

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

FEBRUARY 21, 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

Wheeler, Jennifer
VICE PRESIDENT

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Term expires 2023

Personnel and
Policy Committees

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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

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Term expires 2025

Finance and Outreach
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Term expires 2023

Building, Finance, and
Strategic Planning
Committees



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AGENDA

Baldwin Public Library Board Meeting

Monday, February 21, 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 January 19, 2022 Board Meeting Minutes p. 7
- B. Approval of January 2022 vendor payments in the amount of \$84,803.47, including payments in excess of \$6,000. p. 12
- C. Approval of total expenses in the amount of \$285,454.15. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Jennifer Wheeler) p. 103
- D. Upcoming events of interest (Jaclyn Miller) p. 112

III. New & Miscellaneous Business

Advisement from City Attorney Mary Kucharek and City Manager Tom Markus on Open Meetings Act and Library Board Committee Meetings

IV. Board Committee Reports

A. Finance Committee (Danielle Rumble) p. 16

B. Building Committee (Jim Suhay) p. 19

Suggested Board Action: To approve the issuance of a Request for Proposals (RFP) for design development, construction drawings, bidding, and construction administration, based on a draft, on pages 20-56, for the proposed expansion and renovation of the Front entrance and circulation area of the Baldwin Public Library, conditioned on review and approval by the City.

p. 20

C. Policy Committee (Jennifer Wheeler) p. 57

Suggested Board action: To make a motion to adopt changes to the Americans with Disabilities Act Compliance Policy, as found on pages 63 to 66 of the February 2022 Board packet.

p. 63

Suggested Board action: To make a motion to adopt changes to the Idea Lab User Agreement and Waiver, as found on pages 71 to 73 of the February 2022 Board packet.

p. 71

Suggested Board action: To make a motion to adopt changes to the Financial Policy, as found on pages 77 to 79 of the February 2022 Board packet.

p. 77

Suggested Board action: To make a motion to adopt changes to the Naming Rights Policy, as found on pages 84 to 87 of the February 2022 Board packet.

p. 84

D. Strategic Planning Committee (Karen Rock) p. 88

Suggested Board action: To make a motion to approve the Library's strategic plan for 2022-2025.

p. 91

V. Library Report – Rebekah Craft and Jaclyn Miller

p. 97

VI. Liaisons

A. Report from Friends of the Baldwin Public Library (Ryndee Carney)

p. 109

B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)

C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)

D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)

VII. Unfinished Business

VIII. Items Removed from Consent Agenda

IX. Information Only

- A. Upcoming events of interest p. 112
- B. 'Learn.Connect.Discover.' February 2022 Newsletter p. 114
- C. The Birmingham Bloomfield Chamber *Thrive*, BPL Clip p. 118
- D. *Birmingham-Bloomfield Eagle*, "Teen photo challenge captures the beauty of winter" p. 119
- E. *Birmingham-Bloomfield Eagle*, "The Birmingham Museum shares stories about local Black history" clip p. 121
- F. *C&G Newspapers*, "Local communities celebrating Black History Month" p. 122
- G. *The New York Times*, "My Young Mind Was Disturbed by a Book. It Changed My Life" p. 125
- H. *Governing*, "Understanding Ourselves and Others: What We Lose With Book Bans" p. 129
- I. Library Board Student Representative Application – Olivia Clark p. 134

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, March 21, 2022 at 7:30 p.m.

Motion: *To adjourn the February 21, 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 sesión pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
January 19, 2022**

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

Absent and excused: None.

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

Friends of the Library liaison present: None.

Contract community representatives present: None.

Members of the public present: Two, and three representatives from Merritt Cieslask Design.

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 Mark

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 noted the City of Birmingham's Long Range Planning Session will be held on Saturday, January 22, and encouraged the public to attend via Zoom. Craft will provide a presentation about Phase 3 renovations during the meeting.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Denise Hildebrandt (28 years of service), Jaclyn Miller (1 year), and Caroline Salucci (17 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 92-93 of the January Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on January 10 in the Delos Board Room. Present were Pisano, Rumple, Suhay, and Craft. Full minutes from this meeting can be found on page 18 of the January Board packet.

