Student Representative for 2022-2023 was sent out in December. High school juniors in the contract community area are invited to apply. Applications are due on January 11, 2022.

5. Liaisons

Friends: Friends President Ryndee Carney reported the Friends raised \$625 from November book sale tables and \$3,500 from the November Book Sale. The Friends currently have 228 paid members, eight more than at the end of the previous fiscal year.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. Unfinished Business: None.

7. New & Miscellaneous Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 75-118 of the December Board packet.
10. General Public Comment Period: Bob Ziegelman of Luckenbach Ziegelman Architects asked to present his recommended changes to the current Phase 3 plan. He proposed that their recommended changes would reduce the overall project costs. He dispensed print-outs of these changes to the Trustees.

John Gardner of Luckenbach Ziegelman Architects inquired about scheduling time to speak with Building Committee members.

Russell Dixon, a Birmingham resident and former architect with Gunnar Birkerts and Associates, commented that he would like to see Phase 3 renovations made consistent with Gunnar Birkert's original vision.

David Bloom, a Birmingham resident, commented that he disagreed with the decision to close Phase 3 planning workshops to the public. An open meeting of the Building Committee will be held on January 6, 2022 to allow the public to comment on the plan.

11. Adjournment:

Motion to adjourn the meeting.

1st Rock
2nd Rumble

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

Nays: None.

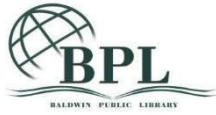
Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:51 p.m. The next regular meeting is scheduled for Wednesday, January 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date



**BALDWIN PUBLIC LIBRARY MINUTES,
SPECIAL MEETING
January 12, 2022**

Call to Order and Roll Call:

The meeting was called to order by President Frank Pisano at 6:31 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

1. New and Miscellaneous Business:

Motion: Closed Session request to consider a personnel evaluation as requested by the Library Director pursuant to Section 8(a) of the Open Meetings Act (Act 267 of 1976).

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.

The Library Board went into closed session at 6:35 p.m. The Library Board reconvened in open session at 7:59 p.m.

Motion: To end the closed session and reconvene the open meeting.

1st Mark

2nd Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion: To grant Director Rebekah Craft a 5% salary increase to a new annual salary of \$99,750.

1st Mark

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. General Public Comment Period: There was no public comment

3. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:01 p.m. The next regular meeting is scheduled for Wednesday, January 19, 2022, 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

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Check Number	Vendor #	Vendor	Amount
	009126	AMAZON CAPITAL SERVICES INC	1,193.13
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	29.94
	000902	CENGAGE LEARNING INC	566.61
	000575	DEMCO, INC	81.54
	005651	FINDAWAY WORLD, LLC	224.97
	006666	GRID 4 COMMUNICATIONS INC.	834.80
	001090	INGRAM LIBRARY SERVICES	14,109.65
	008827	KANOPY, INC	723.90
	MISC	KATHARINE T. BUSCH	4.99
	003527	LOWER HURON SUPPLY CO INC	682.36
	007927	MICHELLE HOLLO	1,356.25
	002013	MIDWEST TAPE	10,042.33
	006723	NEWMIND GROUP, INC	5,058.00
	006785	OVERDRIVE, INC.	10,517.81
	000797	THE LIBRARY NETWORK	1,609.63
	007408	T-MOBILE	149.30
	000158	VERIZON WIRELESS	103.75
283171	003703	AT&T MOBILITY	87.14
283173	006782	BIBLIOTHECA, LLC	18,355.10
283195	009024	THE D.M. BURR GROUP	1,734.52
283197	000575	DEMCO, INC	138.83
283199	004493	ELITE IMAGING SYSTEMS	132.42
283210	000249	GUARDIAN ALARM	232.41
283238	009351	MERRITT CIESLAK DESIGN	33,950.00
283250	008336	NBS COMMERCIAL INTERIORS	1,040.00
283251	001194	NELSON BROTHERS SEWER	110.00
283280	007408	T-MOBILE	149.30
283288	000158	VERIZON WIRELESS	102.96
283292	009026	WELLS FARGO VENDOR FIN SERV	677.87
283308	006638	ACTION MAT & TOWEL RENTAL	61.50
283309	007745	ALL COVERED	1,608.00
283322	003904	CAPITAL ONE BANK	1,835.86
283330	000627	CONSUMERS ENERGY	1,092.00
283338	MISC	DOW JONES & COMPANY INC.	1,260.00
283340	000179	DTE ENERGY	4,866.38
283360	003613	EBSCO INFORMATION SERVICES	121.00
283361	008164	GARY EISELE	68.43
283364	004493	ELITE IMAGING SYSTEMS	1,000.91
283370	006666	GRID 4 COMMUNICATIONS INC.	227.11
283380	MISC	KENT DISTRICT LIBRARY	6.64
283399	000678	OCLC, INC.	306.83
283401	002518	PITNEY BOWES INC	226.08
283409	002675	RESERVE ACCOUNT	5,000.00
283413	007907	SP+ CORPORATION	1,850.00
283423	MISC	WP COMPANY LLC	2,100.00
4646	003527	LOWER HURON SUPPLY CO INC	433.20
4657	005861	UNIQUE MGMT SERVICE, INC	44.75

Register of Claims

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Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
4664	009126	AMAZON CAPITAL SERVICES INC	999.00
4679	005550	LEE & ASSOCIATES CO., INC.	754.50
Total:			128,101.70

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

January 2022 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, January 10, 2022 at 4:00 p.m. in the Delos Board Room. Present were Danielle Rumble, Frank Pisano, Jim Suhay, and Rebekah Craft.

- Craft discussed the FY 2021-2022 budget. The budget is tracking well after six months. In December, large payments were made to Merritt Cieslak Design for architectural services, Bibliotheca for annual support and maintenance of the RFID security system, and Ingram, Overdrive, and Midwest Tape for library collections.
- Craft will be meeting with City Manager Tom Markus and members of the City's Finance Department to discuss the preliminary FY 2022-23 budget on February 11.
- Craft discussed the December Trust expenditures with the Friends of the Baldwin Public Library's funds. The Friends raised \$712.36 in lobby and Winter Markt sales in December 2021.
- Craft will work with new Raymond James account representative James Cummins to attend the April Finance Committee Meeting.

The next Finance Committee meeting will be held on Monday, February 14, 2022 at 4:00 p.m., in the Delos Board Room.

FINANCIAL REPORT: December 2021

This report references the Revenue and Expense Report 2021-22, found on the following page. At 50.0% of the way through fiscal year 2021-2022, the Library has spent 44.6% of its budget and received 86.0% of its revenue. By this point of the year, the Library was budgeted to have spent 50.0% of its budget and to have received 88.5% of its revenue.

Three pay periods were recorded in December.

Vendor payments in excess of \$6,000:

Merritt Cieslak Design (Architectural Services)	\$	33,950.00
Bibliotheca, LLC (Annual Support/Maintenance)	\$	18,355.10
Ingram Library Services (Print Materials)	\$	14,109.65
Overdrive (Electronic Materials)	\$	10,517.81
Midwest Tape (Audio Visual Materials)	\$	10,042.33
Total vendor payments in excess of \$6,000	\$	86,974.89
Balance of vendor payments less than \$6,000	\$	41,126.81
Total vendor payments	\$	128,101.70

City of Birmingham allocations:

Payroll Period Ending 11/27/21	\$	91,541.13
Payroll Period Ending 12/11/21	\$	90,552.78
Payroll Period Ending 12/25/21	\$	89,621.69
Employee Health Care Payroll Deduction 12/11/21	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	285,215.43

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	\$	294,671.12

Reconciling adjustments:

City of Birmingham Water Bill	\$	3,258.45
Reversal of Double Parking Charges	\$	(2,696.00)
Room Rental and Book Fine Refunds	\$	(4.99)
Audit Charge	\$	798.75
Total Recon Adjustments	\$	1,356.21

Total expenses for the month	\$	424,129.03
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
December 2021

	Approved 2021-2022 Budget	Current Month Budget December 2021	Current Month Actual December 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	50.00%	6th Month of the year
REVENUES											
TAXES	\$3,678,280	\$0	\$0	\$0	\$3,678,280	\$3,678,280	\$0	100.0%	\$3,532,911		99.6%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$7,500)	(\$839)	\$6,661	5.6%	(\$1,401)		9.3%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$50,000	\$7,058	(\$42,942)	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	\$0	(\$80,476)	\$482,855	\$400,783	(\$82,072)	41.5%	\$432,276		2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$2,252	\$468	\$10,700	\$14,506	\$3,806	67.8%	\$2,321		3.7%
INVESTMENT INCOME	\$30,000	\$2,500	\$5,031	\$2,531	\$15,000	\$10,937	(\$4,063)	36.5%	\$10,086		19.4%
TOTAL REVENUE	\$4,780,390	\$91,843	\$7,282	(\$84,560)	\$4,229,335	\$4,110,725	(\$118,610)	86.0%	\$3,984,978		84.8%
EXPENSES											
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$285,215	\$62,516	\$1,336,195	\$1,204,433	(\$131,762)	45.1%	\$1,178,311		46.3%
SUPPLIES	\$119,500	\$9,958	\$16,523	\$6,565	\$59,750	\$60,847	\$1,097	50.9%	\$53,678		50.2%
CONTRACTED SERVICES	\$383,830	\$31,986	\$51,598	\$19,612	\$191,915	\$163,856	(\$28,059)	42.7%	\$137,244		46.8%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$20,334	\$7,852	\$74,890	\$75,892	\$1,002	50.7%	\$61,766		44.1%
UTILITIES	\$96,000	\$8,000	\$9,217	\$1,217	\$48,000	\$52,530	\$4,530	54.7%	\$49,650		51.7%
OTHER CHARGES	\$82,260	\$6,855	(\$64)	(\$6,919)	\$41,130	\$26,858	(\$14,272)	32.6%	\$12,690		15.2%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$835	(\$4,524)	\$32,150	\$10,194	(\$21,956)	15.9%	\$581,766		115.7%
COLLECTIONS	\$640,700	\$53,392	\$40,471	(\$12,920)	\$320,350	\$284,561	(\$35,789)	44.4%	\$317,693		48.4%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$424,129	\$73,399	\$2,104,380	\$1,879,171	(\$225,209)	44.6%	\$2,392,797		54.1%
VARIANCE	\$571,630	(\$258,888)	(\$416,847)	(\$157,959)	\$2,124,955	\$2,231,554	\$106,599				
FUND BALANCE-BEGINNING OF YEAR							\$1,210,626.64				
FUND BALANCE-CURRENT							\$3,442,180.76				

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: December 15th, 2021
Location: Baldwin Public Library
300 W. Merrill St.
Birmingham, MI 48009

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Frank Pisano	Board President	BPL Building Committee
Melissa Mark	Board Member	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
Matthew DeSchutter	Estimator	Frank Rewold & Sons

AGENDA ITEMS

1. Review details cost estimate- Matthew DeSchutter, Frank Rewold & Sons
 - The meeting began with Matt from Frank Rewold and Sons giving an introduction to the Spreadsheet Report provided and reviewing the exclusions noted on the cover letter.
 - Jim asked about the Exclusion items such as Architectural and Engineering fees and Matthew explained that it was not included because MCD future fees were not yet provided to FRS, but that it could be added in the revised version. Steve added that it needed to be an all- inclusive estimate.
 - Matthew asked if Asbestos testing had been done in the library, in order to address Exclusion item Asbestos Testing and Abatement, and Rebekah said that testing had been done and not abatement- and that there was still asbestos in the ceiling above the old circulation area.
 - Jim asked Matthew to include Exclusion item Inflation with an educated estimate to reflect Summer 2023 when the project would be bid. Matthew said that he would

include this in the revised version, however he noted that in today's inflationary climate it is very difficult to project what cost will look like- as many trades costs are currently changing by the week and Steve added that he had corroborated this with other Construction Managers.

- Matthew then proceeded to review the Spreadsheet Report categories with overall subtotals and explanations of each item and any aspects that may have affected the cost.

-Jim asked about the possibility of removing items from the Spreadsheet altogether, and Matthew explained that because the contingency is based on a percentage of the subtotal estimate- that simply removing an individual item would not be an accurate depiction of the revised cost as some items affect others and then the overall contingency would be adjusted.

-There was a question about the travertine listed as a paver item and why black granite was not listed. Matthew said that the cost should be relatively similar and that this revision would be made. Steve explained that it was supposed to be black granite with light travertine. Jim asked about the possibility of using a concrete aggregate instead and Steve said that there were a lot of different potential options. Matthew suggested a colored concrete and Steve added that this can look nice if the application is done right. Frank said that if colored concrete were used instead of black granite that it should not be a stamped colored concrete because it can cause slipping accidents, and Steve agreed.

- Jim asked why the percentage of the contingency was so high and why there were two types of contingency listed and Matthew explained that this was to protect the library. Steve added that contingencies are typically higher percentages in the schematic phase because it is accounting for factors/details that are not yet decided or considered. Additionally, he noted that this is why contingencies for a bid set in the CD phase tend to be 5-6% because there is a better understanding of what the actual costs would be.

- Steve suggested that the Building Committee be open to keeping several add-alternatives in case of additional funds/or inflation decrease. Rebekah suggested that these could be considered during the design development phase when things were scrutinized further prior to the construction documents phase. Steve agreed and said that you don't fully know what the cost will be until you bid out the drawing set.

-There was a brief discussion about having deductive items for the estimate versus add-alternatives, and Steve explained that this was all based on the scopes written.

- Frank asked MCD if they had thought about not using so much glass. Steve explained that they had but in order to make the addition not feel like a 4th building MCD wanted to dematerialize the building as much as possible. Steve said that either way in order to enclose the additional exterior addition, building material would be used, which are inherently expensive. He also added that he would want to be cautious about how changing materials could drastically alter the overall look of the exterior.

2. Review design revisions and options

- The next portion of the meeting was a discussion of the potential alternates:

-Jim asked if the Kawneer 1600 series wall was the same as the curtain wall- such as what was used for the previous phase and Steve, Ron and Matthew all said yes.

- Steve mentioned that the Pilkington glass wall system that was proposed is all glass which is why the cost is so high.

-As a design alternate Jim suggested doing a skylight half the size to reduce the cost and Steve explained that while this would reduce the cost, that it would not necessarily be a substantial price difference. Steve recommended that if they were not going to use the glass fin system for the skylight, that they maintain the skylight size and use a conventional system. Melissa said that while she appreciated the style of the glass fin system, she felt inclined to advocate for the conventional system for the south wall and the skylight due to cost differences.

- Jaclyn asked Matthew for a clarification of what RHGC meant on page 7 of the document and Matthew said that it stood for Rochester Hills Glass Contract.

- Frank asked Steve if he thought colored concrete could look nice as an alternative to the black granite, and Steve said yes.

- Jim asked whether instead of completely removing the south wall bench at the plaza if the south wall bench could match the existing bench along the East wall and not be floated above the pavers to reduce cost and Matthew said that it could and that he would include this in the revised cost model.

- Melissa asked Matthew if the snow melt cost was reflective of the entire exterior plaza, and he said that it was. She then asked if it could instead be used only at the main entrance as an alleyway from the sidewalk to the main entrance- as was previously discussed and Matthew said that he would add this as a deductive item on the revised spreadsheet.

-Melissa asked about the green wall and Steve explained that it was a living wall system. Jim suggested that instead of doing an entire system that less greenery could be added to reduce the overall cost.

- Matthew suggested that the planter box in the plaza could have a reduced size in order to reduce the cost. He also suggested not including the bench or using a block bench instead of the floated bench, He said that he would include this as a deductive item in the revised spreadsheet.

- Jim was concerned that even with design alternates that it would not be within budget. Steve said that whatever would be presented at the City Commission would be within budget. Steve said that he had a feeling that in order to meet the budget that the skylight would have to be removed. It was suggested that this be kept as an add-alternate in case additional funding became available.

- Jim asked about removing the large glass sliding doors from the East wall and it was agreed that this could go away.

- Melissa was concerned that the building committee would be unprepared for the City Commission meeting and requested an additional meeting and Steve said that MCD could do an additional meeting.

-An additional meeting was scheduled for Wednesday, December 22nd at 4:00pm.

-Frank and Jim asked Matthew if he thought it was reasonable to account for an additional 5% inflation on top of what things are at, and he said that it could be. There was a brief discussion about whether the account for a 10% inflation rate and it was determined that the budget would reflect a 5% rate. [After the meeting, the library requested that the inflation rate be increased to 7%.]

- Jim added that he felt it was unnecessary to extend the light pavers from the inside to the outside and Steve said that this could be revised later on.

- Melissa asked about including an item for shades at the South and East walls to

the budget and Steve and Matthew said that they would need to include it. Steve added that they would need to be motorized shades.

3. Discuss deliverables for January 12, 2022 BC meeting
 - Schematic level plans, building sections, outline specifications
 - rendered images of interior and exterior design
 - Design alternates
 - Final schematic design cost estimate & alternates pricing
4. Discussion presentation of schematic design package to library board
 - The next portion of the meeting was a review of the rendering comparisons and a discussion about which additional renderings the building committee would like to see at the upcoming meeting.
 - Kristen requested a view without the skylight for spatial and lighting comparison.
 - Jim requested a view with a smaller skylight and asked that that it be a deductive item for the revised budget. Jim also requested a revised skylight rendering with a smaller size skylight with the conventional framing system as a deductive item.
 - Jim requested a rendering of the East wall of the addition without the large sliding glass door.
 - Jim requested a rendering with a view of adjusting the floating bench to match the existing one instead of completely removing it from the budget.
 - Frank requested that a copy of the renderings presented during the meeting be shared with the building committee and Steve said that they could.
5. Discussion presentation of schematic design package to City Commission
 - The next portion of the meeting consisted of a discussion of which renderings and plans would need to be included for the final presentation. Additionally, how many design alternates would be included for the presentation.
6. Next (final) Building Committee meeting scheduled for January 12, 2021 4:00PM
 - An additional Building Committee meeting was scheduled for December 22, 2021 4:00PM in addition to the one previously scheduled for January 12th.

*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 22nd, 2021
Location: Baldwin Public Library
Via Zoom

MEETING MINUTES ARE RECORDED IN BLUE

Attendees:

Frank Pisano	Board President	BPL Building Committee
Melissa Mark	Board Member	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
<u>Leah Klynstra</u>	Designer	Merritt Cieslak Design
Matthew DeSchutter	Estimator	Frank Rewold & Sons

AGENDA ITEMS

1. Review Conceptual/ Schematic Design Deliverables Presentation
 - The meeting began with Steve giving an overview of the summation of the work done for phase 3. Steve shared the presentation file and discussed that the work done by FRS was a preliminary cost estimate.
 - Jim asked a question about the Staff input for Initiative 1 on page 4/34 of the document presented. He asked whether the language should be changed from 'satellite locations' for the revised circulation desk. Steve explained that the original discussion with the staff included a concept to have the circulation desk down at the street level. Steve said the language in the presentation could be changed to "relocated location" and Jim said that would work. Additionally, on page 4/34 Steve asked Leah to add 'hot picks' as an item listed under Initiative 1.
 - Steve noted that Rebekah had reached out since the previous meeting and informed MCD that the library would most likely not proceed with a staffed cafe. He added that this would reduce the overall footprint required for the cafe counter.

-Melissa said that she thought it would be best to keep their options open as to whether or not the library would host a staffed cafe, and noted that the decision would likely not need to be made for a considerable amount of time- likely during the design development phase. She asked Steve if he agreed with her mindset and he said that he did. Additionally, he added that it ultimately would be predicated on how the library wants to present the cafe to the community.

- On page 5/34 of the presentation, Rebekah asked that the language be revised to note the "Architectural language of the [1927] building.."

- On page 6/34 of the presentation, Steve noted that there were words misspelled: language and physically.