The next meeting of the Finance Committee will take place on Monday, February 14, 2022, at 4:00 p.m. in the Delos Board Room. A Zoom link will be included in the public notice for those who wish to participate virtually.

Building Committee:

Suhay reported that the Building Committee met on January 6 to discuss building matters not relating to Phase 3 planning. Full minutes from this meeting can be found on pages 30-31 of the January Board packet. The Building Committee last met on January 12 with architects from Merritt Cieslack Design (MCD). During this meeting, the details for the Phase 3 planning presentation for the City of Birmingham Long-Range Planning Session were finalized.

Steve Schneemann from MCD reviewed the details of this presentation and current project renderings with the Board. The presentation to the Long-Range Planning Session can be found on pages 32-47 of the January Board packet. Craft will present this overview of Phase 3 at the Long-Range Planning Session on Saturday, January 22.

Suhay noted the current cost estimate of this project comes to ~\$3.5 million. The initial budget estimate was ~\$3.3 million. Due to a recent property valuation within Birmingham, the Library millage has increased.

Pisano asked if there was public comment regarding MCD's presentation. Birmingham resident Sheila Brice asked if the Idea Lab was losing space in Phase 3, and if maintenance costs and warranty will be compared between the hangar door and NanaWall option for the collaboration space. Schneemann noted the Idea Lab would not be losing space. Mark responded that maintenance costs and warranty information will be explored for both options. Birmingham resident David Bloom commented that he has mixed feelings about the overall estimated cost of the project, in that he does not believe it will increase useable space. He also commented that the current design does not pay "homage to the Birkert's curve." Bloom also recommended the Board take heed of an email sent from former Gunnar Birkerts and Associates architect Russell Dixon.

Policy Committee:

Wheeler reported that the Policy Committee last met on Thursday, December 9. Since that meeting, City Attorney Mary Kucharek has reviewed four policies and suggested changes: Collection Development and Maintenance Policy, Meeting Room Policy, Social Media Policy, and Bylaws of the Library Board. Recommendations made by Kucharek can be found on page 48 of the January Board packet.

Regarding the changes to the Meeting Room Policy, there was a conversation amongst the Board about whether residents should be granted privileges for reserving rooms if the equalization of rental rates between residents and non-residents creates a disadvantage for residents attempting to reserve rooms. The Board decided to revisit this matter in the future if it becomes apparent there is an issue.

Motion to adopt changes to the Collection Development and Maintenance Policy, as found on pages 53-56 of the January 2022 Board packet.

1st Rock
2nd Rumple

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to adopt changes to the Meeting Room Policy, as found on pages 61-64 of the January 2022 Board packet.

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

Motion to adopt changes to the Social Media Policy, as found on pages 70-72 of the January 2022 Board packet.

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

Motion to adopt changes to the Bylaws of the Library Board, as found on pages 75-76 of the January 2022 Board packet.

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

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, January 5. Present were Rock, Suhay, Craft, and Miller. Full minutes of this meeting can be found on pages 77-78 of the January Board packet.

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

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 79-88 of the January Board packet. Craft reviewed the Key Metrics Dashboard found on page 80.

One Library Board Student Representative application has been received. Miller will interview the candidate in January.

Staff have received N95 and KN95 masks for use. City of Birmingham employee mask requirements have changed, and now specify that cloth masks must be three layers with a form-fit wire or that surgical masks, N95 masks, KN95 masks should be worn instead. In-person Story Times have been postponed due to current COVID case numbers.

Craft will meet with City Manager Tom Markus and Finance Director Mark Gerber on February 11 to review the Library's FY 2022-2023 budget.

Technical Assistant Tharron Combs has resigned. A job posting for this position has been posted on the Baldwin Public Library website. Youth Services is currently interviewing candidates a Part-Time Youth Services Librarian positions. Substitute librarian candidates will be interviewed next week.

The Friends of the Library's next board meeting will occur on February 8. They will plan to hold a pop-up book sale in early March.