- Jim requested that adding a point about the connection to Shain Park be included as an item on page 6/34 of the presentation. Jim also requested that it be noted that the original circulation desk footprint was too large and Steve said that these could be added.

- On page 7/34 of the presentation, Steve noted that 'hot picks' should be added to category 4, circulation. Ron noted that the language should be more specific and say "circulation desk."

-Jim requested that for category 1, plaza, should include items "outdoor program area" and "outdoor public seating."

- On page 8/34 of the presentation, Steve mentioned the addition of trees to the plaza and explained that it was based on conversations with Mark Nikita. He also explained that the addition of trees to the plaza would provide seasonal sunshade, however he noted that this would limit types of use for the space.

-Jim explained that he and Frank had met with Mark Nikita, and that Mark had commented that the plaza could benefit from more trees because the way it was shown would be too hot in the summer. Jim noted that he and Frank agreed and that they were more than willing to limit the outdoor program space to gain the benefit of sunshade. Jim also explained that Mark had suggested increasing the size of the landscape bed along the south wall and expanding it in the N/S direction. Steve said that this would be fine- suggested an additional 6-8' expansion to the landscape bed and also suggested maintaining a path between the new main entrance and the plaza area. Missy asked if this could be determined later and Steve and Matthew explained that nailing down these types of details now would help create a more accurate representation of the budget.

- Steve noted that the new trees were based on the conversation that he had with Mark Nikita and although they cut off the connection to Shain Park, that it will still be much more connected than the existing conditions.

-Frank suggested using some other kind of shade structure, and Steve explained that shade structures such as sail shades/ tensile shades would create a more seasonal element/ however they would be more expensive than trees, and Frank said that they should stick with the trees. Jim asked if adding the trees/additional landscaping would decrease the cost because of the square footage of pavers and snowmelt system and Steve said he thought it would be a wash.

- Jim commented that he was surprised that the full snow melt system was still being presented. Steve and Matthew explained that due to the cost of various elements if they removed the snow melt system then they would come under budget, Jim asked if they reduced the square footage of snowmelt and took it out of the plaza then could they add the skylight back in- and Steve said that they weren't the same cost. Jim said he would like to rework various budgetary factors in order

to get the skylight off the alternates list and back into the base list. Steve said that they would look into it and then explained the cost difference.

-Steve then went on to explain that MCD looked at decreasing the skylight size by 25% and still felt like it achieved the original design intent and would be less expensive. Melissa asked if there was any concern with ductwork for such a large area of glass ceiling and Steve explained that MCD had already looked at the mechanical drawings as well as a photo sent by Rebekah of the existing conditions and said that MCD felt confident that this could be reworked around it.

- Frank and Jim said that they did not want the skylight to be presented as an add-alternate, but that it should be factored into the base cost.

- Steve transitioned to discuss the budget on slide 9/34 and Jim asked if the revised skylight size retained the symmetry at the opening and Steve said that it did.

- On page 25/34 of the Schematic Cost Estimate Summary the 2nd item the name was changed from 'estimate contingency' to 'design contingency'. Steve also commented that the arch/engineering fees would likely be lower if MCD was used for the next phase.

- There was a discussion about the contingency percentage rate and it was decided that both be shown as 7%. It was additionally requested that the construction contingency would be included in the construction costs and that the estimate contingency be changed to "owners contingency" and be moved in order under #6 Arch/Eng. Fees.

-Melissa asked if there were things that absolutely needed to be decided at this point in time, and Steve said that the goal was to present what is reflected in the cost and then have separate renderings that illustrate some of the add alternatives that are not included in that number.

- There was a discussion about the add alternatives list, and which items should be included in the base. Jim questioned whether there was something that could be done to incorporate the skylight into the base cost. Steve explained that approximately 332K of the cost would need to be taken from other parts of the project in order to include the smaller, conventionally framed skylight. He added that he believed the reason the glass fin structure cost was much higher than what was anticipated is that the local glass companies grossly overestimated the cost because they were unfamiliar with the installation of the product. Frank also said that he felt it was important to keep the nanawall into the base as well to maintain the connection to the outside. Steve explained that MCD did incorporate a smaller nanawall to the east wall which was included in the budget number- however it wasn't the length of the full east wall.

- The next portion of the meeting was a review of the renderings, Jim asked whether a swing door could be added to the east wall instead of the smaller nanawall system in order to protect from weather and still have a door there for access, Steve explained that if that were the case then it calls into question the need for a vestibule- which would take up interior space. Frank said he would prefer to have the full size nanawall than a swing door. Jim said he didn't like the look of the full size nanawall because it looked like an aircraft hanger. Steve said that Mark Nikita had suggested using an aircraft hanger door instead of the nanawall system to cut costs and said that he was looking into it as an option. Melissa asked Rebekah which she would prefer to have and Rebekah said the skylight.

- Melissa asked Steve if the plaza heating were removed from the budget, could the funds be used towards the skylight. Steve explained that when the snow melt was taken out, the total came in under budget so it was actually added back in

because none of the add alternatives were the same cost. Melissa asked if the owners' contingency could be reduced in order to cut costs to include the skylight in the budget and Steve explained that the owners' contingency is typically used for those kinds of things.

- Rebekah noted that in the next few weeks Mark Gerber was supposed to be giving her updated millage numbers, and the millage was expected to increase, which would give more flexibility with city contributions to the project. She suggested going forward with the project with the skylight as an add alternate and then said that technically the library had money that could be used towards it and that during the design development phase the numbers could end up being lower than anticipated and then at that point the skylight could be put back into the project.

- Jim asked Steve to reduce the owners' contingency from 7% to 5%, and Steve said that he would do that. There was a brief discussion about reducing the construction contingency to 5% as well, and it was decided that it would be maintained at 7%.

- There was a discussion regarding how the options in the budget could be adjusted in order to free up some money to go towards the skylight. Steve said that if the owners' contingency was reduced to 5%, and the snowmelt system for plaza heating, cantilevered bench and green wall were removed then it would provide about 140K towards the skylight. He also noted that he and Matthew from FRS would need to corroborate the 332K as the cost of the smaller conventionally framed skylight. Jim said that LZG's skylight was larger square footage and a considerably lower cost and Rebekah and Frank said that they did not feel comfortable moving forward with LZG's number. Steve said that MCD and FRS would work hard to get a more accurate number for the skylight. Jim suggested going back to LZG's concept of the North/South oriented Skylight if the funds accounted for it. Steve explained that he thought LZG's number for the skylight was too low and that MCD felt that having the skylight reconnect the facade of the 1927 building from the interior is more effective. He also noted that LZG's skylight would bring more light into an area where it wasn't needed as much rather than adding more light the center of the library along the original facade where MCD was proposing it should go.

- Ron said that he thought MCD and FRS should remove the glass fin skylight and glazing as add alternatives, as well as the full size nanawall at the east side. Steve and Jim said that there was no harm in leaving them as add alternatives. Jim said as long as the skylight is removed from the add alternate list. Steve said that he would leave the glass fin structure as an add alternative.

- The discussion then moved on to the renderings. Jim said that in the meeting with Mark Nikita, Mark said that the addition looked like a 4th element and that it should be merged with the recent addition. Steve said that MCD had looked at making all white mullions to match the recent addition, and felt that matching the LZG glass and the Birkerts mullions was the best solution. Steve then shared images from with the mullions on the addition matching the LZG addition and Kristen, Rebekah and Frank said that they felt it made it look more like a 4th building and that they did not like it. Steve noted that it was a matter of opinion that although Mark Nikita did not favor the dark mullions on the addition, that when he spoke with Dave Chasco, Dave thought that it was well done. Jim said that other architects felt that this did not respect the Birkerts curve, Steve explained that previous architectural styles contained more grand elements for entrances for public buildings. Steve said that the original intent of Birkerts was a product of its time and is being updated and refined in order to solve a lot of challenges that the library is currently undergoing. As far as respecting the Birkerts curve, MCD is keeping the curve intact by not emulating it but allows it to remain and also respecting the LZG building.

- Jim said that he felt the two- toned plaza didn't work well and that Mark Nikita had agreed with him. Steve said that he had also discussed this with Mark Nikita, who had told him that he felt that if the contrast of lighter of the two tones was toned down that it would work better. Steve said that this comment was incorporated into the design.

- Jim added that he and Mark Nikita felt that the black spheres could go away and save money, that they were unnecessary. Steve said that they were identical to the ones from Shain Park- as an extension of the park. Kristen suggested that a bike rack could go there instead. Steve asked if they should be taken out and Melissa said yes.

- Jim noted that the bench was still shown as cantilevered. Steve said that this could be removed. Rebekah noted that she did not like the unfinished look of the LZG bench and that she preferred the cantilevered design.

- Ron asked if the snow melt system was kept at the entrance and the group said yes. Steve said that if there wasn't a snow melt system then there would need to be an 8" curb against the side wall of the glass because otherwise snow would pile up against the glass.

- The next topic covered was the relocation of the cafe counter and Steve noted the fritted glass on the backside of the counter. Jim asked why it was no longer facing south. Steve explained that before the smaller nanawall was introduced it had a clear flow of traffic but with the smaller nanawall system the path was interrupted. Melissa asked about plumbing and Jim and Melissa felt that it made more sense to keep it in the original location. Steve said that it would be put back how it was before.

-Jim asked if the extra space in the book sorting room was wasted space. Kristen explained that due to the mechanics that it was a desirable space for functional reasons. Jaclyn asked if the design would be comparable to what was existing and Steve explained that it was.

- Jim asked if the roof colors could be shown as the same color. Steve said that they could.

-Steve asked if an option for looking at an air hanger door should be pursued and Jim said as long as it was an add alternative. Rebekah asked if this should be in the design development phase and Steve said it was more of schematic design.

-Dianne asked a clarification question about where the 7% inflation number came from, since the previous meeting a 5% inflation was discussed and Steve explained that between the meetings Rebekah had reached out and said that the board wanted to stick with a 7% inflation number.

-There was a brief discussion about when construction would begin and it was decided that the presentation would say that construction would begin in Spring of 2023.

2. Next (final) Building Committee meeting scheduled for January 12, 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.*

January 2022 Building Committee Minutes

The Baldwin Public Library Board's Building Committee met on Thursday, January 6, 2022 at 4:00 a.m. in the Jeanne Lloyd Room. Jim Suhay, Frank Pisano, Melissa Mark, Rebekah Craft, Jaclyn Miller, and four members of the public were present.

1. Inadequate lighting in Youth Play Area - update from J. Gardner
Gardner shared plans to add 2-4 additional can lights in the ceiling to better illuminate the shelving in the Play Area. The Building Committee requested that Gardner share a cost estimate for this work before agreeing to the project. Gardner stated that the bulbs would be purchased at cost and there would be no cost for installation, due to the lack of lighting being the error of Luckenbach Ziegelman Gardner.
2. Zip US Up project - update from D. Bloom
Bloom played the drone footage showing the art panels hanging in the Youth Room. Winners have been selected by the jury, but winning artists have not yet been notified. Bloom suggested potential options for future art shows. The Committee asked Bloom to prepare a proposal for the Library Board.

Bloom requested that the Library install lighting around the inside perimeter of the Youth Room curtain wall. The Committee asked Bloom to prepare a cost proposal for the installation, and noted that the Library's priority is the design and completion of Phase 3 renovations, and stated that the Library does not have money set aside in the budget to pay for this expenditure.

3. Van Dragt expenditures - update from Craft/Miller
Craft reported that the 2nd floor office ceiling tiles are on back order along with the remainder of the Jeanne Lloyd room tables. She also reported that the periodical shelving for the Grand Hall was damaged in shipment and will not be installed until new replacement shelving is received. Miller reported that she is waiting to receive a quote from iscg for second floor copy room cabinets and Adult Services reference desk storage drawers and cabinets.
4. Phase 3 Expansion and Renovation project (www.baldwinlib.org/renovation)
Gardner shared drawings detailing the steel support beams and HVAC system that is running through Merritt Cieslak Design's proposed skylight location. Ziegelman suggested that his proposed location for the skylight should be considered. Russ Dixon stated that Merritt Cieslak Design should push the creative boundaries of the

addition and noted that the original model for the Gunnar Birkerts addition may still be in the Birmingham Museum's Hunter House attic. Gardner shared concerns about the size and location of the interior ramp and suggested that it could be eliminated because an elevator is present in the lobby. Gardner suggested that Merritt Cieslak Design investigate if the additional space has adequate fire separation and ensure the new space has an adequate fire suppression system. Bloom suggested an alternate orientation for the windows above the front entrance.

The next Building Committee meeting will be held on Wednesday, January 12 at 4:00 p.m. in the Jeanne Lloyd Room.

DATE: January 14, 2022

TO: Tom Markus, City Manager

FROM: Rebekah Craft, Library Director

SUBJECT: Phase 3 of Baldwin's Long-Range Building Program

At the City Commission's long-range planning session on January 22, 2022, I will deliver an update on the proposed Phase 3 of Baldwin's long-range building plan, which includes an expansion and renovation of the front entrance and circulation area. This final phase of the building plan will upgrade a space that has been largely untouched for 40 years and will help Baldwin offer amenities that are competitive with other local libraries that already have an accessible entrance and a café space. We anticipate that construction on Phase 3 will begin in spring 2023, pending necessary approvals.

The completion of Phase 3 will fulfill the library's long-range building plan, which was created in October 2015 and presented to the City Commission at its long-range planning session in January 2016. To support this project, we are asking for a continuation of the library's full millage rate through FY2025-26.

The library remains committed to maintaining and upgrading other areas of the building out of its operating budget and Trust. In the last year, we have doubled the footprint of the Idea Lab makerspace. We have also painted the Grand Hall for the first time in over 20 years, and painted, carpeted, and refurbished the administrative offices and two public meeting spaces on the second floor for the first time in 30 years. In May 2022, we will be updating the landscaping on the north side of the building along Martin Street to expand the children's garden and add an outdoor programming space for the Youth Department.

Library Improvement Goals

The library's long-range building plan contains the following goals:

- Increase the value that the library delivers to residents, businesses, and visitors of all generations
- Respond to public input gathered through various forums, including surveys and focus groups
- Balance community needs given limited resources
- Ensure that Birmingham remains competitive with other communities who have invested heavily in their libraries
- Strengthen Birmingham's civic center (Shain Park, Library, City Hall, etc.)

Phase 3: Expansion and Renovation of Front Entrance and Circulation Area

The Library Board issued an RFP to hire an architectural firm to design the conceptual/schematic plan for the final phase of library improvements in June 2021. Merritt Cieslak Design was awarded the bid in August 2021 and has been working with library staff and the building committee to design the project.

Input from Public and Staff

To determine the most important aspects to include in the design, Merritt Cieslak Design (MCD) used several outreach initiatives to gather input from the community. These initiatives included a meeting with library staff, a Community Forum, and a Community Survey. Feedback was gathered from 610 community members in total. Here is the feedback collected from the three outreach initiatives:

BPL is highly regarded within the community, with 95% indicating that it is “very important” to the community, and 84% indicating that it is “very important” to their family.

The vast majority of library users visit the library to borrow materials and, to a lesser degree, for studying, reading, meetings, and programs.

90% indicated that they would like BPL to be a “comfortable place for learning and studying.”

The main entrance is currently cold and dark looking and is not a reflection of the community.

The front steps are daunting.

It is hard to tell if the library is open because of a lack of visual lighting cues.

Respondents were evenly supportive of improving library signage, lighting, and finishes, while also expressing support for an easier entry processional, having a self-checkout near the entry, and having an interactive touch screen with the week’s activities posted.

The idea of adding a café to the library received mixed results. Approximately one-third of respondents indicated that it would be “very” or “somewhat” important to them, one-third indicated that it is “not that important” to them, and one-third indicated that it is “not important at all” to them.

Respondents rated the following services that they would like to have available at the street-level entrance, in order of preference:

1. a materials return drop
2. a place to pick up hold items
3. a self-checkout kiosk

4. the circulation desk
5. tables and chairs
6. a café

The survey also asked respondents to add any ideas about how the library might be improved and the responses were numerous and varied. Some of the recurring themes were as follows:

- The library is great as-is
- There could be a better space for the Friends book sales
- Aesthetics could be improved, particularly at the entry
- The architectural language of the original 1927 building is widely appreciated
- The library should have better accessibility
- Free parking (even short-term) is desired
- A drive-up, driver's side book drop is desired

Conceptual/Schematic Design of Phase 3

After careful consultation with the library's staff and Building Committee, MCD has developed a plan for the Front Entrance and Circulation Area. The project will enclose the space under the existing awning and add a small addition to the front entrance to create 1,940 square feet of interior space all for public use. The new entryway will have a more open and logical layout with intuitive wayfinding. All furniture, fixtures, and carpeting installed in this phase will carry on the color and design features previously used in the Adult Services and Youth Services renovations. The plan makes improvements to the following five areas:

Public Entrance

- Creates a fully accessible street-level entrance with both an interior two-stop elevator and an ADA-compliant ramp that is completely enclosed and protected from the elements
- Keeps the materials return slot and automated handling system adjacent to the front door for easy access after-hours and upon entering the library
- Provides a welcoming and inviting aesthetic
- Updates the lighting to improve visibility and safety

Circulation Area

- Adds an ADA-accessible service desk that is closer to the front entrance
- Establishes clear sightlines to the entryway
- Incorporates hold shelving adjacent to the service desk
- Creates a dedicated spot for the self-check machines
- Improves the appearance of the ceiling to be closer to the 1927 look

Collaboration space and café

- Provides flexible space for meeting and collaboration, with chairs and tables for 36 people
- Offers high quality coffee, drinks, and snacks at a self-service café
- Connects to exterior plaza with movable doors
- Allows for after-hours use for space rentals or programs
- Adds a street-level family restroom for easy access from Shain Park during the library's open hours

Plaza

- Adds exterior programming space
- Utilizes native plantings and reduces the amount of concrete by adding larger garden beds and more shade trees
- Integrates aesthetically with building
- Extends the library outdoors to provide additional seating and meeting space
- Relocates Marshall Fredericks Siberian Ram sculpture to a new garden bed
- Creates an inviting connection to Shain Park and the civic center
- Includes a partial snow melt system at the entrance and along a path to the Bates Street book drop to eliminate the need for salt during icy and snowy weather

Other

- Brings in light with an expansive skylight that gives visitors a floor-to-peak view of the original 1927 building
- Creates dedicated Friends book sale area with merchandising space
- Adds four private study rooms for use by one or two users, which are in high demand
- Enhances the connection between the entry and Grand Hall

Renderings of the design are in Appendix A.

PROCESS

Baldwin intends to proceed with the design of Phase 3 as it did with Phases 1 and 2. When the City Commission signals its approval to move ahead, the Library and City will issue an RFP for design development and construction documents and select an architect in a manner approved by the City. The architect will work with the Library Board and Library Administration—and, whenever appropriate, with City government—on design development and construction documents. The Library will continue to solicit input from library staff and the public. It will also consult various City boards and committees, especially to the extent that the design affects the exterior look of the building. The City Commission will have the final decision on approving the designs.

The precise features to be included in Phase 3 will be decided in the design development stage. The features and costs described in this document are the most accurate ideas possible at this stage in the process. Once the project is finalized and approved by the Library Board and City Commission, the City will issue an RFP for construction.

TIMELINE

Assuming that the public and City Commission are willing and financing is available, the Library Board would prefer to proceed with the construction of Phase 3 in the spring of 2023, at which point the project is estimated to cost \$3,526,316. The Library Board anticipates issuing an RFP for architectural services for design development and construction drawings in the next six weeks.

DEVELOPMENT OF COST ESTIMATES

The cost estimates for Phase 3 were developed in January 2022 by architects Merritt Cieslak Design in combination with general contractors Frank Rewold & Sons. These cost estimates are based on schematic designs for Phase 3 and account for design and construction contingencies and inflation.

Conclusion

We hope that the City Commission will agree to complete the library's three-phase building plan—originally proposed to the Commission in 2016—by planning to begin construction of Phase 3 in 2023. This would require a continuation of the existing library millage through FY 2025-26.