Miller reported that the IDEA Task Force continues to implement a monthly thematic calendar, with January highlighting poverty in America awareness, and February highlighting Black History Month. Donation collection is ongoing for the Woodward Dream Drive to benefit the Oakland County Children's Village.

Baldwin's Winter Reading Challenge will finish at the end of January. Adults and teens who have finished the challenge will be entered into a prize basket drawing.

The Idea Lab has a new 3D printer with a conveyor belt, allowing the Lab to automate large productions of duplicate items. It has been designated The BANANATRON 6000, named for the golden bananas it will print for future First Grade First Card programs.

5. Liaisons

Friends: There was no report.

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 91-114 of the January Board packet.

10. General Public Comment Period: David Bloom, a Birmingham resident, notified the Board that winning panels were chosen for the Zip US! Up art installation and will be named in an upcoming press release.

11. Adjournment:

Motion to adjourn the meeting.

1st Wheeler

2nd Rumple

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:33 p.m. The next regular meeting is scheduled for Monday, February 21, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

DRAFT

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

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Check Number	Vendor #	Vendor	Amount
	007745	ALL COVERED	1,608.00
	009126	AMAZON CAPITAL SERVICES INC	1,561.35
	000843	BAKER & TAYLOR BOOKS	764.06
	LIBMISC	BRANDON PUBLIC LIBRARY	14.95
	LIBMISC	CAROL JILLSON	10.99
	000902	CENGAGE LEARNING INC	36.78
	000627	CONSUMERS ENERGY	1,092.00
	000575	DEMCO, INC	233.33
	005651	FINDAWAY WORLD, LLC	1,401.74
	008164	GARY EISELE	71.17
	001090	INGRAM LIBRARY SERVICES	8,274.11
	008827	KANOPY, INC	758.70
	000784	LAKESHORE LEARNING	36.98
	LIBMISC	LAVONNE YALDOO	5.99
	005550	LEE & ASSOCIATES CO., INC.	799.76
	008360	LINKEDIN CORPORATION	7,000.00
	007927	MICHELLE HOLLO	1,050.00
	002013	MIDWEST TAPE	9,813.74
	000481	OFFICE DEPOT INC	464.70
	006785	OVERDRIVE, INC.	6,495.24
	007907	SP+ CORPORATION	4,074.00
	007408	T-MOBILE	149.30
	000158	VERIZON WIRELESS	102.62
	LIBMISC	XIAOXIA LIN	9.99
283578	008309	ABSOLUTE LOCKSMITHS	210.00
283591	000843	BAKER & TAYLOR BOOKS	15.34
283596	000433	BRODART COMPANY	41.94
283625	004493	ELITE IMAGING SYSTEMS	447.37
283665	000481	OFFICE DEPOT INC	372.38
283675	006347	SOUTHERN COMPUTER WAREHOUSE	1,905.99
283678	007115	TERMINIX PROCESSING CENTER	844.00
283688	006638	ACTION MAT & TOWEL RENTAL	61.50
283690	007745	ALL COVERED	1,608.00
283717	009024	THE D.M. BURR GROUP	1,840.72
283737	004493	ELITE IMAGING SYSTEMS	897.00
283753	006666	GRID 4 COMMUNICATIONS INC.	225.45
283755	000249	GUARDIAN ALARM	244.04
283760	007211	HOME DEPOT CREDIT SERVICES	32.26
283767	003530	INFORMATION TODAY INC	319.73
283779	000797	THE LIBRARY NETWORK	2,003.83
283785	009351	MERRITT CIESLAK DESIGN	6,550.00
283796	008336	NBS COMMERCIAL INTERIORS	792.00
283797	MISC	OAKLAND COMMUNITY COLLEGE	40.00
283816	007907	SP+ CORPORATION	1,850.00
283839	009026	WELLS FARGO VENDOR FIN SERV	677.87
283854	000525	BIRMINGHAM PUBLIC SCHOOLS	1,326.36
283859	003904	CAPITAL ONE BANK	3,963.30
283869	000575	DEMCO, INC	315.49

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
283871	000179	DTE ENERGY	4,806.54
283884	005651	FINDAWAY WORLD, LLC	139.98
283908	MISC	MELISSA HOLLAND	99.98
283915	000673	NEW YORK TIMES, THE	2,002.00
283920	000678	OCLC, INC.	306.83
283921	000481	OFFICE DEPOT INC	119.99
283924	007588	PERMACARD	350.31
283982	MISC	TROY M YALDOO	5.99
283990	006463	MICHAEL WASHINGTON	4,160.00
4763	009126	AMAZON CAPITAL SERVICES INC	16.99
4764	000517	BEIER HOWLETT P.C.	231.00
4782	002013	MIDWEST TAPE	113.99
4788	005861	UNIQUE MGMT SERVICE, INC	35.80
Total:			84,803.47

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

February 2022 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, February 14, 2022 at 4:00 p.m. in the Delos Board Room. Present were Danielle Rumble, Frank Pisano, Jim Suhay, Jaclyn Miller and Rebekah Craft.

- Craft discussed the FY 2021-2022 budget. The budget is tracking well after seven months. In January, large payments were made to Midwest Tape, Ingram and Overdrive for new materials, LinkedIn Learning for database renewal, and Merritt Cieslak Design for architectural services.
- Digitization of the Birmingham Eccentric is on hold until we have Phase 3 costs more firmly established.
- Craft reviewed the preliminary FY 2022-23 budget with the committee. The Budget Hearing will be held on March 21, 2022.
- Craft will adjust the Phase 3 RFP up for approval to indicate a construction start date of July 2023, instead of April, to ensure we have all necessary funds available at the start of construction.
- The Trust Investment Policy will be reviewed at the April Finance meeting with the Financial Planner from Raymond James, James Cummins.
- There are no suggestions for changes to the Fund Balance Policy.
- Miller discussed the January Trust expenditures with the Friends of the Baldwin Public Library's funds. The Friends raised \$834.50 in lobby sales in January 2022.

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

FINANCIAL REPORT: January 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 58.3% of the way through fiscal year 2021-2022, the Library has spent 51.4% of its budget and received 87.7% of its revenue. By this point of the year, the Library was budgeted to have spent 58.3% of its budget and to have received 90.4% of its revenue.

Two pay periods were recorded in January.

Vendor payments in excess of \$6,000:

Midwest Tape (Audio Visual Materials)	\$	9,927.73
Ingram Library Services (Print Materials)	\$	8,274.11
LinkedIn Corporation (Learning Library)	\$	7,000.00
Merritt Cieslak Design (Architectural Services)	\$	6,550.00
Overdrive (Electronic Materials)	\$	6,495.24
Total vendor payments in excess of \$6,000	\$	38,247.08
Balance of vendor payments less than \$6,000	\$	46,556.39
Total vendor payments	\$	84,803.47

City of Birmingham allocations:

Payroll Period Ending 01/08/22	\$	89,653.65
Payroll Period Ending 01/22/22	\$	88,189.40
Employee Health Care Payroll Deduction 01/22/22	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
285454.15 Total Payroll	\$	191,342.88
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	\$	200,798.57

Reconciling adjustments:

Book Fine Refunds	\$	(147.89)
Total Recon Adjustments	\$	(147.89)

Total expenses for the month	\$	285,454.15
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
January 2022