The library millage currently consists of 1.1 mills for operating expenses, plus additional millage—up to the voter-approved maximum Headlee millage cap—for building improvements. The library has been collecting its Headlee maximum millage since FY 2016-17, and has applied the money faithfully to Phases 1 and 2.

The additional Library millage to be collected each year, using estimates provided by the City of Birmingham's Finance Department, is listed below:

FY 2021-22	\$654,283	.2380 mills
FY 2022-23	\$672,833	.2315 mills
FY 2023-24	\$685,532	.2250 mills
FY 2024-25	\$699,051	.2185 mills
FY 2025-26	\$712,204	.2120 mills

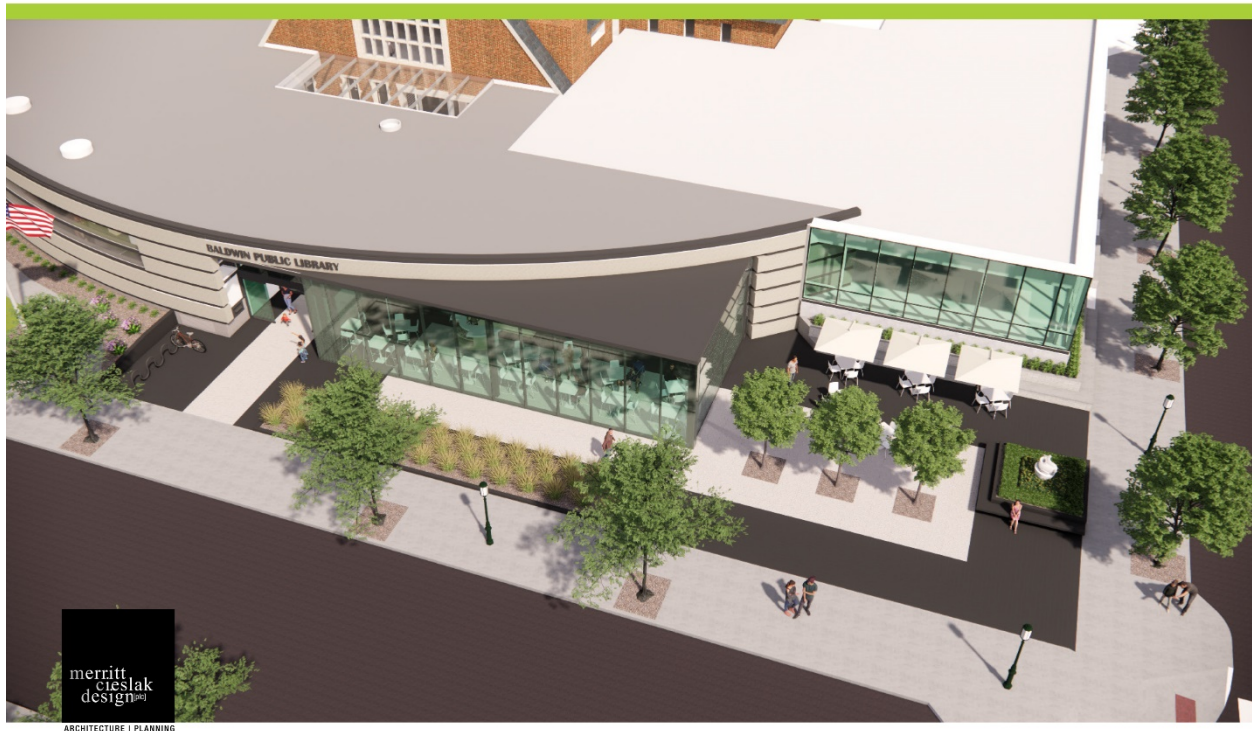
In its FY 2022-23 budget request, the library will ask for a total of 1.3315 mills, of which 0.2315 mills will be set aside for Phase 3. Details of the project, as well as final cost estimates, will be determined this year as we move into the design development and construction drawings stage of the project.

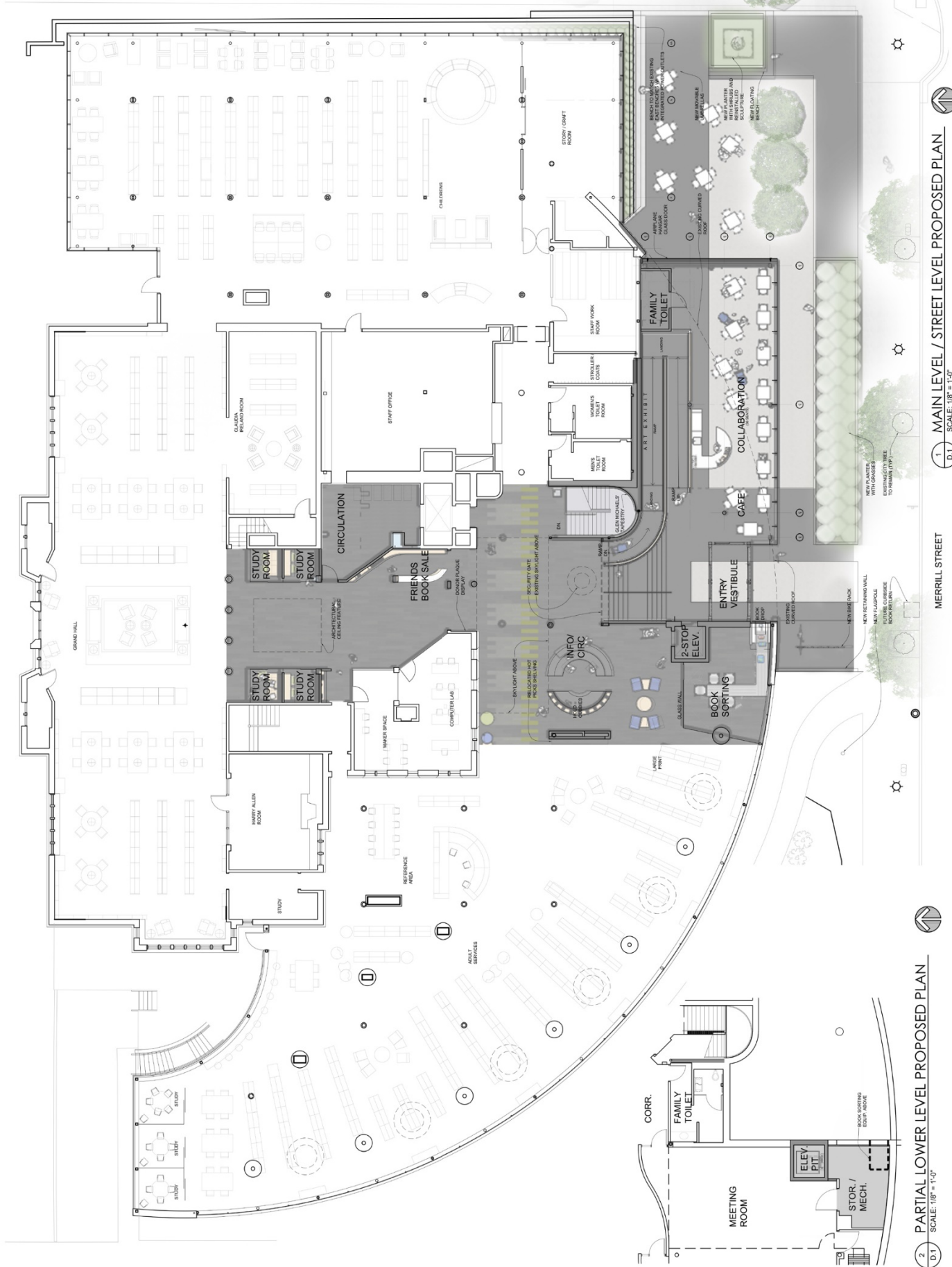
Appendix A

Project Scope of Phase 3

The designs on the following pages were developed jointly by Merritt Cieslak Design and the Baldwin Public Library Board of Directors and Library Staff.

AERIAL VIEW





meritt
cielsiak
design

ARCHITECTURE | PLANNING
33610 Grand River
Farmington, Michigan 48335
248-374-0001
www.merittcielsiakdesign.com

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

PROPOSED
MAIN & LOWER
LEVEL PLANS

ISSUED:	
1/10/2021, INC. REVIEW	
1/10/2021, INC. REVIEW	
12/10/2021, INC. REVIEW	
12/10/2021, INC. REVIEW	
12/10/2021, PRESENTATION	
01/10/2022, PRESENTATION	

1 MAIN LEVEL / STREET LEVEL PROPOSED PLAN
D.1 SCALE: 1/8" = 1'-0"

2 PARTIAL LOWER LEVEL PROPOSED PLAN
D.1 SCALE: 1/8" = 1'-0"

VIEW FROM SHAIN PARK



VIEW FROM PLAZA



VIEW FROM PLAZA



VIEW FROM WEST



VIEW FROM COMMUNITY HOUSE



VIEW OF ENTRY



VIEW OF MATERIAL RETURN



VIEW OF COLLABORATION & CAFE



VIEW OF COLLABORATION & CAFE



VIEW FROM VESTIBULE



VIEW TOWARDS CIRCULATION DESK



VIEW FROM CIRCULATION DESK



SKYLIGHT (STEEL STRUCTURE)



SKYLIGHT (STEEL STRUCTURE)



VIEW OF FRIENDS AREA



VIEW FROM GRAND HALL



Appendix B

Phase 3: Schematic Design Cost Estimate Summary

Construction costs for expansion and renovation	\$2,533,958
Construction Contingency (5%)	\$126,697
Inflation (6.5%)	\$164,707
<u>SUB-TOTAL</u>	<u>\$2,825,362</u>
Architectural & Engineering Fees (10% of Sub-total)	\$282,536
Construction Manager Fee (3.5% of Sub-total)	\$98,888
Furniture, Fixtures, and Equipment & AV/Low-voltage wiring	\$105,000
Inflation for FFE/AV (6.5%)	\$6,825
Liability Insurance	\$8,101
Owner's Contingency (6%)	<u>\$199,603</u>
TOTAL IN 2023 DOLLARS	\$3,526,316
Additional Library Millage (up to Headlee Max) for next 5 years	\$3,423,902
Optional Add-ons	
Full east-side Nanawall (instead of Hangar Door)	\$15,000
Snow melt system for full plaza	\$50,000

These costs include general conditions and construction phasing. Construction is expected to last 8 months.

The Library is committed to keeping the costs of the project as low as possible. Some value engineering may become necessary as the project progresses.

The Library would meet the shortfall between the cost of the project—which is \$3.53 million—and the amount from five years of additional Library millage—which is \$3.42 million—out of its reserves and Trust. The Library has enough money in its Trust to meet that commitment of \$102,414.

January 2022 Policy Committee Report

Since the last Policy Committee meeting on December 9, 2021, City Attorney Mary Kucharek has reviewed the following policies and suggested changes, where necessary.

- Collection Development & Maintenance Policy – This policy, last updated in 2016, meets all state law requirements per Kucharek’s review. The main changes to the policy include updating selection guidelines and collection maintenance standards, and adding clearer wording on the Library’s stance on controversial materials.
- Meeting Room Policy – This policy was last updated in 2014 and the proposed updates better reflect current staff practices. The cancellation policy has been further clarified and we have added a provision to state that people using the room for meetings must uphold high ethical standards. Upon advice of Kucharek, the Library will now charge one flat rate for all room rentals because library law states that all fees must be assessed equally.
- Social Media Policy – This policy, first adopted in 2014, has been completely rewritten to better describe current social media channels, best practices, and protection of speech. The final section on employee behavior has been omitted and will instead be included in the next update of the BPL Personnel Handbook.
- Board Bylaws – Kucharek recommends the removal of Article III, Section 6 because it conflicts with Michigan’s Open Meetings Act. In the past, when the Library Board was not able to establish a quorum, the meeting was cancelled and rescheduled for a later date. We will plan to do the same in the future.

The Policy Committee recommends that the Library Board approve updates to the Collection Development & Maintenance Policy, Social Media Policy, Meeting Room Policy, and Board of Directors Bylaws.

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

Collection Development & Maintenance Policy

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

Policy Statement

The purpose of this policy is to serve as a guide for the librarians of the Baldwin Public Library (BPL) in the process of materials selection and to inform the public of the principles upon which ~~Library~~BPL selections and deselections are made. Basic to this policy is the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, as affirmed by the ~~BPL Baldwin Public Library~~ Board.

Objectives

~~BPL The Baldwin Public Library~~ strives to achieve the following goals with its materials collections:

1. Provide materials that are of interest and relevance to the members of its community
2. Balance collections to incorporate both popular materials and those of lasting value
3. Offer materials in a variety of formats to meet the needs of the community
4. Represent a broad spectrum of interests to appeal to individuals of all ages and backgrounds
5. Give all relevant perspectives on topics of interest to its community and support intellectual freedom
6. Create and maintain a ~~local history~~ special collection that highlights knowledge and information about ~~BPL's the Library's service area~~ history
7. Consider the value of each item, the needs of the community, the existing collection, future trends, and ~~BPL's the Library's~~ budget when adding materials to the collection

Scope of the collection

~~BPL The Library~~ provides materials and services that reflect the diverse educational, information, and recreational needs of its users, though BPL may be unable to meet every need with on-site materials due to space and affordability constraints. ~~BPL The Library~~ provides collections to support a wide audience, including the needs of specific populations such as children, young adults, adults learning to read, business professionals, and the disabled.

~~BPL The Library~~ recognizes that content and medium should be suitably matched, and that ~~BPL Library~~ patrons have different learning styles and preferences for how they receive information. Therefore, ~~BPL Baldwin Public Library~~ provides materials in a variety of formats, including, when appropriate:

- **Print** – such as hardcover books, paperbacks, magazines, and newspapers
- **Audiovisual** – such as Blu-Rays, DVDs, books on CD, and other audio and visual formats

- **Digital Resources** – such as online databases, digital books, recordings, images, and software programs
- **Equipment** – such as toys, magnifiers, bike locks, **Internet to Go Kits**, etc.

Responsibility

Ultimate responsibility for materials selection rests with the Library Director, who operates within the policies determined by the Board of Directors. The Library Director delegates the responsibilities for specific subject areas and formats regarding the evaluation, acquisition, cataloging, retention and withdrawal of materials. Under the Director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development.

Selection Guidelines

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Directors. Under the Director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development and maintenance. Materials are selected **by** to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, cultural significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and **the** quality and suitability of **the** format.

- **Reference Materials** – Items are purchased if they are authoritative works of general interest
- **Popular Materials** – **BPL The Library** is a popular materials library and therefore collects current, timely materials to satisfy popular demand; **these items include fiction and non-fiction materials**
- **Textbooks** – Textbooks and curriculum-specific material are added to the collection only when such materials also serve the general public. **BPL's The Library** collection is designed to complement, but not duplicate, school district resources
- **Periodicals** – Items are added to the collection on the basis of relevance and community interest
- **Audiovisual materials** – **BPL The Library** recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. As new technologies are developed, **BPL the Library** will investigate the appropriateness of new media formats and will select popularly adopted formats for the collection
- **Self-published works** – **BPL The Library** generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand
- **Gifts** – **BPL The Library** accepts gift donations of materials which meet the same criteria as purchased materials. **BPL The Library** accepts commemorative requests,

Collection Development Policy adopted by the BPL Board on April 17, 2006. Revised February 15, 2016, January 19, 2022

places a bookplate in each item and integrates the item into the appropriate collection. *See Gift and Donation Policy*

- **Toys** - Toys are evaluated based on developmental appropriateness for the intended user, current popular interests, literacy-based connections, and the level of active play involved. High priority is given to toys with educational value. Materials in this collection are non-toxic, designed to withstand heavy use, and have strong appeal to the intended audience
- **Databases** – BPL The Library makes available a variety of online resources purchased to supplement and enhance BPL's the Library collection. These resources are evaluated on the basis of timeliness, ease of use, accuracy, and ability to meet patrons' information needs
- **Electronic Resources** – BPL The Library will monitor advances in technology, future trends, and the emergence of new formats and will adjust the emphasis within collections to reflect the changing times

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. BPL The Library has limited space and therefore a limited collection size. To keep the collection updated, relevant, in good condition, and contained to its present space, BPL the Library maintains a schedule of evaluation. Items are withdrawn from the collection if:

- The item is worn, stained, or damaged beyond repair
- The item is out of date, contains inaccurate data or is not historically significant
- A new, more current, or more comprehensive resource is available
- A more desirable format of the content is available
- Duplicates of the item exist in the collection
- The item has low circulation

Items removed from the collection are to be either sold with proceeds to benefit BPL the Library, or disposed of properly.

Items withdrawn by reason of condition, loss, or damage will be considered for replacement.

Items that cannot be easily replaced, yet can be repaired, may be repaired.

Patron Suggestions

BPL The Baldwin Public Library welcomes and considers all requests from BPL Library Cardholders. Librarians use the same selection criteria for requests as BPL the Library uses for the collection.

If an item is unavailable for purchase, BPL the Library will make every attempt to obtain the item via interlibrary loan for BPL cardholders.

Controversial Materials and Intellectual Freedom

Collection Development Policy adopted by the BPL Board on April 17, 2006. Revised February 15, 2016, January 19, 2022

It should be noted that inclusion of an item or resource in BPL's collections is not an endorsement of a particular point of view or philosophy and that BPL holds censorship to be a purely individual matter. While anyone is free to personally reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Also, responsibilities for materials selected/read/or viewed by children and adolescents rests with their parent(s) or legal guardian(s). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Because strong feelings and emotions can develop over items in BPL's ~~the Library's~~ collection, patrons are welcome to fill out a *Request for Reconsideration of Library Materials* form. When this form is completed, it is given to the Library Director for response. The item will be reviewed in accordance with BPL's ~~the Library's~~ Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom.

The Library Director and Library Board of Directors review these written challenges and the patron is informed of the Board's decision regarding the challenged material. The decision of the Library Board is final.

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Collection Development Policy adopted by the BPL Board on April 17, 2006. Revised February 15, 2016, January 19, 2022

Request for Reconsideration of Library Materials

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

The Baldwin Public Library enriches Birmingham and the communities it serves by providing opportunities and resources for individuals of all ages and backgrounds to learn, connect, and discover.

Your name: _____ Date: _____

Library Barcode: _____

Address _____

City _____ Zip code _____ Phone _____

Are you a BPL cardholder or do you live, work, own property, or attend school in our service area? _____ Yes _____ No

TITLE _____

AUTHOR _____ TYPE OF MATERIAL _____
(Artist, Composer, etc.)

Have you read, viewed, or heard the entire work? *(Requestors must read, hear, or view the entire work to have their challenge considered.)* _____ Yes _____ No

For what age group is this work intended? _____

What do you believe is the theme and/or major intent of this work? _____

Have you read any professional reviews of this work? _____ Yes _____ No

If yes, please list the publications here: _____

What is your objection to this work? Please be specific. _____

In its place, what work of equal literary quality would you recommend the library purchase that would cover the same subject or content? _____

Thank you. Your request will be referred to the Library Director.

Meeting Room Policy

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

Purpose:

Meeting rooms in the Baldwin Public Library (BPL) ~~(hereafter known as the Library)~~ serve a number of functions for the community. They provide space for ~~BPL Library~~ activities and programs, the Friends of the Library, the City of Birmingham, and other organizations affiliated with ~~BPL the Library~~. The meeting rooms are also available for rent to the public with appropriate fees being charged.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at ~~BPL the Library~~ does not in any way constitute or imply endorsement of the user's policies or beliefs by ~~BPL Library~~ staff, the Library Board, or the City of Birmingham.

~~BPL The Library~~ reserves the right to deny use of ~~BPL the Library~~ and meeting rooms to any group should their use conflict with ~~BPL Library~~ service or lead to disturbances.

Groups shall abide by all applicable laws, ordinances, codes, and other ~~BPL Library~~ policies while using the meeting rooms. Violations of any regulation may result in the immediate removal of the group from ~~BPL the Library~~. Violators are also subject to prosecution for any violations of any local ordinances or state or federal law. A person or group who is asked to leave ~~BPL the Library~~ for violating the Meeting Room Policy is not entitled to a refund of their fee.

Groups interested in renting a meeting room must return a completed meeting room contract. The contract must be submitted by the responsible party who will remain present for the duration of the rental.

General Regulations and Guidelines:

1. ~~BPL The Library~~ Administration authorizes the use of the rooms and maintains the schedule. Meeting room availability as well as the contract can be viewed online. ~~BPL reserves the right for staff members to enter a room at any time.~~
2. ~~BPL Library~~ programs and library-related services, meetings and events have first priority for scheduling use of the facilities.
3. ~~BPL The Library~~ is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. ~~All organizations, businesses, and private individuals hosting meetings at BPL will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, or other protected status.~~
5. ~~Those residing in Birmingham or the Library's contract communities will be charged either a non-profit rate or a for-profit rate. Those residing outside of Birmingham or the Library's contract communities are charged a non-resident rate for room rentals.~~

6. Schedule of fees: Prices are determined per each four (4) hours of use. There is a four (4) hour minimum charge based on room rented. If the reserved time is more than four (4) hours, the fee is prorated to the nearest half hour.

	Resident & Contract Non-profit Rate	Resident & Contract For profit rate	Non-resident rate
Delos Board Room	\$30	\$60	\$75
Jeanne Lloyd Room	\$40	\$80	\$125
Rotary Tribute or Donor	\$40	\$80	\$125
Full Rotary Tribute & Donor Room	\$80	\$160	\$200
Computer Lab	\$75	\$75	\$75

Equipment and Supplies (includes basic support of BPL-supplied equipment):

Use of Kitchen	\$20 per event (must also rent adjoining For Donor Room only)
Coffee (10 cup pot)	\$15
Hot tea per (10 cup pot)	\$10
Video Projector	\$25
Conference Phone	\$10
Whiteboard	\$10

Activities are limited to the room rented. The rental of any other space in BPL the Library will be considered on a case-by-case basis.

7. Meeting rooms are generally available during the following hours.

Monday through Thursday	9:30 a.m. - 8:45 p.m.
Friday through Saturday	9:30 a.m. - 5:15 p.m.
Sunday	12:00 p.m. - 4:45 p.m.

Earlier starting times may be available if arranged and approved in advance by BPL the Library. Meeting room use, including clean up, must end fifteen minutes before BPL's the Library's closing time.

8. If a meeting is cancelled by a group one week prior to the scheduled event, the meeting can be rescheduled or the rental fee can be refunded. If a meeting is cancelled due to a BPL Library conflict, the meeting can be rescheduled or the rental fee will be refunded. Meetings cancelled by a group less than one week prior to the scheduled event will be refunded 50% of their fee. BPL reserves the right to cancel any reservation at any time. BPL is not responsible for any fees incurred due to a cancelled reservation. If BPL Administration denies the application for failure to conform to this policy, the applicant may submit a written appeal to the Library Board within five (5) business days of the Library Director's decision. The decision of the Library Board, on a timely written appeal, shall be final.

Meeting Room Policy adopted by the BPL Board February 16, 2004. Revised April 22, 2004, March 20, 2006, November 20, 2006, January 22, 2007, April 21, 2008, June 15, 2009, June 21, 2010, December 15, 2014, January 19, 2022

In the event of a no-show by the rental group, the room will be held for 30 minutes. If BPL Administration has not been notified of a cancellation, the room may be released for other use.

9. Each group is responsible for ensuring that attendance at its meeting does not exceed the maximum seating for the meeting room.

Maximum Room Capacity

	Lecture Set-up	Classroom Set-up	Conference Set-up
Delos Board Room	N/A	N/A	12
Jeanne Lloyd Room	40	20	20
Rotary Tribute or Donor Room	35	20	20
Full Rotary Tribute & Donor Room	100	48	40

10. Reservations for meetings will be accepted up to six months in advance. ~~The Library Director~~ BPL Administration reserves the right to limit the frequency of use of its meeting rooms, to cancel reservations, and to review any or all applications before granting approval.
11. Banners, literature, photographs, or signage may not be placed anywhere in BPL ~~the Library~~ without the permission of BPL ~~the Library~~ administration. Tape cannot be applied to walls.
12. Fundraising activities by non-profit groups must receive prior approval from the Library Director ~~or the Director's designee~~.
13. Groups cannot charge an admission or registration fee and cannot sell goods or services. Non-profit ~~groups and social agencies~~ may charge cost recovery fees for their event.
14. Refreshments may be served although alcoholic beverages are not permitted. Coffee and/or tea can be provided by BPL ~~the Library~~ for a fee (see schedule). Any group who has a meal catered or who brings in refreshments should place all trash in a proper trash receptacle before leaving the building.
15. BPL ~~The Library~~ is a smoke-free, flame-free building. Candles, electronic cigarettes, and sterno warmers cannot be used.
16. Political organizations may use the meeting rooms provided meetings do not include fundraising. They may include business meetings, issue discussions, and candidate forums.
17. Minors may use meeting rooms as long as they can meet all meeting room requirements. The Contract must be signed by an adult, age 21 or older, ~~and who~~ must remain present for the duration of the rental.

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18. Groups using a meeting room shall remove all items from the room and leave the room in the same condition it was prior to the meeting.
19. Groups are responsible for any and all damage caused by meeting attendees or others associated with the meeting. Damages will be determined by the Library Director ~~or the Director's and his or her~~ designee. The person or organization will receive a notice of the assessment including itemized damages within 14 days. ~~The signee of the Meeting Room Contract is responsible for facilitating remittance for damages.~~
20. ~~Any outstanding fees must be paid before additional reservations will be accepted.~~
21. A copy of these rules and regulations will be provided to all persons who rent one of the meeting rooms. Violation of this policy and the guidelines will result in the future inability to rent rooms.

Publicity:

~~BPL The Library~~ maintains a calendar of confirmed meeting dates which is available to the public either in the administrative office of ~~BPL the Library~~ or online. Groups must be willing to have notice of their booking appear on the ~~Meeting Room Library~~ calendar. The Library will answer general questions from the public about times and room locations for meetings taking place at ~~BPL the Library~~.

The name, address, or phone number of ~~BPL the Library~~ may not be used as the official address or headquarters of any organization except those affiliated with ~~BPL the Library~~.

The use of meeting rooms by a non-~~BPL Library~~ group shall not be publicized in such a way as to imply ~~BPL Library~~ sponsorship of the group's activities.

Payment of Fees:

A Meeting Room Contract must be completed and returned with appropriate fees before the room reservation will be considered final. ~~If applying as a non-profit, proof of non-profit status may be requested by the Library.~~ Room set-ups and equipment requests must be included with the Room Reservation Contract and payment must be made one week prior to the meeting.

~~BPL may not be able to accommodate last minute change requests.~~

Payment may be made by cash, credit card (Visa, Mastercard, American Express, or Discover accepted), or by check payable to Baldwin Public Library. ~~BPL will bill the applicant for any bank fees related to a cancelled check.~~

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Meeting Room Policy

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

Purpose:

Meeting rooms in the Baldwin Public Library (BPL) serve a number of functions for the community. They provide space for BPL activities and programs, the Friends of the Library, the City of Birmingham, and other organizations affiliated with BPL. The meeting rooms are also available for rent to the public with appropriate fees being charged.

The meeting rooms are made available regardless of the beliefs or affiliations of individuals or groups requesting their use. Permission to meet at BPL does not in any way constitute or imply endorsement of the user's policies or beliefs by BPL staff, the Library Board, or the City of Birmingham.

BPL reserves the right to deny use of BPL and meeting rooms to any group should their use conflict with BPL service or lead to disturbances.

Groups shall abide by all applicable laws, ordinances, codes, and other BPL policies while using the meeting rooms. Violations of any regulation may result in the immediate removal of the group from BPL. Violators are also subject to prosecution for any violations of any local ordinances or state or federal law. A person or group who is asked to leave BPL for violating the Meeting Room Policy is not entitled to a refund of their fee.

Groups interested in renting a meeting room must return a completed meeting room contract. The contract must be submitted by the responsible party who will remain present for the duration of the rental.

General Regulations and Guidelines:

1. BPL Administration authorizes the use of the rooms and maintains the schedule. Meeting room availability as well as the contract can be viewed online. BPL reserves the right for staff members to enter a room at any time.
2. BPL programs and library-related services, meetings and events have first priority for scheduling use of the facilities.
3. BPL is not liable for injuries to people or damage to property, individuals or organizations using the meeting rooms.
4. All organizations, businesses, and private individuals hosting meetings at BPL will uphold high ethical standards without regard to race, color, religion, sex, age, national origin, disability, or other protected status.
5. Schedule of fees: Prices are determined per each four (4) hours of use. There is a four (4) hour minimum charge based on room rented. If the reserved time is more than four (4) hours, the fee is prorated to the nearest half hour.

Rental Space	Rate
Delos Board Room	\$30
Jeanne Lloyd Room	\$40
Rotary Tribute or Donor Room	\$40
Full Rotary Tribute & Donor Room	\$80

Equipment and Supplies (includes basic support of BPL-supplied equipment):

Use of Kitchen	\$20 (For Donor Room only)
Coffee (10 cup pot)	\$15
Hot tea per (10 cup pot)	\$10
Video Projector	\$25
Conference Phone	\$10
Whiteboard	\$10

Activities are limited to the room rented. The rental of any other space in BPL will be considered on a case-by-case basis.

6. Meeting rooms are generally available during the following hours.

Monday through Thursday	9:30 a.m. - 8:45 p.m.
Friday through Saturday	9:30 a.m. - 5:15 p.m.
Sunday	12:00 p.m. - 4:45 p.m.

Earlier starting times may be available if arranged and approved in advance by BPL. Meeting room use, including clean up, must end fifteen minutes before BPL's closing time.

7. If a meeting is cancelled by a group one week prior to the scheduled event, the meeting can be rescheduled or the rental fee can be refunded. If a meeting is cancelled due to a BPL conflict, the meeting can be rescheduled or the rental fee will be refunded. Meetings cancelled by a group less than one week prior to the scheduled event will be refunded 50% of their fee. BPL reserves the right to cancel any reservation at any time. BPL is not responsible for any fees incurred due to a cancelled reservation. If BPL Administration denies the application for failure to conform to this policy, the applicant may submit a written appeal to the Library Board within five (5) business days of the Library Director's decision. The decision of the Library Board, on a timely written appeal, shall be final.

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14. BPL is a smoke-free, flame-free building. Candles, electronic cigarettes, and sterno warmers cannot be used.
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19. Any outstanding fees must be paid before additional reservations will be accepted.
20. A copy of these rules and regulations will be provided to all persons who rent one of the meeting rooms. Violation of this policy and the guidelines will result in the future inability to rent rooms.

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Publicity:

BPL maintains a calendar of confirmed meeting dates which is available to the public either in the administrative office of BPL or online. Groups must be willing to have notice of their booking appear on the Meeting Room calendar. The Library will answer general questions from the public about times and room locations for meetings taking place at BPL.

The name, address, or phone number of BPL may not be used as the official address or headquarters of any organization except those affiliated with BPL.

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BPL may not be able to accommodate last minute change requests.

Payment may be made by cash, credit card (Visa, Mastercard, American Express, or Discover accepted), or by check payable to Baldwin Public Library. BPL will bill the applicant for any bank fees related to a cancelled check.

Social Media ~~Usage~~ Policy

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

The Baldwin Public Library (BPL) utilizes various social media applications whereby BPL staff and users can interact through virtual (internet) communication to effectively promote our programs, collections, services, and electronic resources. BPL regards online social media applications in the same way as its other information resources in accordance with its mission of serving our patrons' needs for informational, educational, cultural, and recreational pursuits.

What is Social Media?

Social media is defined as any website or application that allows users to share information. Social media can include, but is not limited to, blogging, instant messaging, social media sites, and wikis. Many social media sites allow users of those sites to become a "friend," "follower," or otherwise associate their own "profiles" or virtual presences with BPL's profile on these sites. Examples of such sites are Twitter, Facebook, Instagram, and blogging platforms like Blogger and WordPress. BPL does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions that a parent or guardian may place on a minor's use of this resource.

Library Social Media Content

BPL employees will regularly create, post, and share current professional content by using social media. Designated staff members will have access to BPL's social media accounts to manage the following types of content and features:

- Notice of library events, meetings, and programs; notice of community events
- Photographs and videos from the above
- Links to articles, videos about libraries, publishing, books, reading, and other literacy-related content
- Information about library-related services such as databases and electronic services
- Highlights of special collections such as local history or new additions to the collections

Personal Information

BPL does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for BPL contact outside the site. Contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at any time from BPL's "friends" or "followers" lists, or request that BPL remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, Posts, and Messages

BPL shall be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a Facebook post or blog book review may be quoted in a newspaper or on the BPL website. No personal information, other than first name, will be used unless prior approval is granted by the user.

BPL assumes no liability regarding any content provided by any participant in any BPL sponsored social media service, and does not endorse or review content outside the “posts” created by BPL staff.

To participate in BPL social media services, users must agree to abide by all BPL policies, including the Electronic Device, Network, and Internet Use Policy, Social Media Policy, and the Terms of Service of each individual third-party service provider.

The role and utility of social media sites will be evaluated periodically by BPL staff, and may be terminated at any time without notice to subscribers.

Comment Removal Policy

The official BPL social media accounts will serve as a limited public forum that will allow BPL staff to share information about BPL with people who engage with each platform. All library users are welcome to participate, provided they accept the terms of service of the respective social media platforms: copyright violations, obscenity, pornography, defamatory or libelous comments or threats to the library, library staff and other users is prohibited.

BPL is committed to a policy of non-discrimination and free discourse. Users are welcome to participate and comment on our blogs and social media sites, but BPL requests and urges that all participants adhere to the general rules of civility.

All social media interactions will be regularly monitored, reviewed, and approved for content. BPL is requesting and urges all participants to engage in civil communication. Should a patron post materials listed below, the patron will be temporarily blocked and items removed, and will be notified of why they are being blocked. The patron will be afforded an appellate process to challenge the removal and block within 48 hours of the removal and block and appeal to the library director. The patron will have the opportunity to have their postings reinstated as determined by the library director. The following material may be removed from BPL social media sites:

- Advertisements
- Postings which contain obscene matter
- Supreme Court defined “hate” words
- Threats against BPL staff or other users
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
- Potentially libelous or defamatory postings

- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, BPL or BPL partners
- Postings which violate or potentially violate local, state, or federal laws, including, but not limited to, intellectual property and copyright laws
- Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which contain sexual harassment, epithets, or slurs
- Postings that support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy, bond issue, proposal, or other issues on a ballot

Comments and opinions expressed through any BPL social media account are those of the individual contributors, and do not reflect those of the BPL, its officers or employees. Social media users should use their own judgment about the quality and accuracy of any information presented through social media.

Policy for Guests:

Terms

~~By commenting or posting on the social media accounts belonging to Baldwin Public Library (the "Library"), guests agree to the following terms:~~

- ~~1. Not to post or link to offensive, obscene, pornographic, threatening, illegal, or discriminatory content.~~
- ~~2. Not to post spam, viruses, malware, or any other destructive program, script, or code.~~
- ~~3. To post only their own content; any content found to be in violation of copyright law will be removed immediately.~~
- ~~4. Not to post any unlawful, discriminatory, or misleading items.~~
- ~~5. To post only what is truthful to the best of their knowledge.~~

Rights

~~The Library retains the right to the following:~~

- ~~1. Delete comments that, at the Library's sole discretion, it deems to be offensive or inappropriate, or that violate the Library's or the applicable social media site's terms of usage.~~
- ~~2. Reproduce comments for Library marketing. Authorship will always be credited if it is known.~~
- ~~3. Block, remove, or otherwise prohibit any user for behavior the Library Director or his or her designee deems inappropriate.~~

Liability

The Library shall not be held liable for any damages resulting from patrons' use of the Library's social media accounts.

Endorsements

Public comments that appear on Library social media are the views of the poster and do not reflect the views of the Library.

Modification of Terms

The Library retains the right to amend these terms at any time. Amended terms will be posted on the Library's website when these changes occur.

Penalties

Guests violating this Policy will be asked to comply by Library staff. In response to serious or repeated violations of this Policy, Library staff is authorized to take appropriate measures against the guests, according to the provisions laid out in the Library's Code of Conduct. The applicable social media site may also take action against guests, according to the site's terms of usage.

Policy for Library Employees and Volunteers ("Library Personnel"):

Use of Library Accounts

Only Library Personnel designated by the Library administration are entitled to post to Library social media accounts. Library Personnel who use the Library's social media accounts are bound to observe the following guidelines:

- 1.—Library Personnel who use the Library's social media accounts must follow the Library's Code of Conduct and Electronic Communications Policy.
- 2.—Library Personnel cannot use the Library's social media account to advocate for or against any issue, position, or cause, especially but not limited to those of a political or religious nature.

Library Personnel without access to the Library's social media accounts, but who are interested in adding content to them, are encouraged to submit their suggestions to the Library Director or his or her designee.

Use of Personal Social Media Accounts

When using a personal social media account, Library Personnel are bound by the following guidelines:

- 1.—Library Personnel cannot speak on behalf of, or represent the Library in any way.
- 2.—Library Personnel cannot disclose patron information that would violate Michigan's Library Privacy Act, as amended, MCL 397.601, et seq. or any other law.
- 3.—Library Personnel cannot use the Library's logo or other trademarked or copyrighted material.

4. ~~Library Personnel cannot take pictures of patrons while working without consent of said patrons. This does not include photographing/videotaping Library events in your capacity as an employee.~~

Penalties

~~Library Personnel found to have violated this Policy may be subject to disciplinary action up to and including dismissal from employment, and if applicable, may be subject to prosecution under federal or state laws.~~

Social Media Policy

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- Postings which violate or potentially violate local, state, or federal laws, including, but not limited to, intellectual property and copyright laws
- Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
- Postings which contain sexual harassment, epithets, or slurs
- Postings that support or opposes the nomination or election of a candidate for public office, the investigation, prosecution, or recall of a public official, or the passage of a levy, bond issue, proposal, or other issues on a ballot

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Bylaws of the Board of Directors

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

ARTICLE I - BOARD OF DIRECTORS

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

ARTICLE II

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

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

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

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

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

ARTICLE III - MEETINGS

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

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

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

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

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

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

ARTICLE IV - COMMITTEES

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

ARTICLE V - LIBRARY DIRECTOR

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

ARTICLE VI - PARLIAMENTARY AUTHORITY

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

ARTICLE VII

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

Bylaws adopted by the Baldwin Public Library Board in 1940. Revised May 1961, November 1981, October 1985, December 1985, February 1989, October 2014, October 2021, January 2022

Bylaws of the Board of Directors

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

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

ARTICLE I - BOARD OF DIRECTORS

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

ARTICLE II

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

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

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

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

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

ARTICLE III - MEETINGS

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

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

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

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

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

ARTICLE IV - COMMITTEES

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

ARTICLE V - LIBRARY DIRECTOR

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

ARTICLE VI - PARLIAMENTARY AUTHORITY

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

ARTICLE VII

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

January 2022 Strategic Planning Committee Minutes

The Baldwin Public Library Board's Strategic Planning Committee met on Wednesday, January 5, at 9:30 a.m. in the Delos Board Room. Jim Suhay, Karen Rock, Rebekah Craft and Jaclyn Miller were present.

The Committee revisited the Core Values and agreed to the following values and definitions.

Core Values:

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

The Committee revisited the Key Strategic Goals and agreed to the following numbered goals.