	Approved 2021-2022 Budget	Current Month Budget January 2022	Current Month Actual January 2022	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	7th Month of the year 58.33%
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	(\$8,750)	(\$839)	\$7,911	5.6%	(\$1,390)	9.3%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$58,333	\$7,058	(\$51,276)	7.1%	\$7,020	6.4%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$22,564	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$80,829	\$353	\$563,331	\$481,612	(\$81,719)	49.9%	\$510,751	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$3,362	\$1,578	\$12,483	\$17,868	\$5,385	83.5%	\$3,520	5.6%
INVESTMENT INCOME	\$30,000	\$2,500	(\$251)	(\$2,751)	\$17,500	\$10,686	(\$6,814)	35.6%	\$12,730	24.5%
TOTAL REVENUE	\$4,780,390	\$91,843	\$83,940	(\$7,903)	\$4,321,178	\$4,194,665	(\$126,512)	87.7%	\$4,088,107	87.0%
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$191,343	(\$31,356)	\$1,558,894	\$1,395,776	(\$163,118)	52.2%	\$1,379,011	54.2%
SUPPLIES	\$119,500	\$9,958	\$5,899	(\$4,059)	\$69,708	\$66,747	(\$2,962)	55.9%	\$70,300	65.7%
CONTRACTED SERVICES	\$383,830	\$31,986	\$27,546	(\$4,440)	\$223,901	\$191,402	(\$32,499)	49.9%	\$161,193	54.9%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$2,175	(\$10,306)	\$87,372	\$78,067	(\$9,305)	52.1%	\$65,797	47.0%
UTILITIES	\$96,000	\$8,000	\$5,899	(\$2,101)	\$56,000	\$58,429	\$2,429	60.9%	\$55,431	57.7%
OTHER CHARGES	\$82,260	\$6,855	\$10,157	\$3,302	\$47,985	\$37,015	(\$10,970)	45.0%	\$13,122	15.8%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$0	(\$5,358)	\$37,508	\$10,194	(\$27,315)	15.9%	\$598,769	119.0%
COLLECTIONS	\$640,700	\$53,392	\$42,435	(\$10,956)	\$373,742	\$326,996	(\$46,745)	51.0%	\$360,396	54.9%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$285,454	(\$65,276)	\$2,455,110	\$2,164,625	(\$290,485)	51.4%	\$2,704,020	61.1%
VARIANCE	\$571,630	(\$258,888)	(\$201,514)	\$57,373	\$1,866,068	\$2,030,040	\$163,972			
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$3,240,666.42				

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.

January 2022 Building Committee Report

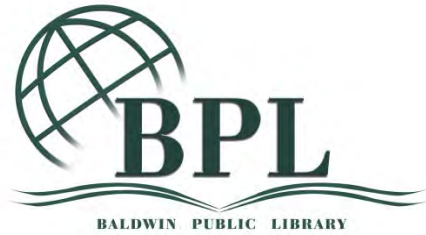
The Baldwin Public Library Board's Building Committee met on Friday, January 28, 2022 at 2:15 p.m. in the Delos Board Room. Jim Suhay, Melissa Mark, Frank Pisano, Rebekah Craft and Jaclyn Miller were present. One member of the public attended.

The Committee reviewed the RFP for the design development and construction drawings for the second half of the Phase 3 project. Craft will send the RFP to the City Attorney for review before the February Board meeting.

Craft presented the updated cost proposal for the Children's Garden. The Board will vote to approve this project at the February Trust meeting. The updated cost proposal includes the installation of three drainage basins to connect to the downspouts from the roof to collect rain water.

The Committee discussed the merits of continuing to meet as a Committee during the rest of the Phase 3 project.

The next Building Committee meeting will be scheduled at a later date.



REQUEST FOR PROPOSALS
For Expansion and Renovation of Front Entrance and Circulation Area of
Baldwin Public Library

Sealed proposals endorsed **“EXPANSION AND RENOVATION OF FRONT ENTRANCE AND CIRCULATION AREA OF BALDWIN PUBLIC LIBRARY”**, will be received at the Administrative Office of the Baldwin Public Library, 300 West Merrill Street, Birmingham, Michigan, 48009; until 3:30 p.m. on Thursday, March 31, 2022, after which time bids will be publicly opened and read.

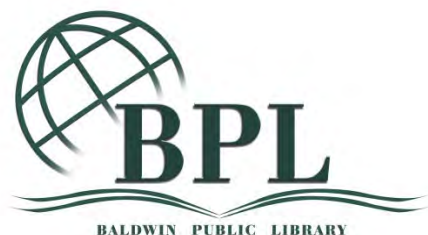
Bidders will be required to attend a mandatory pre-bid meeting on Tuesday, March 15, 2022, at 2:00 p.m. at the Baldwin Public Library. Bidders must register for the pre-bid meeting by 4:00 on Friday, March 11, 2022, by contacting Library Director Rebekah Craft at rebekah.craft@baldwinlib.org.