Suhay discussed strategic objectives and action plans. Goal champions were also assigned to each goal. The Committee then decided upon Strategic Objectives for each goal.

The objectives listed under each goal were proposed and will be reviewed by library staff before the next Strategic Planning meeting:

1. *Programs & Services* - Adapt programs and services to meet the needs of the changing population (Goal champion: H Jennings and Stephanie Klimmek)
 - a. Determine the wants and needs of users for Library services and programs
 - b. Adjust services and programs in response to user feedback
 - c. Continually evaluate services and programs
 - d. Create a technology plan that supports programs and services
2. *Facility* - Create a welcoming, safe, and accessible building that meets the needs of our staff and users (Goal Champion: Jaclyn Miller)
 - a. Develop and plan for long-term facility needs
 - b. Develop and complete expansion and renovation of front entrance and circulation area
 - c. Maintain a safe and accessible environment
 - d. Continue to monitor and make improvements to facility

3. *Diversity & Equity* - Provide and promote equitable and inclusive resources and opportunities for all populations (Goal Champion: Rosemary Isbell)
 - a. Embed DEI into the culture and climate of the organization
 - b. Training and education
 - c. Recruitment
 - d. Assessment
4. *Community Outreach & Partnerships* - Develop and strengthen BPL connections within the community (Goal Champion: Jaclyn Miller)
 - a. Identify and develop new community relationships and partnerships
 - b. Maintain and strengthen existing community relationships and partnerships
 - c. Develop an external marketing and communication plan
5. *Personnel & Organization* - Train, empower, and equip members of the organization to best support users and each other (Goal Champion: Rebekah Craft)
 - a. Review existing organizational structure
 - b. Attract and retain well-qualified staff
 - c. Adapt to changes with creative solutions and ideas
 - d. Provide training opportunities
6. *Financial* - Maintain and improve financial health (Goal Champion: Rebekah Craft)
 - a. Analyze current and future expenses and identify cost-saving opportunities
 - b. Analyze current and future revenue and identify potential revenue streams
 - c. Maintain awareness of economic trends
 - d. Incorporate strategic plan into yearly budget

In the next two weeks, Craft and Miller will work with library staff to decide an action plan for each objective.

The next Strategic Planning Committee meeting will be held on Wednesday, January 26 at 2:00 p.m. in the Delos Board Room.

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: December 2021

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q2 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 7,282	\$ 159,267	\$ 4,110,725	\$ 3,981,219			
Expenses	\$ 424,129	\$ 525,886	\$ 2,104,380	\$ 2,392,562			
Circulation							
Circ (Charges & Renewals)	44,987	34,793	286,818	259,249	202,472	84,346	On Target
Self-Check Usage	46.0%	1.2%	48.6%	42.5%			
% of Circ by Residents*	93.1%	96.1%	92.9%	94.4%	92.0%	1%	On Target
% of Circ by Non-Residents	6.9%	3.9%	7.1%	5.6%	8.0%	-1%	On Target
Interlibrary Loans							
Items borrowed	783	827	4,907	4,108			
Items loaned	737	781	4,653	3,045			
Technology Usage							
Database Sessions	2,806	2,250	15,622	15,135	10,277	5,345	On Target
Downloadable Content	11,027	12,479	67,489	73,548	62,287	5,202	On Target
Public Computer Usage	266	-	1,764	2,777		1,764	
Wireless Sessions	4,249	4,590	26,531	28,467	30,000	(3,469)	Off Target
Program Attendance							
Program Attendance for Adults	249	326	1,865	2,510			
# of Programs for Adults	12	17	97	146			
Program Attendance for Teens	133	94	919	442			
# of Programs for Teens	5	4	28	25			
Program Attendance for Youth	521	996	4,723	3,351			
# of Programs for Youth	27	17	169	192			
Computer Classes	23	31	140	202			
# of Computer Programs	5	5	29	36			
Online Video Views	108	420	536	2,424			
Idea Lab Certifications	-	-	-	-			
Idea Lab Visits	-	-	-	-			
Total Program Attendance	1,034	1,867	8,183	8,929	10,830	(2,647)	Off Target
Total # of Programs	49	43	323	399	315	8	On Target
Outreach Attendance	96	-	1,197	-			
# of Outreach Programs	2	-	14	-			
Gate Count						(23)	On Target
	12,303	2,969	79,189	47,220	79,212		
Volunteer Hours						(283)	Off Target
	4	3	86	66	369		
Social Media							
	New Users	New Users					
Website Hits/Pageviews	19,981	23,409	129,298	102,964	107,847	21,451	On Target
e-Newsletter Subscribers**	-63	-29	11492	11383	11000		On Target
Facebook Page Likes	3	65	2655	2574	2668	(13)	Cautionary
Twitter Followers	2	-1	1323	1303	1373	(50)	Off Target
Instagram Followers	4	29	1927	1789	1937	(10)	Cautionary

*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.

Key Metrics Explanation: December 2021

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the first quarter:

- **Financials:** Revenues and expenses are tracking as expected.
- **Circulation:** This quarter, circulation was up compared to FY 2020-21 which continues the pattern from Q1, and was ahead of our target for the second quarter by 29%.
- **Technology Statistics:** Database sessions are ahead of last year's usage and are 34% above our target, likely owing to COVID-19 impacting time spent in the Library. Downloadable content is also ahead of our goal this year. We continue to promote databases and downloadable content through social media and online tutorials. Wi-fi usage is off-target likely due to a decrease in time spent inside the Library, as Delta and Omicron COVID cases continue to rise.
- **Program Attendance:** Due to COVID-19 case number fluctuations, we continue to evaluate program offerings, presenting a mix of in-person, virtual, and hybrid versions. As we work to do so in a safe, high quality manner, the number of programs is slightly higher than this time last year – and is on target for the quarter - but attendance is down 24%. Youth librarians offered in person and virtual options for story times, and Adult librarians focused on primarily virtual programs, with a mix of hybrid options. The take-and-make programs, subscription boxes, Little Explorers, and Crafts to Go kits remain steady.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) is 40% higher than last year, and is on target for this year, notably because the Library remains open pre-COVID hours and at full capacity.
- **Volunteer Hours:** Total volunteer hours for the year remain low; due to COVID cases and our attempts to limit staff exposure while they are in the building. We are below our target, but anticipate that this will improve as more volunteers are able to return to their tasks.
- **Social Media:** The number of e-Newsletters is slightly down, due in part to a subscriber list cleanup when we transitioned to a new provider. We continue to send monthly newsletters by email, and plan to keep with this practice after returning to quarterly mailings in summer 2022. Social media is down overall, slightly. Website usage is on target for this quarter.

Diversity and Inclusion

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

The IDEA Committee met on January 12. 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 January we noted Poverty in America Awareness; February will celebrate Black History Month.
- Hosting the Woodward Dream Drive, which continues through January 28, 2022.
- Meeting quarterly for a staff-led book discussion. We will meet on February 2, 2022 to will read "Born a Crime" by Trevor Noah
- Developing the action steps for the DEI portion of the forthcoming Strategic Plan
- In addition, the Youth Department will continue their work with Project READY as their staffing and scheduling will allow.



Library of Congress Subject Headings (LCSH)

The Policy and Standards Division of the Library of Congress, announced the decision to replace the terms aliens and illegal aliens with new subject headings noncitizens and illegal immigration at its regularly scheduled meeting on November 12, 2021. After this was announced, Technical Services Coordinator Josh Rouan updated Baldwin's catalog to reflect these changes. These changes were made by the Library of Congress in an effort to advance equity in subject headings.

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.

Student Representative to the Library Board

We received two applications. Students will be interviewed next week.

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. Youth assistant Terry Meyer is posing with the multiple button types you can win by participating in the Youth Winter Reading program.



COVID-19 Response

Library Staff members continue to follow city protocols, quarantining as breakthrough cases continue and testing as exposures require. Staff clean workspaces between shifts, and maintain physical distances of 6 feet 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, and have posted the language from the MDHHS advisory at the main entrance. Staff are still required to wear masks in public areas of the building, and board members are asked to wear masks during public meetings. Birmingham Fire Chief Paul Wells recommended the use and provided a supply of N-95 masks for staff.

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.

Though the Youth Department was planning to resume in person story times at the end of January, we made the difficult decision to cancel these for the following reasons:

- The COVID case count is high for our area, particularly in the Birmingham School District
- Omicron is incredibly contagious
- The number of children in the hospital due to COVID just hit a record high and continues to be on the rise
- Our hospitals are overwhelmed as are pharmacies and urgent care testing sites

All other programs have reverted virtual programming, with the exception of a small number of outdoor story times. We are reviewing this on a regular basis.

Financial Stability

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

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

Craft will present the schematic designs and budget for the proposed Phase 3 Expansion and Renovation to the Birmingham City Commission at the Long-range Planning meeting on Saturday, January 22.

Craft will be meeting with City Manager Tom Markus and Finance Director Mark Gerber on February 11 to review the Library's preliminary FY2022-23 budget.

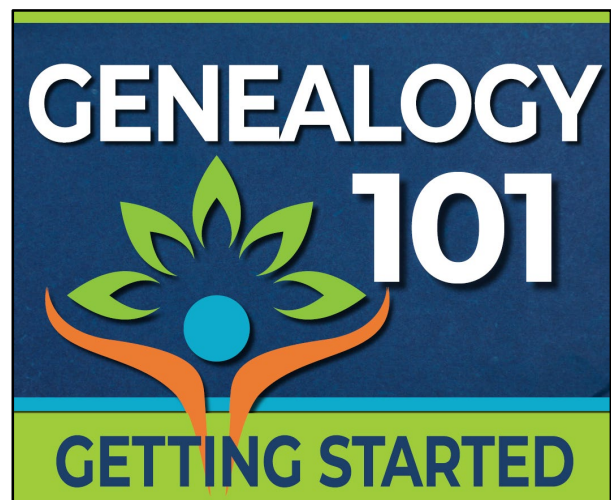
Marketing and Public Relations

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* January issue
- Display and directional signage
- Social Media Graphics for resources and programs such as LinkedIn Learning and the upcoming Genealogy 101 series
- Youth Program posters and fliers
- Teen bulletin board 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).

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. January e-newsletters were sent with links to the digital copy of the 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, along with monthly e-notices highlighting events and services.



Teen Bulletin Board

YA Librarian Elisabeth Phou, with Michelle Hollo, created this full sized calendar highlighting teen events and fun “days of” the month. Elisabeth plans to create a new calendar each month to change up the look of the Teen Scene while promoting YA events

Woodward Dream Drive Press

Release

Craft sent out a press release with the details of the Woodward Dream Drive, and information on how community members can donate.

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

4 volunteer hours were utilized in the month of December.

Staff Anniversaries

Denice Hildebrandt, Substitute Librarian, reached 28 years of service on January 18.

Jaclyn Miller, Associate Director, reached 1 year of service on January 6.

Caroline Salucci, Youth Services Librarian, reached 17 years of service on January 4.

Staffing Updates

Information Technology:

Tharron Combs, IT Assistant, resigned from Baldwin on January 9, after two years of service. This position has been posted and will close on January 26, 2022.

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

The posting for this position closed on January 12. Applicants will be interviewed soon.

Community Relationships and Partnerships

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

City of Birmingham

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

Beverly Hills

Miller submitted information to the Village of Beverly Hills for inclusion in its weekly email 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 "Surviving the Winter (Before Central Heating)" on January 6, virtually. The Museum Series will continue monthly into Summer 2022.

Birmingham Rotary Club

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

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 December \$712.36 in book donations were collected.

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 will reconvene on February 9, 2022, after cancelling their January meeting.

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: I'm pleased to announce the official arrival of a brand new tool in the Idea Lab! It's our wonderful new "Infinite Z" 3D printer, the CR-30! This printer is quite unique: rather than a fixed build area, this machine prints directly onto a conveyor belt, allowing for continuous printing! It will create multiple parts sequentially, or the same part duplicated as many times as needed, or one part that is (theoretically) infinitely long in one dimension.

Only a few weeks old now, this printer has already proven itself an incredible asset to the Idea Lab. Working tirelessly day and night the CR-30 became a self-contained factory, printing 45 copies of the same part, all without any human intervention. This new machine is lovingly nicknamed THE BANANATRON 6000. Why Bananatron, you ask? The idea for this machine was inspired by the frequent requests from staff member Rosemary Isbell for hundreds of golden bananas.

She uses them as giveaway items for her First Grade First Card outreach programs. We thought, "Wouldn't it be nice if we had a printer that could just golden bananas all day long without tying up the Prusas, and without us constantly having to cycle through fresh build plates?" And from that idea was born THE BANANATRON 6000. It is now our workhorse of mass production, enabling effortless runs of countless duplicate parts. It is prominently displayed in the front window of the south side of the Idea Lab. Stop by and take a look!





Fish Tank Refresh

The staff at Aquarium Design, who maintain the large fish tank in the Youth hallway, have recently upgraded the look of the small fish tank in the YA area. The tank was cleaned, new gravel and rocks were added, and the background was changed, for a full refresh for the resident fish.

Bed Bug Screening

A bed bug screening was held on December 6. No bugs were detected during the inspection of the building. These screenings are held once per quarter.

Baldwin Public Library: Friends Funds	
December 2021 Expenditures	
Adult Services	
Presenter Fees	\$ 575.00
Crafts to go	\$ 300.48
LIR Gift Cards, End of Session	\$ 120.00
Books Unshelved, Nov-Jan	\$ 368.53
Program supplies	\$ 46.66
Total	\$ 1,410.67
Teen Services	
Program Supplies	\$ 24.32
Presenter Fees - ACT prep, Comic Workshop	\$ 240.00
Book Club Refreshments	\$ 56.46
Book Club Books	\$ 75.30
Total	\$ 396.08
Youth Services	
Books Unboxed	\$ 143.78
Idea Lab Filament	\$ 23.99
Craft Kit Supplies	\$ 283.38
General Program Supplies	\$ 119.10
Total	\$ 570.25
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,377.00
December 2021 Balances	
Adult Services	\$ 5,832.63
Teen Services	\$ 2,363.12
Youth Services	\$ 8,532.44
Outreach & Equipment	\$ 7,438.44
Total Balance	\$ 24,166.63
December In-Library Book Sale Donations	\$712.36
Submitted by Jaclyn Miller for January 10, 2022	

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.

Genealogy 101

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

Let's get back to basics! We'll look at some of the most common genealogy documents to help kickstart your search. Join professional archivist Robbie Terman as she explains the best way to start your genealogical research.

Music and Movement Outdoor Family Story Time

Saturday, January 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 cold. Meet at the pavilion at Beverly Park. Please register so Ms. Caroline knows how many take-home crafts to make.

Hamilton: How the Musical Remixes American History

Tuesday, January 25 — 7:00 p.m. to 8:30 p.m.

America has Hamilton-mania! Join Professor Richard Bell to learn what this amazing musical tells us about the marriage of history and show business.

Idea Lab LIVE: Home Things

Wednesday, January 26 — 7:00 p.m. to 8:00 p.m.

Join Jeff on Instagram Live where he will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models. Our third THINGS episode is: HOME THINGS.

Jazz and the Civil Rights Movement

Monday, January 31 — 7:00 p.m. to 8:00 p.m.

Join us as master flautist, speaker, and educator Galen Abdur-Razzaq combines lecture and musical performance to tell the historical significance of Jazz and how Jazz became an advocacy for the Civil Rights Movement. Galen infuses the lecture with music demonstrations chronicling Jazz from the turn of the century to the present day. Galen holds a Master's Degree from Rutgers, studied music at Berklee School of Music and his performance portfolio includes such greats as Billy Taylor, Sonny Phillips, Gwen Guthrie, Jimmy Heath, Melba Moore, and Sun Ra. This is a virtual event. Registration is required.

Historical Lecture Series - Black Families of Early Birmingham

Thursday, February 3 — 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. February's presentation is Black Families of Early Birmingham. For Black History Month, the Birmingham Museum has much to share about early Birmingham's African American history! A formerly enslaved couple, separated mothers and daughters reunited after the end of slavery, and local

families with multi-racial heritage dating back to Colonial America and free people of color are all part of the big picture of our Black heritage. Leslie Pielack will present recent findings from museum research into our fascinating but little known local Black history. This is a virtual event. Registration is required to receive the Zoom link.

VIRTUAL Pizza and Pages: Punching the Air by Ibi Zoboi

Thursday, February 3 – 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. The Zoom link will be emailed to registrants the day of the book club.

Youth Take and Make Crafts

Monday, February 14 — All Day

For Kids. Pick up a craft kit to do at home. Limit one per child. First come, first serve while supplies last.

Virtual Kids Library Society - Grades 3 to 6

Thursday, February 17 — 7:00 p.m. to 8:00 p.m.

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

VIRTUAL Teen Advisory Board Meeting Grades 7-12

Thursday, February 17 — 7:00 p.m. to 8:00 p.m.

Get involved with the Library by joining our Teen Advisory Board (TAB). Anyone in grades 7-12 is welcome. Share ideas for teen programs, discuss teen books, organize community service projects, play games, eat snacks, and more. Meeting attendance will count as a volunteer hour, and members of TAB will be considered first for other volunteer opportunities. If you are passionate about teen library services, the Library would love to have you join TAB! The Zoom link will be emailed the day of the meeting.

LEARN CONNECT DISCOVER

JANUARY 2022 NEWSLETTER

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

POVERTY

IS SAID TO EXIST WHEN
PEOPLE LACK THE MEANS
TO SATISFY THEIR
BASIC NEEDS.



PEOPLE

AND FAMILIES ARE
CONSIDERED POOR WHEN
THEY LACK THE ECONOMIC
RESOURCES NECESSARY TO
EXPERIENCE A MINIMAL
LIVING STANDARD.

38.1 MILLION

PEOPLE LIVED IN POVERTY
IN THE USA IN 2018.



ONE IN SEVEN

AMERICANS WERE
PROJECTED TO HAVE
RESOURCES BELOW
THE POVERTY LEVEL
IN 2021.

STATISTICALLY

BLACK PEOPLE AND
HISPANIC PEOPLE
EXPERIENCE POVERTY AT
ABOUT TWICE THE
RATE OF WHITE PEOPLE.

17.3 MILLION

OR 5.3% OF THE AMERICAN
POPULATION LIVE IN DEEP
POVERTY, WITH INCOMES
BELOW 50% OF THEIR
POVERTY THRESHOLD.

BALDWIN HIGHLIGHTS POVERTY IN AMERICA AWARENESS

11.9 MILLION

OR ONE IN SIX KIDS LIVED
IN POVERTY IN THE
UNITED STATES IN 2018.



13.7 MILLION

HOUSEHOLDS HAD
DIFFICULTY PROVIDING
ENOUGH FOOD FOR ALL
THEIR MEMBERS DUE TO A
LACK OF RESOURCES
IN 2019.

IN 2020

THERE WERE 37.2
MILLION PEOPLE LIVING
IN POVERTY IN THE USA,
APPROXIMATELY 3.3
MILLION MORE THAN
IN 2019.

POVERTY RATES

FOR PEOPLE UNDER THE
AGE OF 18 INCREASED
FROM 14.4 PERCENT IN
2019 TO 16.1 PERCENT IN
2020.

\$26,500

IS THE 2021 POVERTY
THRESHOLD IN THE USA
FOR A FAMILY OR
HOUSEHOLD OF 4
PERSONS.

*EXCLUDING ALASKA AND HAWAII

TO LEARN MORE ABOUT THE
INFORMATION PROVIDED, PLEASE VISIT:

- [ASPE.HHS.GOV/TOPICS/POVERTY-ECONOMIC-MOBILITY](https://aspe.hhs.gov/topics/poverty-economic-mobility)
- [CENSUS.GOV/LIBRARY/PUBLICATIONS/2021/DEMO/P60-273.HTML](https://census.gov/library/publications/2021/demo/p60-273.html)
- [POVERTYUSA.ORG/FACTS](https://povertyusa.org/facts)
- [URBAN.ORG/RESEARCH/PUBLICATION/2021-POVERTY-PROJECTIONS](https://urban.org/research/publication/2021-poverty-projections)
- [EPA.GOV](https://epa.gov)



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

JANUARY PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

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 buttons?

YOUTH TAKE AND MAKE CRAFTS

MONDAY, JANUARY 10

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

BEDTIME TALES | ALL AGES

WEDNESDAY, JANUARY 12 VIRTUAL
OR WEDNESDAY, JANUARY 19 INDOOR
AT 6:30 P.M.

Join Ms. Syntha for end-of-day stories, rhymes, and songs. **Registration required.**

KIDS LIBRARY SOCIETY | GRADES 3 TO 6

THURSDAY JANUARY 20 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.

MUSIC AND MOVEMENT

FAMILY STORY TIME | AT BEVERLY PARK

SATURDAY, JANUARY 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.**

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

ROCK N READ | 2 YEARS TO 5 YEARS

LITTLE EXPLORERS

WEDNESDAY, JANUARY 26

Pick up a sensory kit designed for ages 2 to 5 years. *First come, first served.*

BATTLE OF THE BOOKS 2022

FIND ALL INFO ABOUT THE 2022 BATTLE AT
baldwinlib.org/battle-of-the-books.

BATTLE DAY IS SATURDAY, MARCH 5
AT 11:00 A.M. VIA ZOOM

INFORMATIONAL MEETINGS VIA ZOOM
JANUARY 6 AT 7:00 P.M.

AND FEBRUARY 3 AT 7:00 P.M.

We'll go over the Battle details, rules, and answer any questions you have. For coaches and participants. **Registration required.**

BOOK CLUBS

FOR CHILDREN

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

BEYOND THE BOOK

GRADES 2 TO 4 AND A GROWNUP

THURSDAY, JANUARY 13 AT 7:00 P.M.

WHERE IS MACHU PICCHU? BY MEGAN STINE

Email Rosemary.Isbell@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, JANUARY 24 AT 7:00 P.M.

THE WILLOUGHBY'S BY LOIS LOWRY

Email Donna.Smith@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, JANUARY 11 AT 7:00 P.M.

DEAR SWEET PEA BY JULIE MURPHY

Email Susan.Dion@baldwinlib.org to register.

BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, JANUARY 18 AT 7:00 P.M.

MIDNIGHT AT THE BARCLAY HOTEL BY FLEUR BRADLEY

Email Susan.Dion@baldwinlib.org to register.

MOMS BOOK CLUB

WEDNESDAY, FEBRUARY 2 AT 7:00 P.M.

THE SUPREMES AT EARL'S ALL-YOU-CAN-EAT
BY EDWARD KELSEY MOORE

Email Susan.Dion@baldwinlib.org to register.

PANELS AND FRAMES | GRADES 3 TO 6

TUESDAY, FEBRUARY 15 AT 7:00 P.M.

THE BRIGHT FAMILY BY DERICK BROOKS AND
MATTHEW CODY

Email Caroline.Salucci@baldwinlib.org to register.

JANUARY PROGRAMS FOR TEENS

GRADES 6 TO 12

CRAFTS TO GO

BORAX CRYSTALS | GRADES 6 TO 12

Starting January 3, pick up a craft kit with supplies and instructions to make make pretty crystals. *First come, first served, as supplies last. Not intended for young children.*

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, JANUARY 6 AT 7:00 P.M.

SHADOW AND BONE BY LEIGH BARDUGO

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, JANUARY 13 AT 7:00 P.M.

Anime Club is back and in-person!

Registration required. This program will meet in person.

ACT/SAT INFORMATION SESSION WITH CARSON ACADEMICS

WEDNESDAY, JANUARY 12 AT 7:00 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. Teens and parents welcome. **Registration required. Virtual Program.**

BALDWIN PUBLIC LIBRARY

TAB

TEEN ADVISORY BOARD

TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, JANUARY 20 AT 7:00 P.M.

Get involved with the Library by joining our Teen Advisory Board (TAB). Share ideas for teen programs, give input on current library issues, discuss teen books, play games, eat snacks, and more. Meeting attendance will count as a volunteer hour. **Registration required. This program will meet in person.** Email teen@baldwinlib.org if you would prefer to join via Zoom.

COMIC BOOK/MANGA DRAWING WORKSHOP | GRADES 6 TO 12

THURSDAY, JANUARY 27 AT 7:00 P.M.

Local comic book artist Kamron Reynolds will introduce you to the world of comics.

Registration required. This program will meet in person.

BOOK CLUBS

FOR ADULTS

ALL BPL BOOK CLUBS WILL MEET VIRTUALLY USING ZOOM UNTIL FURTHER NOTICE. FOR MORE INFORMATION, OR TO RECEIVE AN INVITATION TO ONE OF THE MEETINGS, PLEASE EMAIL ADULT.REFERENCE@BALDWINLIB.ORG.



NEXT POPULAR READS

MONDAY, JANUARY 3

AT 1:00 P.M.

THE HOUSE IN THE CERULEAN SEA
BY T.J. KLUNE



PAGE TO SCREEN

SUNDAY, JANUARY 9

AT 1:00 P.M.

"PASSING" (PG-13, 2021) AND *PASSING* BY NELLA LARSEN



NEXT NONFICTION

TUESDAY, JANUARY 11

AT 10:00 A.M.

THE POISON SQUAD BY DEBORAH BLUM



WEDNESDAY AFTERNOON

WEDNESDAY, JANUARY 12

AT 2:00 P.M.

VIRGIL WANDER BY LEIF ENGER



FRIENDS DON'T LET FRIENDS READ ALONE

TUESDAY, JANUARY 18

AT 7:00 P.M.

NOTHING TO SEE HERE
BY KEVIN WILSON



BOOKS & BREWS

WEDNESDAY, JANUARY 26

AT 7:00 P.M.

AMERICAN SPY BY LAUREN WILKINSON

JANUARY PROGRAMS FOR ADULTS

CRAFTS & GO

WOOD SLICE

Starting January 3. Grab a kit and bring the weather inside by painting a mini winter scene on a slice of wood. *Limit one per patron. First come, first served, as supplies last.*

HISTORICAL LECTURE SERIES: SURVIVING THE WINTER

THURSDAY, JANUARY 6 AT 7:00 P.M.

Learn how 1800's Birmingham residents would have kept warm, eaten, and entertained themselves during the winter. *Virtual event.* Registration required.

VOLUNTEERING WITH OAKLAND LITERACY COUNCIL

THURSDAY, JANUARY 13 AT 2:00 P.M. AND 7:00 P.M.

Laurie Weeks of OLC will explain the joys and benefits of volunteering with their organization. *Virtual event.* Registration required.

LONDINIUM: ROMAN LONDON

SATURDAY, JANUARY 15 AT 3:00 P.M.

Circa 50 CE the Romans founded the city of Londinium. The city survived fire and rebellion to grow into an icon. PhD researcher Ellen Green will discuss how archeologists reconstructed the urban landscape from what was left behind. *Virtual event.* Registration required.

PLANT BASED NUTRITION 101 WITH PLANTHROPIE

WEDNESDAY, JANUARY 19 AT 7:00 P.M.

Start the year with a new journey of health and wellness as we dive into the basics of plant based nutrition. *Virtual event.* Registration required.

GENEALOGY 101: GETTING STARTED THURSDAY, JANUARY 20 AT 7:00 P.M.

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

HAMILTON: HOW THE MUSICAL REMIXES AMERICAN HISTORY

TUESDAY, JANUARY 25 AT 7:00 P.M.

America has *Hamilton*-mania! Join Professor Richard Bell as he explores the show's success and what this amazing musical gets right and wrong about Alexander Hamilton, American history, and the birth of the U.S. *Virtual event.* Registration required.

JAZZ AND THE CIVIL RIGHTS MOVEMENT

MONDAY, JANUARY 31 AT 7:00 P.M.

Join us as master flautist and educator Galen Abdur-Razzaq combines lecture and music to tell the historical significance of Jazz as an advocacy tool for the Civil Rights Movement. *Virtual event.* Registration required.

SOCRATES CAFE

SUNDAY, JANUARY 16 AT 2:00 P.M.

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

GREAT BOOKS DISCUSSION GROUP

JANUARY 5 AT 6:45 P.M.:

KOKORO BY NATSUME SOSEKI

JANUARY 19 AT 6:45 P.M.:

PARADISE LOST BOOKS 1-6 BY JOHN MILTON

All meetings take place via Zoom.

Email adult.reference@baldwinlib.org to join.

THE IDEA LAB

IDEA LAB TAKE-N-MAKE: MECHANICAL GEARED PHONE HOLDER WEDNESDAY, JANUARY 19

Pick up the parts to build your own clever mechanical phone stand. *Limit one per household.*

IDEA LAB LIVE: HOME THINGS WEDNESDAY, JANUARY 26 AT 7:00 P.M.

Join Jeff on Instagram Live where he will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models.

COMPUTER CLASSES

FOR A COMPLETE SCHEDULE, VISIT BALDWINLIB.ORG/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.

Join Bart this month for classes on MICROSOFT EXCEL, LINKEDIN LEARNING, TRACKING STOCKS WITH GOOGLE SHEETS, GOOGLE SHEETS, NYT AND WSJ FROM HOME, and CHECKING OUT EBOOKS FROM THE LIBRARY.

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WOODWARD DREAM DRIVE

This collaboration among four Woodward corridor libraries is collecting donations to be given to children and youth at Oakland County Children's Village from **January 3 to 28, 2022.**

THE FOLLOWING ITEMS ARE REQUESTED:

- **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

DIRECTOR'S UPDATE

THANK YOU TO OUR DONORS

We are so grateful for the generous donors who thought of us this year as a way to honor their friends and loved ones. It is always such a pleasure to learn what the Library meant to someone, and we are delighted to be a part of so many lives in our communities. Support like this means the Library can offer additional fun, exciting, and useful programs, in addition to resources and tools we might otherwise not be able to consider. We share our immense appreciation with the individuals and groups listed below, and hope that you're proud of what your donations helped us accomplish this year.

FEBRUARY-NOVEMBER 2021

FOR DOUG KOSCHIK ENDOWMENT: PAUL VANDERMEER, JOSEPH A. AND SARAH VALENTINE, THERESE LONGE, KAREN AND ROBERT ROCK, GEORGE L. STERN



IN MEMORY OF MIRANDA S. BURNETT: JENNIFER WINGATE, JESSICA BURLINGAME, MACDONALD DICK, SUSAN SMITH, ALEXANDRA GARBARINI, JAMIE BARWIN, DIANE ROEGNER, MICHAEL COOK, GUY HART AND PLUS DELTA PARTNERS, GOLDFISH SWIM SCHOOL FRANCHISING, LLC, JESSICA CROSS, CAROL DRISCOLL, MEGAN GILICK, RALPH BERGEMANN, MOSHER DOLAN, TERRILL BURNETT, BILL WALKER, DAVID KNIGHT, JONATHAN BURNETT KNIGHT & DARYLE BUTLER KNIGHT, REBECCA BURNETT JOURNIGAN, JAN & JON BIRD, DAVID CARNEY, NANCY & THOMAS TRIMMER, MARY & JEFF HOCKMAN, LYN & JOHN S. BELL, JUDITH MONSON, SUSAN M. CSERNITS, DIANE AND JAROLD PECK, JOAN DUNCAN, KAY & DON DUNCAN, ANN & ROBERT HAYS, JENNIFER KANEFSKY, SUSAN F. REEPEYER, FRANZISKA I. SCHOENFELD, DDS, MARGARET C GRINER, MURIEL VAN DYKE MEYERAND, LINNOAH BUSSMANN, BRETT MILLER, ELEANOR SIEWERT, ANNE HANNA, MATT MILLER, CAROL AND NANCY WADDELL, SIDNEY AND EGIL CROFF, CARY SCHULER HULL, HUGH AND DEBORAH SLOAN, WILLIAM B. BURNETT SR, WILLIAM B BURNETT JR AND ELIZABETH BURNETT, ELIZABETH M. JOHNSTON, TERESA LERCHEN HARTLE, LAURIE ORNER, JOAN HEINZ, GAIL BURNETT, THOMAS AND JUSTINE ROWLEY, RICHARD AND CAROLE DILLS

IN MEMORY OF ANNA DEVOGEL: CINDY REICHARD, JENNIFER AND PAUL GANEM, JENNIFER AND PAUL GANEM, JOHN AND BONNI MITTELSTADT, DITTA VAN GEMEN AND MARIJKE PHILIPSEN, JOANN DOYLE, LOUISE AND GLENN DOBOS, PAM AND RICK BUNCH

IN MEMORY OF ROSE AIDENBAUM: DONALD AND ELENA SHOUP

IN MEMORY OF BARBARA B. QUATRANO: ELISABETH Q. DIAMOND

IN MEMORY OF RAYMOND & GRETHA EICK: STEVE EICK MARKETING & SALES, SUZANNE E. AND JEFFREY C. WERA, LYNDA E. O'NEILL, R. DAVID AND TINA M. EICK

IN MEMORY OF MIKE BALLWEG: ROBERT TERA

IN MEMORY OF PRISCILLA BENSON: CLEMENT AND JOANN BAINTER, TERRY AND TANYA FAIR, DOROTHY J. FAR, JACK AND SUSAN SPOORS

IN MEMORY OF BARBARA C. KELLY (LARGE PRINT BOOKS): SUSAN E. KELLEY

IN MEMORY OF WILLIAM J. DUFFY: NANCY HAGLE DUFFY

IN MEMORY OF RAYMOND JAMES LAPOINTE: KENNETH AND KATHLEEN LAMOTTE

IN MEMORY OF MARILYN AGREE: CARTER AGREE

IN HONOR OF DEBORAH THOMPSON: THREE FLAGS CHAPTER NSDAR

TO HONOR ANNIE POSTHER ON HER 100TH BIRTHDAY: ANNE GREEN

GENERAL DONATIONS: JANE M VAN DRAGT TRUST, THOMAS AND MELISSA MARK, MARK AND ARLENE RUBINSTEIN, CATHERINE ZIMMERMAN, ANNE CALOMENI, PIETY HILL CHAPTER 4-044, TROTT FOUNDATION, FRIENDS OF BALDWIN PUBLIC LIBRARY

Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681

LIBRARY BOARD



THE LIBRARY BOARD WILL MEET ON WEDNESDAY, JANUARY 19 AT 7:30 P.M. IN THE ROTARY ROOM

Board Members: 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.

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 P.M.
to 5:00 P.M.

HOLIDAY CLOSURES:
SATURDAY, JANUARY 1
NEW YEARS DAY

MONDAY, JANUARY 17
MARTIN LUTHER KING, JR. DAY



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

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 COOLIDGE 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.



The Library Bill of Rights

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

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
- VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

The Freedom to Read Statement

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

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by the American Library Association and the Association of American Publishers

Subsequently endorsed by:

- American Booksellers for Free Expression
- The Association of American University Presses
- The Children's Book Council
- Freedom to Read Foundation
- National Association of College Stores
- National Coalition Against Censorship
- National Council of Teachers of English
- The Thomas Jefferson Center for the Protection of Free Expression

The Freedom to View Statement

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

The FREEDOM TO VIEW, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore, these principles are affirmed:

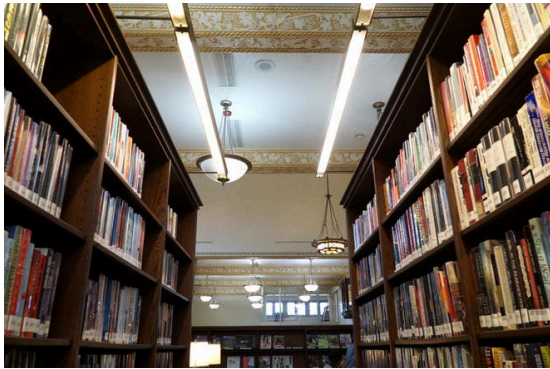
1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

Baldwin Public Library board seeks student representative for its governing board

Published December 19, 2021 | Press Release of Baldwin Public Library



Inside the Baldwin Public Library in Birmingham.
John Heider / Hometownlife.com

The Board of the Baldwin Public Library invites interested high school juniors who reside in the City of Birmingham, Village of Beverly Hills, Village of Bingham Farms, or the City of Bloomfield Hills to apply for the position of Student Representative to the Baldwin Public Library Board.

This is an excellent opportunity for students to develop leadership skills and instill an ethic of community service, as well as encourage citizen participation in local government.

In addition, the board benefits greatly from having a new perspective on Library planning and services.

This one-year term lasts from Feb. 21, 2022, to Feb. 19, 2023.

Representatives are expected to attend library board meetings held the third Monday of every month at 7:30 p.m. in the library.

The commitment to this position requires that the Baldwin Public Library Student Representative review the monthly agenda, minutes, and reports prior to the meeting, which can be found at www.baldwinlib.org/staff-board.

In addition to participating in board meetings, the student representative will also be required to work with library staff and either assist with a service project or coordinate and implement a teen program during the year.

To find application details, visit www.baldwinlib.org/volunteer. The completed application, essay, and two letters of recommendation are due by Jan. 11, 2022, to Jaclyn Miller at the Baldwin Public Library, 300 West Merrill, Birmingham, MI 48009 or via email to Jaclyn.Miller@baldwinlib.org.

"Serving as our student representative is an excellent way to develop leadership skills and to understand how local government and libraries operate. It's also a terrific opportunity to share ways the library can be of use to students," Frank Pisano, president of the Library Board of Trustees, said.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill St. The Library's hours are 9:30 a.m. to 9 p.m., Monday through Thursday; 9:30 a.m. to 5:30 p.m. Friday and Saturday; and noon to 5 p.m. on Sunday.

The Library's website www.baldwinlib.org has information on how to register for a Library Card and access all of the Library's services.

Opinion: The golden age of public libraries dawns again

Published January 1, 2022 | By Editorial Board



The Deichman Bjørvika library in Oslo has six floors held up by three towers, leaving an open atrium at the building's center. It was named public library of the year in 2021. (Sigrid Harms/picture alliance via Getty Images)

As the world enters 2022, public libraries are emerging as one of the bright spots — literally.

An abundance of new and newly renovated libraries have opened their doors in the past two years. In addition to being breathtakingly beautiful, many are exemplars of what great community spaces can and should be.

Indoors, they are filled with natural light. Books once packed together in dark corners are now on display on bright, welcoming shelves that could rival those in an Apple store. Some libraries have added outdoor patios and roof decks.

Though printed volumes remain their focal point, the best new libraries offer so much more: computer labs, conference rooms of different sizes, studios for recording podcasts and editing videos; event spaces, hands-on experiences for kids, a cafe, and kitchens where people can learn to cook foods from different cultures.

Call it a new golden era for public libraries worldwide. Some of what are already being dubbed “[cultural masterpieces](#)” include:



A reader is seen at the Wormhole Library in the Haikou Bay in Haikou, capital city of south China's Hainan province on April 13, 2021. (Xinhua/Pu Xiaoxu via Getty Images) (Xinhua News Agency/Xinhua News Agency/Getty Images)

The "[Wormhole Library](#)" in Haikou, China, which has made numerous top architectural design [lists](#). Overlooking a river, its stunning mix of windows and concrete resemble a wormhole or cloud.

The [Stanley A. Milner Library](#) in Edmonton, Alberta, which has 3-D printers, a sewing center, recording studios, and vinyl and laser cutters for special projects. The bright new interior of stairs and ramps beckons visitors to explore.

The Deichman Bjørvika in Oslo, which won [public library of the year in 2021](#). In addition to stunning reading rooms, it has a cinema, a 200-seat auditorium, cafes, recording studios, rehearsal spaces and game rooms.



The Deichman Bjørvika library in Oslo offers patrons sewing machines, as well as books and many other amenities. (Sigrid Harms/picture alliance via Getty Images)

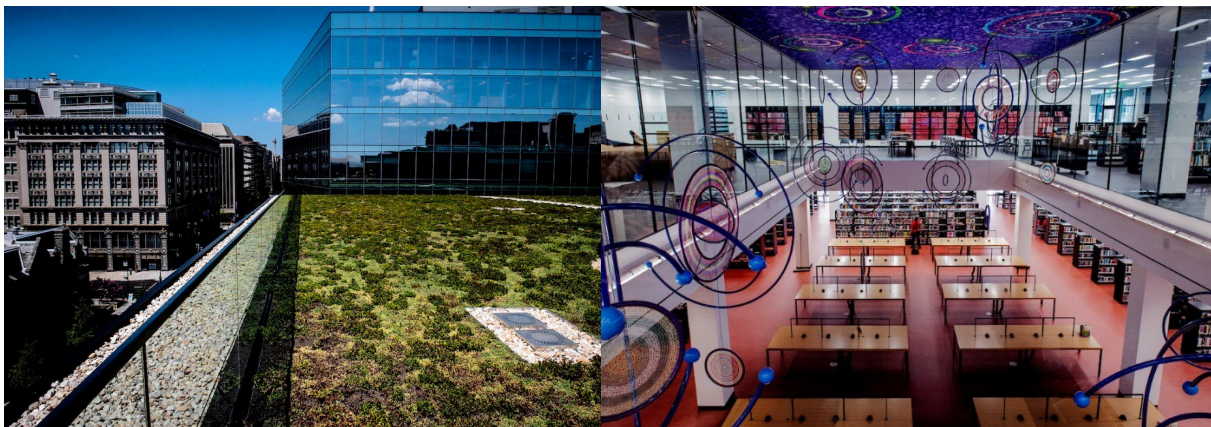
The United States also has plenty of laudatory new libraries, including the recently expanded [Fayetteville Public Library](#) in Arkansas, which offers an "art and movement" room, an event center and a teaching kitchen, among

other amenities. In the heart of Manhattan, the renovated [Stavros Niarchos Foundation Library](#) provides not only ample places to read but also a business center, a podcasting studio, a floor dedicated to children and teens, and a rooftop terrace.



Lions made with Legos sit atop book shelves in the children's section of the Stavros Niarchos Foundation Library in New York. (AP Photo/Mark Lennihan)

D.C.'s newly transformed [Martin Luther King Jr. Memorial Library](#) includes a large auditorium, conference center, rooftop terrace, cafe and music production facilities. A colorful ceiling with hanging mobiles adds to the delight.



Part of the roof at the newly renovated Martin Luther King Jr. Memorial Library in D.C. is eco-friendly. (Bill O'Leary/The Washington Post)

The grand reading area in the Martin Luther King Jr. Memorial Library in D.C. features a ceiling dominated by a mural and mobiles. (Bill O'Leary/The Washington Post)

Branch libraries are also getting makeovers. The new [Southwest D.C. library](#) aims to become a neighborhood gathering place, with a meeting room that can fit 100 people and an outdoor porch area.

Many notable renovations in recent years were funded by a combination of taxpayer money and private donations. Now is an ideal time for local governments in the United States to tap into American Rescue Plan funding to jumpstart a library project.

Libraries are the heart of communities. Even at times in the pandemic when physical libraries were closed, libraries loaned e-books and digital movies. More recently, computer labs at public libraries have become a

lifeline for people applying for jobs and doing their first Zoom interviews. Some are even [lending out laptops and WiFi devices](#).

As then-American Library Association President Julius C. Jefferson Jr. put it, "Buildings may not have been open, but libraries were never closed."

Communities that invest in libraries are well prepared for whatever the next chapter brings.



The Southwest Library, part of the D.C. Public Library system, opened in May 2021. It includes a covered outdoor reading porch on the second floor, with views of the tree-filled park just north of the library. (Fritz Hahn/The Washington Post)

The Post's View | About the Washington Post Editorial Board

Editorials represent the views of The Washington Post as an institution, as determined through debate among members of [the Editorial Board](#), based in the Opinions section and separate from the newsroom.

Members of the Editorial Board and areas of focus: Deputy Editorial Page Editor [Karen Tumulty](#); Deputy Editorial Page Editor [Ruth Marcus](#); Associate Editorial Page Editor [Jo-Ann Armao](#) (education, D.C. affairs); [Jonathan Capehart](#) (national politics); [Lee Hockstader](#) (immigration; issues affecting Virginia and Maryland); [David E. Hoffman](#) (global public health); [Charles Lane](#) (foreign affairs, national security, international economics); [Heather Long](#) (economics); [Molly Roberts](#) (technology and society); and [Stephen Stromberg](#) (elections, the White House, Congress, legal affairs, energy, the environment, health care).

Each January, *Library Journal* bestows its Librarian of the Year award on a North American library professional or team whose work embodies the best of the profession's mission. These have ranged from academic to public to special librarians, and from directors and state librarians to patron-facing staff, but all have demonstrated accomplishments that reflect their commitment to free access to information, service to all areas and constituencies, and strengthening the library role in the community.

The past year has asked much from library workers across the country, among many others. COVID-19 continued to create unprecedented challenges, requiring library staff to balance patron and student needs with their own safety and that of their colleagues and loved ones. New services developed in response stretched time and resources, and as libraries reopened, staff were required to enforce mask and vaccination mandates. Budget shortfalls resulted in furloughs and layoffs. Book challenges in school and public libraries ramped up exponentially, targeting books by authors who are BIPOC and/or members of the LGBTQIA+ community. Due to some local legislative climates, trans authors have been particularly targeted, as have Black authors. These challenges sometimes threaten the employment and even freedom of the library staff, not just the retention of the book. Patrons and students were hurting as well; racial, economic, domestic, and digital inequities became even more obvious.

In response to these needs, library workers continued to

Rescue Plan acts has helped, but as Dianne Connery, director of the Pottsboro Area Library (PAL), TX, notes, "There's all this theory and money and missions out there on a national level, but they need librarians to make it real."

For all of the above and countless other reasons, the winner of *LJ*'s 2022 Librarian of the Year award, sponsored by Baker & Taylor, is all library staff. It's you, reading this. It's your colleague behind the front desk, the volunteer shelving books, the outreach worker in the bookmobile, the tech staff member setting someone up with their first email account, the instructional librarian helping a first-year student navigate college resources, the school librarian fighting to keep *Lawn Boy* and *Ruby Bridges Goes to School* on the shelves for students eager to see the diversity of their world reflected in their reading, the medical librarian wrangling pandemic research to support colleagues saving lives. Congratulations. You've earned it.

Fittingly, the idea was inspired by a library staffer. Last summer, *LJ* received a suggestion via Twitter about its Library of the Year award. Matthew Noe, lead collection and knowledge management librarian at Harvard Medical School's Countway Library, Boston, and president of the American Library Association (ALA) Graphic Novels and Comics Round Table, proposed, "Maybe it ought to be awarded to library workers as a collective for surviving working during the pandemic." Twitter user @ReadingChick made a similar suggestion: "I think @Libraryjournal should

COLLECTIVE SUPPORT

expand digital and low- or no-contact offerings, finding ways to ensure that the most popular—and needed—would be sustainable. They distributed food, diapers, and COVID tests; handed out digital devices and hotspots and boosted Wi-Fi signals; offered telehealth options; supplemented remote schooling for K–12 students; and assisted patrons reentering the workforce. College libraries developed open educational resources for instructors and students and helped them improve the virtual classes they shifted to in 2020. Staff at many libraries of all types ramped up efforts to apply an equity lens to their work and amplify the voices of marginalized creators in their communities. They worked to increase access to information for people in prisons. They stood up to those who would censor their collections. And they advocated: for community members who needed help, for more aid to libraries to provide that help, and—perhaps most important—for themselves and one another, making mutual support a priority in the face of widespread fear, tension, and conflicting demands.

Emergency funding from the federal Coronavirus Aid, Relief, and Economic Security (CARES) and American

Lisa Peet is News Editor, LJ.



put library of the year on hold and just honor library workers. Not any one group, not the 'movers and shakers,' but let's just praise everyone for a crap year. Go us."

While that award had already been decided for Anaheim Public Library, the comments struck a chord.

"I was probably tweeting in frustration, thinking about how so many library workers have reported feeling burnt out and stressed and overburdened over the past two years," Noe says now. "Everything we think about when we think of the library—what are the people making that possible up to, and how can we recognize the immense stress and levels of work that have been going into that the past couple years?"

Although no single article can fully acknowledge the experiences of hundreds of thousands of library staff members—more than 350,000 in the U.S. alone, according to ALA—we hope this is a start.

PANDEMIC CHALLENGES CONTINUE

There was a collective sigh of relief as COVID vaccines began to roll out widely across the country in January and libraries continued to reopen, but the progression has not always been smooth. Individual branches, as well as several presidential libraries, were forced to reclose temporarily due to outbreaks as the Delta variant began to surge.

Transmission wasn't the only threat to library staff, however. Throughout the year, incidents of hostile objections to mask requirements flared—particularly in counties or mu-

nicipalities where elected officials chose not to initiate mask mandates despite U.S. Centers for Disease Control (CDC) recommendations. Groups regularly gathered at library board meetings to protest mask policies, but even more often, library workers had to contend with angry individuals.

Anti-mask reactions ranged from verbally abusing employees to throwing objects or spitting at staffers. Some administrators considered closing their buildings in light of an uptick in patron hostility. Even when county, city, or state mandates supported mask or proof of vaccine regulations, patrons pushed back.

In Hawaii, where all libraries are part of the statewide system, Gov. David Ige issued an executive order in September mandating all state facilities to require proof of vaccine or a negative COVID test for visitors 12 or older. Hawaii State Public Library System workers immediately became the target of frustrated patrons who hurled library cards at them, vandalized a security guard's car, and called them names. Throughout the system, however, staff have ensured that unvaccinated visitors can access services without entering the buildings: Chromebooks are available to use outdoors on library Wi-Fi, reference librarians circulate outside, and staff—including Hawaii State Librarian Stacey Aldrich—offer literal hands-on help, bringing unvaccinated parents' young children inside to choose and check out books.

INFORMATION MATTERS

The need to help the public make sense of the often-conflicted messaging they receive from the news, from social media, and from friends and family has not abated.

Helping adults and students of all ages learn to navigate the news cycle is more important than ever. Many public libraries have instituted programming on how to parse news sources and recognize misinformation and disinformation. At Cook Memorial Public Library District (CMPLD), in Libertyville, IL, information literacy is woven into all programming and services—research skills are part of reference interviews, and guest speakers include local experts in civic issues—holistic practices that are becoming common.

Conversations are often difficult, especially on issues that have become enmeshed in partisanship. But staff have patrons' trust on their side, and they work hard to pay that forward. "If you can sow a little more trust back into other civic institutions with library programming, that credibility built through community dialogue and education is another tactic toward battling misinformation," notes Nate Gass, emerging technology librarian at CMPLD.

To harness and build on that credibility, the Institute of Museum and Library Services (IMLS), ALA, the CDC, and a host of partners in the health and museum sectors created Communities for Immunity to help libraries and museums boost vaccine confidence. Two rounds of funding will provide more than 250 awards, from micro-awards of up to \$1,500 to engagement awards of up to \$100,000, for libraries to create and highlight materials, resources, and programs addressing the vaccine's safety and effectiveness.

Meanwhile, academic and medical librarians have played an integral part in helping vet and manage health information. Even with the resources at hand, however, they struggle to manage growing amounts of material—much that needs to be disseminated, but that needs to be validated, or

All library staff are named 2022 Librarian of the Year winners for taking care of themselves, patrons, and one another through tough times By Lisa Peet



debunked, as well. “What do we do when knowledge itself is not only misunderstood, or not fully understood, but mischaracterized for a social or political purpose?” asks Elaine R. Hicks, founding member of the Librarian Reserve Corps (LRC) and one of *LJ*’s three 2021 Librarians of the Year.

LRC, a network of health librarians, formed to help the World Health Organization manage the enormous volume of health resources about the coronavirus, and soon incorporated assessing sources for credibility into its mission. Volunteers connect government agencies, nongovernmental organizations, hospital and medical professionals, public library staff, and the general population with verified data. Staff at campus and public library-based consumer health libraries and resource centers help bridge the gap between medical research and members of the public in need of facts. When it comes to librarianship, “There can’t be an occupation more affected by all of this misinformation. It totally undermines what we’re trained to do and all the resources we have to do it,” says Hicks. “On the other hand—we have all the resources to do it.”

HELPING HANDS

Despite a long list of challenges, library staff served as lifelines for their communities—applying for grants, enlisting volunteer help, and forging strong alliances with local partners. Even before they reopened, libraries helped distribute meals to families impacted by tightened budgets and to children who could no longer depend on school meals. The Central Arkansas Library System (CALS), winner of the 2021 Jerry Kline Community Impact Prize, joined forces with the city of Little Rock to implement the Be Mighty Little Rock campaign—started by Kay Kay DeRossette Cutler and currently coordinated by Jasmine Zandi—enlisting a roster of partners to help distribute 4.5 million meals, transport kids to meal sites, and develop a nutrition component for after-school and summer programs.

With limited options for broadband service, residents of Pottsboro, TX—with a population of under 2,500—faced connectivity challenges that were severely exacerbated during the pandemic. Pottsboro’s infrastructure issues mirror those of many small and rural communities, and library staff have worked overtime to come up with creative solutions. Connery and her library manager—PAL’s two sole full-time employees—set up a temporary Wi-Fi tower in the parking lot. But outdoor access wasn’t an option for Texas in summer—and many didn’t have transportation—“so we knew the real answer was to get internet into people’s homes,” says Connery. With the help of federal aid and the Emergency Connectivity Fund, the library began offering indefinite checkouts of routers for patrons who live within a mile of the library. PAL, which customarily operates on a \$38,000 budget, has applied for \$7.5 million in funding to install towers throughout the county.

When it comes to the services libraries have stepped up

to provide, “There is such power in what we are doing,” says Connery. “And we are positioned to take it to the next level by working with all these partners who ultimately have the same goals we do. We all have different pieces of the puzzle.”

At the other end of the size scale but facing the same challenges, Charlotte-Mecklenburg Library, NC, is also using grant funds to give out 20,000 free laptops and provide internet access at home to 800 households.

WORKING FOR WELL-BEING

PAL has also established a telehealth room in the library, in partnership with the University of North Texas Health Science Center, for those without access to transportation or time to travel to a doctor. The Health Science Center handles booking and payment details and then contacts the library, so Connery can be available to help patrons connect with their doctor (she then leaves them alone in the private, soundproof space for their appointment). PAL also provides Environmental Protection Agency water testing kits to families, as water quality isn’t regulated in the county’s rural areas, and partnered with a local chemistry professor to teach people about drinking water safety. “It can’t get much more basic than that,” says Connery. “We really are an extension of public services.”

In the early days of the vaccine rollout, when scheduling posed a particular challenge for those with limited internet access or English-language abilities, libraries helped connect older adults, non-English speakers, and those living in underserved neighborhoods with appointments. Nicholas Brown, COO for Communication and Outreach at Prince George’s County Memorial Library System, MD, set up an English/Spanish vaccine hunter phone hotline. Some libraries collaborated with local health services to set up vaccine clinics in branches. In August, 246 Ohio library locations partnered with the Ohio Department of Health to give out at-home COVID tests, a model that originated with Stephanie Buchanan, director of the small Bucyrus Public Library, and is now being replicated in other states.

And it’s not just big stuff. St. Louis County Library, MO, set up a diaper drive-through service in 2020 that has proved popular—and needed—enough to continue. Workers distribute packages of diapers and training pants in branch parking lots; diaper drives keep the supply going.

In addition to longstanding inequities in health outcomes and the digital divide, events of the past years have drawn more attention to widespread systemic racism. Some libraries and library workers are moving to address these head-on. Their out-

ward-facing work includes organizing community conversations and curating libguides and reading lists, such as the Baltimore County Dialogues on Race, presented by Baltimore County Public Library. These are developed in partnership with the Baltimore Human Relations Commission, Baltimore Office of Equity and Diversity, and Morgan State

“Everything we think about when we think of the library—what are the people making that possible up to, and how can we recognize the immense stress and levels of work that have been going into that the past couple years?”

MATTHEW NOE

“There can’t be an occupation more affected by all of this misinformation. It totally undermines what we’re trained to do and all the resources we have to do it. On the other hand—we have all the resources to do it.”

ELAINE R. HICKS

University Radio, inspired by a panel on “COVID and the Black Community” coordinated by Brenda Johnson-Perkins, librarian/adult and community engagement coordinator.

Meanwhile in their internal work, some library staffers are applying an equity lens to how and where services are applied, hiring workers to focus explicitly on these issues, and speaking out in favor of more equitable policies at board meetings, on panels, and in print. At Madison Public Library, WI, for example, Dominic Davis, Jody Mohrbacher, and Yesianne Ramírez-Madera, coleaders of the Racial Equity Change Team, drafted recommendations on the employee transfer process after discovering that its focus on seniority inordinately benefited white staff, and revisions to the behavior consequences policy when an analysis revealed children of color were banned at higher rates than white ones.

At Oak Park Public Library (OPPL), IL, Stephen Jackson, now the library's first director of equity and anti-racism, was instrumental in integrating restorative justice practices—an approach to repairing and addressing harm done within a community—into the library's work, and recently helped craft OPPL's new Anti-Racism Strategic Plan with input from the community. Among other elements, the plan institutionalizes restorative justice into the library's everyday activities, including a new behavior policy that seeks to reach an agreement between library users and employees rather than punishing patrons for infractions.

The focus on equity is inward facing as well. “We were able to talk with staff about not only their experiences with the public, but the internal issues that that they identified,” says Jackson. “Staff are really receptive.” Since the plan was implemented, he has gotten numerous inquiries from other librarians asking for copies of the language OPPL used.

GIVE THE PEOPLE WHAT THEY WANT—AND NEED

Virtual programming and story times developed in 2020 proved to be popular, and many libraries have extended them while also beginning to provide in-person programs as they reopen (especially outdoors, where weather permits). Now staffers are grappling with how to offer hybrid programs across both formats, as well as a host of other new services—community gardens and story walks, book and binge bundles, and curbside delivery, while reopening traditional services without additional staffing or funding.

As many patrons look to find new or better jobs as a result of pandemic job losses or the widespread career reevaluation sometimes dubbed the Great Resignation, libraries have grown their workforce development services, with particular attention paid to older adults, those reentering the workforce (whether from caregiving, the armed forces, or incarceration), and residents of underserved communities. As the number of Americans starting small businesses grows, resources for entrepreneurs follow suit.

In Broward County Library, FL, the Built in Broward

program provides technical and business training for individuals from historically disadvantaged groups. This includes Black and Latinx entrepreneurs as well as lower-income individuals regardless of race. Sheldon Burke, Built in Broward project coordinator and librarian supervisor at the South Regional/Broward College Library, works with General Assembly, a skills education company, as well as Black Valley Digital, an educational and digital marketing agency, bringing together cohorts of 20 freelancers and entrepreneurs in quarterly incubators. This summer CALS launched its Rock

It! Lab, a library-based center for under-resourced entrepreneurs coordinated by Leah Patterson, in partnership with Benito Lubazibwa, founder of the nonprofit Advancing Black Entrepreneurship, in a location that includes maker, retail, and coworking spaces. The New Start Entrepreneurship Incubator, managed by Adam Pitts at Gwinnett County Public Library, GA, provides a six-month business course for individuals who were formerly incarcerated and are now interested in starting their own business.

In colleges and universities, librarians are working to curate open-access content and build open educational resources (OER) for students who lack access to physical materials and need options that are less expensive, and easier to access remotely, than proprietary textbooks. Eileen Rhodes, director of library services at Capital Community College, Hartford, CT, is driving that work in her state, with everything from a series of Textbook Heroes YouTube videos convincing faculty to make the switch to a website that allows faculty to locate OER materials for courses. Investigating alternatives to costly journal subscriptions is also a necessity

to counter slashed collection budgets in many academic libraries—in one of the most extreme cases, the University of North Carolina at Chapel Hill Libraries' funding is scheduled to be cut by \$5 million over two academic years.

AN OUTBREAK OF CHALLENGES

While libraries have always needed to weather challenges, 2021 brought an unprecedented number of objections to books that tell the stories of those who are members of marginalized racial, ethnic, sexual, or gender groupings. Sometimes, as with a challenge to five books about sexuality, sex education, and LGBTQIA+ issues at Campbell County Public Library, WY, complainants bypassed the formal review procedure and went straight to local law enforcement. In Iowa, two Republican senators are pursuing legislation that makes it a felony offense for school officials to provide “obscene materials” to students.

“It has just been an incredibly difficult year,” says Tyler Sainato, school librarian at Cane Ridge High School in Nashville. She describes her peers as stressed by the prevalence of challenges and already stretched too thin by the lack of resources and having to do double duty as tech help for student devices to effectively advocate for the books under fire.

“These stories that people are trying to ban, the *Dear*

“There is such power in what we are doing. And we are positioned to take it to the next level by working with all these partners who ultimately have the same goals we do. We all have different pieces of the puzzle.”

DIANNE CONNERY

“Leaders and managers have more of a responsibility than ever to be advocating on behalf of their staff members, because they're under so many different intersecting levels of pressure.”

CALLAN BIGNOLI

Martins and *The Hate You Gives* and all of the stories that have similar themes, my kids need those," says Sainato. "They're seeing themselves in these texts. And if they're not seeing themselves, they're seeing their friends or they're building empathy for people around them in our school that might be going through what we're reading about. I can't imagine telling them that I would have to take that away from them."

While her school library has not been the target of a challenge yet, she says, Nashville is a blue city in a red state and "it's really just a matter of time until it hits."

Although school libraries are bearing the brunt of the challenges, public libraries have been targeted as well. David Eckert, director of the Craighead County Jonesboro Public Library, AR, and Assistant Director Tonya Ryals resigned after a prolonged battle with a local Tea Party group over LGBTQIA+ displays commemorating Pride month, and series of contentious library board meetings. These included a policy proposal, put forward by two board members (one married to a member of the challenge group), that the board be given veto power over events, displays, and purchases of materials dealing with sexuality, romantic content, or gender theory. The proposal did not pass, but the debate continues to flare at meetings.

ALA released a statement opposing such censorship efforts, and many community groups have rallied to the aid of the schools and libraries undergoing challenges. But the psychic toll on library staff has been high.

The uptick in censorship efforts "came at a very strategic time, when the field was already feeling a lot of its morale lower than usual," notes Callan Bignoli, an academic library director in Massachusetts and founder of the LibREV conference and community and the Protect Library Workers campaign. "We've been tremendously harmed by layoffs and furloughs and all kinds of budgetary cuts. And these culture war [challenges] get dumped on us in addition to that."

MUTUAL AID

As they stepped forward to help their constituents, library staff have taken care of their own. In the early days of the pandemic shutdown, Bignoli started the #CloseTheLibraries and #ProtectLibraryWorkers campaigns, as well as the online #LIBREV(olution) conference and community to ensure that library workers had ways to support one another.

These group conversations helped pave the way for library workers to advocate for their own safety, calling on directors, boards, and city officials to close libraries in March 2020 and to maintain clear health guidelines and protocols as they reopened. That advocacy is still needed at all levels, notes Bignoli. Professional discourse around morale and burnout is nothing new, "but I do feel like COVID amplified the need for it," she says.

Library workers have been looking after themselves and one another in a variety of ways. During the worst of the layoffs and furloughs, mutual aid funds from EveryLibrary and the Society of American Archivists made small grants to library staff struggling to make ends meet. Jessica Chapel, librarian/archivist for digital projects at the Harvard Law

School Library, Cambridge, MA, and Lydia Tang, special collections archivist-librarian at Michigan State University, E. Lansing, brought the archival fund concept forward.

Beyond money, Bobbi Newman, community outreach and engagement specialist at National Network of Libraries of Medicine (NNLM) Greater Midwest Region, coordinated a three-day virtual national symposium on library worker burnout. As she shares in the outreach feature in this issue (p. 25 ff), "It was very clear...how cathartic this event was for library workers. For many, it was the first time they felt seen, heard, and that someone cares about them." Other workshops on a national, state, or single-system scale similarly focused on staff wellness, resilience, and mental health.

To address at scale institutional gaps that can contribute to stress and burnout, library staff have unionized or started the process in Baltimore County, MD; Hillsboro, OR; Niles-Maine District Library, IL; Northwestern University, Evanston, IL; Skokie, IL; St. Charles, IL; University of Michigan, Ann Arbor; and Worthington, OH, part of a national resurgence in organized labor. (Look for an article on library unions in an upcoming issue of *LJ*.)

Library staff have spoken up when they weren't satisfied with the way their administration handled issues of COVID safety, staff cuts, or systemic racism, organizing protests in St. Louis, Multnomah, Indianapolis, and Philadelphia—two of which led to the eventual resignation of the director.

Often, advocacy unites all levels of the organization: When vaccines first became available on a phased basis, many library leaders, associations, and workers called for the

CDC to give public library staff priority. Directors from California, such as L.A. County Librarian Skye Patrick and then-Sacramento Public Library (SPL) Director Rivkah Sass, to CALS's Nate Coulter, to Christian Zabriskie, executive director of the Onondaga County Public Library System in New York State, turned to their elected officials and made the case for their staff to qualify en masse—and succeeded.

Employees' well-being should still be top of mind, says Bignoli. "Leaders and managers have more of a responsibility than ever to be advocating on behalf of their staff members, because they're under so many different intersecting levels of pressure," she adds, and need to "shift away from just making sure patrons have what they need and want, and really focus on the staff support component as well."

Library staff have stepped up to meet new needs and old ones under challenging new circumstances. But for those efforts to be sustainable, they need financial and institutional support—and the recognition that they are excelling despite difficult times, even, or especially, if they aren't directly involved in headline-grabbing new initiatives.

"Library workers are [the people] who make the library run and make all of this amazing programming and pivoting and fighting against banning and challenges possible," says Noe. "New ideas are exciting, but then there's all the maintenance work that's happening. Recognizing all library workers is recognizing the value of all that unsung work that's required to make everything happen in the first place." ■

“ [Kids are] seeing themselves in these texts. And if they're not seeing themselves, they're seeing their friends or they're building empathy for people around them in our school that might be going through what we're reading about. I can't imagine telling them that I would have to take that away from them.”

TYLER SAINATO

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 December 20, 2021 minutes p. 117

B. Acceptance of the December receipts of \$8,715.70 p. 124

C. Approval of the December 2021 disbursements of \$23,223.37 p. 125

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.

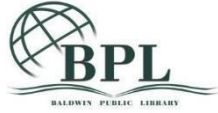
IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, February 21, 2022

Motion: To adjourn the January 19, 2022 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
December 20, 2021**

1. Call to Order

The meeting was called to order by President Frank Pisano at 8:51 p.m.

Library Board present: Melissa Mark (appearing via Zoom from Birmingham, MI due to health reasons), Frank Pisano, Karen Rock, Danielle Rumple, 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 Rock

2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

- 3. New and Miscellaneous Business:** Pisano inquired if the \$5000 donation made by the Trott Foundation was allocated to a specific fund. Craft noted she has reached out to the Trott Foundation about establishing an endowment fund, but has yet to hear back.

- 4. General Public Comment Period:** None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Rumple

2nd Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:54 p.m. The next Trust Meeting will be on Wednesday, January 19, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

Baldwin Public Library Trust: December 2021

December receipts totaled \$8,715.70. December disbursements totaled \$23,223.37.

The current value of the Trust is \$2,453,363.14, divided up in the following way:

	June 2021 - EOY	December 2021
Total endowment investments*	\$ 1,384,951.27	\$ 1,397,644.52
Endowment funds distributed for use	\$ 164,573.68	\$ 128,228.72
Total endowment funds	\$ 1,549,524.95	\$ 1,525,873.24
General spendable funds	\$ 360,367.54	\$ 383,182.97
Van Dragt fund	\$ 218,084.39	\$ 127,180.15
Building fund	\$ 345,470.42	\$ 360,085.62
Restricted funds**	\$ 22,369.64	\$ 31,830.05
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 9,873.22
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 969,054.33	\$ 927,489.90
Total endowment funds	\$ 1,549,524.95	\$ 1,525,873.24
Total non-endowment funds	\$ 969,054.33	\$ 927,489.90
Total of all Trust funds	\$ 2,518,579.28	\$ 2,453,363.14

* The principal of the endowment funds is \$867,111.98

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

As of December 31, 2021, the amount of money in the Trust that is undesignated stands at \$467,565.09

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

<u>Index</u>	<u>2021: YTD</u>	<u>2020: Entire Year</u>
S&P 500-Equity Benchmark (75%)	20.17%	16.26%
Global Aggregate-Bond Benchmark (25%)	-0.12%	8.66%
Blended Return of Both Benchmarks*	20.05%	14.36%
Baldwin Endowment Funds' Portfolio	9.73%	16.32%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-9.29%	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 December 31, 2021, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,411,476.52
Raymond James General Funds Account	\$704,910.41
Huntington Bank Checking Account	\$3,720.08
Huntington Bank Money Market Account	<u>\$333,256.13</u>
Total	\$ 2,453,363.14

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
DECEMBER 31, 2021**

Investment and Cash Report										
	Prior Month Balance 11/30/21	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/21	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$1,718.07	\$36,416.96	\$1,718.07			\$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	\$36.78	\$410.18	\$36.78			\$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	\$13,757.00	\$90,904.24	\$13,757.00			\$0.00	
Restricted Funds	\$4,161.71	\$0.12	\$0.44	\$3,986.00	\$17,691.47	\$3,544.25			\$3,720.08	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$4,161.71								\$3,720.08	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$3,725.52	\$5,666.47	\$3,725.52			\$0.00	
TOTAL	\$4,161.71	\$0.12	\$0.44	\$23,223.37	\$151,089.32	\$22,781.62	\$0.00		\$3,720.08	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$131,452.68	\$0.00	\$72.00	\$0.00	\$0.00	\$0.00	(\$1,718.07)		\$129,734.61	
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	\$44.02	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$36.78)		\$7.24	
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	\$140,937.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,757.00)		\$127,180.15	
Restricted Funds	\$39,266.20	\$1,737.57	\$30,010.39	\$0.00	\$0.00	\$0.00	(\$3,544.25)		\$37,459.52	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$35,105.69	\$6,978.01	\$14,439.85	\$0.00	\$0.00	\$0.00	(\$3,725.52)		\$38,358.18	
TOTAL	\$347,322.17	\$8,715.58	\$44,522.24	\$0.00	\$0.00	\$0.00	(\$22,781.62)		\$333,256.13	
Raymond James & Associates:										
Endowment Fund Investments	\$1,317,031.02	\$0.00	\$0.00			\$0.00	\$0.00	\$20,938.65	\$1,337,969.67	
Endowment Cash	\$72,837.34	\$0.00	\$225.00			\$0.00	\$0.00	\$669.51	\$73,506.85	
Sub-total Endowment Funds	\$1,389,868.36	\$0.00	\$225.00			\$0.00	\$0.00	\$21,608.16	\$1,411,476.52	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$335,191.32	\$0.00	\$0.00			\$0.00	\$0.00	\$9,257.51	\$344,448.83	
General Spendable Building Mutual Funds	\$350,450.25	\$0.00	\$0.00			\$0.00	\$0.00	\$9,635.37	\$360,085.62	
Sub-total General Spendable Funds	\$686,017.53	\$0.00	\$0.00			\$0.00	\$0.00	\$18,892.88	\$704,910.41	
TOTAL	\$2,075,885.89	\$0.00	\$225.00			\$0.00	\$0.00	\$40,501.04	\$2,116,386.93	
Total All Funds	\$2,427,369.77	\$8,715.70	\$44,747.68	\$23,223.37	\$151,089.32	\$22,781.62	(\$22,781.62)	\$40,501.04	\$2,453,363.14	

[illegible]

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

		Prior Month Balance 11/30/21	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/21
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$370,672.97	\$6,978.01	\$14,439.85	\$3,725.52	\$5,666.47			\$9,257.51	\$383,182.97
Restricted Funds:										
Building Fund		\$350,450.25	\$0.00	\$0.00	\$0.00	\$0.00			\$9,635.37	\$360,085.62
Van Dragt Fund		\$140,937.15	\$0.00	\$0.00	\$13,757.00	\$90,904.24				\$127,180.15
Memorials/Tributes		\$11,041.29	\$150.12	\$2,740.44	\$0.00	\$66.89				\$11,191.41
2012 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2013 Books & Bites at Baldwin Fundraiser		\$44.02	\$0.00	\$0.00	\$36.78	\$410.18				\$7.24
2015 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends		\$6,249.02	\$0.00	\$11,090.00	\$1,410.67	\$6,620.36				\$4,838.35
	Adult Services Programs	\$2,760.82	\$0.00	\$3,551.62	\$396.08	\$2,880.50				\$2,364.74
	Young Adult Programs	\$9,277.69	\$0.00	\$7,680.00	\$570.25	\$3,729.44				\$8,707.44
	Youth Services Programs	\$5,813.44	\$0.00	\$2,500.00	\$1,609.00	\$4,394.28				\$4,204.44
	Outreach & Equipment	\$527,090.11	\$150.12	\$27,562.06	\$17,779.78	\$109,005.89	\$0.00	\$0.00	\$9,635.37	\$519,095.82
	Sub-total Restricted									
Rotary Room Fund		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$7,832.00
	Naming Rights-Principal	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$1,505.89
	Maintenance Funds									
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$8,285.65	\$1,587.57	\$2,448.77	\$0.00	\$0.00			\$0.00	\$9,873.22
Total Gift and Tribute Funds		\$921,386.62	\$8,715.70	\$44,450.68	\$21,505.30	\$114,672.36	\$0.00	\$0.00	\$18,892.88	\$927,489.90
Endowment Funds										
Endowment Budgeted Funds		\$70,154.12	\$0.00	\$72.00	\$941.83	\$12,128.21	\$0.00			\$69,212.29
	General Funds	\$2,881.30	\$0.00	\$0.00	\$251.36	\$1,212.89	\$0.00			\$2,629.94
	Adult Large Print	\$20,482.00	\$0.00	\$0.00	\$0.00	\$1,576.90	\$0.00			\$20,482.00
	Adult Services Department	\$433.03	\$0.00	\$0.00	\$149.88	\$434.46	\$0.00			\$283.15
	Adult Audio Visual	\$1,713.89	\$0.00	\$0.00	\$0.00	\$16,088.18	\$0.00			\$1,713.89
	Adult Reference	\$11,765.45	\$0.00	\$0.00	\$0.00	\$98.85	\$0.00			\$11,765.45
	Adult Programs	\$3,134.80	\$0.00	\$0.00	\$0.00	\$9.89	\$0.00			\$3,134.80
	Adult Architecture	\$6,831.60	\$0.00	\$0.00	\$375.00	\$2,810.89	\$0.00			\$6,456.60
	Youth Services Department	\$387.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$387.82
	Youth Programs (Nix)	\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$10,692.18
	Professional Development	\$1,286.65	\$0.00	\$0.00	\$0.00	\$1,244.85	\$0.00			\$1,286.65
	Staff Appreciation	\$183.95	\$0.00	\$0.00	\$0.00	\$811.84	\$0.00			\$183.95
	Koschik Building Fund	\$129,946.79	\$0.00	\$72.00	\$1,718.07	\$36,416.96	\$0.00	\$0.00	\$0.00	\$128,228.72
	Sub-total									
Total Endowment Investments		\$1,376,036.36	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,608.16	\$1,397,644.52
Total Endowment Funds		\$1,505,983.15	\$0.00	\$297.00	\$1,718.07	\$36,416.96	\$0.00	\$0.00	\$21,608.16	\$1,525,873.24
Total All Trust Funds		\$2,427,369.77	\$8,715.70	\$44,747.68	\$23,223.37	\$151,089.32	\$0.00	\$0.00	\$40,501.04	\$2,453,363.14

TRUST RECEIPTS
December-21

Trust Money Mkt General Funds:

Thomas E and Melissa S Mark	\$	4,000.00	
Janice and Jeff Hausman	\$	2,500.00	
Friends of the Baldwin Public Library in Memory of Brian Repa	\$	250.00	
Susan Johnston and the Susan and Laird Johnston Foundation	\$	200.00	
Needa Malik	\$	12.25	
Anonymous	\$	1.00	
Money Market Interest Income	\$	14.76	\$ 6,978.01

Friends of BPL:

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

Memorial/Book Fund:

Stacy Goldberg in Memory of Newton and Ileene Levin	\$	150.00	
Checking Account Interest	\$	0.12	\$ 150.12

Miranda Burnett Youth Desk

Derek Smith in Memory of Miranda Burnett (net of paypal fees)	\$	587.57	
Rebecca E. MacDonald and David J. Cryberg in Memory of Bill and Miranda Burnett	\$	1,000.00	\$ 1,587.57

Trust Money Mkt Endowment Fund:

\$	-	\$	-
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Total Receipts at Huntington Bank

\$	8,715.70	\$	8,715.70
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Raymond James

\$0.00	\$0.00
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Total Trust Receipts

<u>\$8,715.70</u>	<u>\$8,715.70</u>
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CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 12/01/2021 - 12/31/2021

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
12/17/2021	LIBRY	5664	9126	AMAZON CAPITAL SERVICES INC	\$ 829.48
12/17/2021	LIBRY	5665	MISC	CAROLINE SALUCCI	\$ 14.00
12/17/2021	LIBRY	5666	MISC	CARSON ACADEMIC CONSULTANTS, LLC	\$ 90.00
12/17/2021	LIBRY	5667	902	CENGAGE LEARNING INC	\$ 92.76
12/17/2021	LIBRY	5668	4269	CENTER POINT LARGE PRINT	\$ 55.94
12/17/2021	LIBRY	5669	MISC	ELLEN GREEN	\$ 200.00
12/17/2021	LIBRY	5670	MISC	FLUTE JUICE PRODUCTIONS	\$ 125.00
12/17/2021	LIBRY	5671	4604	GORDON FOOD	\$ 119.91
12/17/2021	LIBRY	5672	9030	SYNTHA GREEN	\$ 67.76
12/17/2021	LIBRY	5673	1090	INGRAM LIBRARY SERVICES	\$ 1,130.74
12/17/2021	LIBRY	5674	MISC	KAMRON REYNOLDS	\$ 150.00
12/17/2021	LIBRY	5675	795	LIBRARY DESIGN ASSOCIATES, INC.	\$ 13,757.00
12/17/2021	LIBRY	5676	MISC	RICHARD JAMES BELL	\$ 250.00
12/31/2021	LIBRY	5677	9126	AMAZON CAPITAL SERVICES INC	\$ 501.99
12/31/2021	LIBRY	5678	9315	FIRST NATIONAL BANK OF OMAHA	\$ 351.68
12/31/2021	LIBRY	5679	1090	INGRAM LIBRARY SERVICES	\$ 54.06
12/31/2021	LIBRY	5680	486	PLANTE & MORAN PLLC	\$ 3,250.00
12/31/2021	LIBRY	5681	757	SCHOLASTIC INC	\$ 112.40
12/31/2021	LIBRY	5682	3958	DONNA SMITH	\$ 19.90
12/31/2021	LIBRY	5683	7781	SWANK MOVIE LICENSING USA	\$ 1,609.00
 LIBRY TOTALS:					
Total of 20 Checks:					\$ 22,781.62
Less Reissued Checks:					\$ 19.90
Total of 20 Disbursements:					\$ 22,761.72