The Baldwin Public Library, in conjunction with the City of Birmingham, Michigan, is accepting sealed bid proposals from qualified professional firms to carry out design development, construction drawings, provide bid assistance and construction administration for the expansion and renovation of the front entrance and circulation area of the Baldwin Public Library, based on the conceptual/schematic design developed by Merritt Cieslak Design. This work must be performed as specified in accordance with the specifications contained in this Request for Proposals (RFP).

The RFP, including the specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the Baldwin Public Library, 300 West Merrill St., Birmingham, Michigan, ATTENTION: Rebekah Craft, Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

Submitted to MITN:	March 1, 2022
Mandatory Pre-Bid Meeting:	March 15, 2022
Deadline for Submissions:	3:30 p.m. on Thursday, March 31, 2022
Contact Person:	Rebekah Craft, Director 300 W Merrill St. Birmingham, MI 48009 Phone: 248.554.4681 Email: rebekah.craft@baldwinlib.org



REQUEST FOR PROPOSALS
For Expansion and Renovation of Front Entrance and Circulation Area of
Baldwin Public Library

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INTRODUCTION

For purposes of this request for proposals the City of Birmingham, Michigan (hereby known as “City”) and the Baldwin Public Library (hereby known as “Library”) will be referred to as “Client” and the private firm will hereby be referred to as “Architect.”

The Client is accepting sealed bid proposals from qualified professional firms to provide architectural services to carry out design development, construction drawings, provide bid assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation area of the Baldwin Public Library, based on the conceptual/schematic designs of January 19, 2022, included as Attachment E herein. This work must be performed as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the Client reserves the right, where it may serve the Client’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the Client, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by April 25, 2022. An Agreement for services will be required with the selected Architect. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the Client.

The Architect will work with the Library on the Design Development and Construction Drawing phases, with the City in a supportive role. The Architect will then work with the City during the Bidding and Construction Administration phases, with the Library in a supportive role.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to provide architectural services to carry out design development, construction drawings, provide bid assistance and construction administration for the expansion and renovation of the Front Entrance and Circulation area of the Baldwin Public Library, based on the conceptual/schematic designs of January 19, 2022, included as Attachment E herein.

MANDATORY PRE-BID MEETING

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting to conduct an on-site visit of the location and access to the project location to make inquiries about the RFP. The pre-bid meeting is scheduled for Tuesday, March 15, 2022, at 2:00 p.m. at the Baldwin Public Library.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than 3:30 p.m. on Thursday, March 31, 2022 to:

Baldwin Public Library
Attn: Rebekah Craft
300 W. Merrill St.
Birmingham, Michigan 48009

rebekah.craft@baldwinlib.org

One (1) print and one (1) electronic copy, in PDF format, of the proposal shall be submitted. The two print copies of the proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"EXPANSION AND RENOVATION OF FRONT ENTRANCE AND CIRCULATION AREA OF BALDWIN PUBLIC LIBRARY."** Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Architect's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in print or by email and delivered to: Rebekah Craft, Director, 300 W. Merrill St., Birmingham, MI 48009 or rebekah.craft@baldwinlib.org. Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions. Any request will be reviewed by the Client, and all questions and responses will be shared with all bidders who signed in at the Pre-Bid Meeting.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the Client to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. The Baldwin Public Library is a sub-unit of the City of Birmingham, a tax-exempt municipal government located in Oakland

County. Do not include such taxes in the proposal figure. The Client will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, and telephone number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City and Library should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of members of the Baldwin Public Library Board of Directors and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to 1) the ability to provide services as outlined, 2) related experience with similar projects, Architect background, and personnel qualifications, 3) quality of materials proposed, 4) overall costs, and 5) references. This review will consider the following criteria:

1. Experience and qualifications of the proposed team members, including interior design staff and partners, who will be assigned to the Project.
2. Experience and demonstrated ability in the design of libraries and similar public projects, with priority given to experience and ability in the design of libraries.
3. Demonstrated understanding of the expectations of Birmingham and/or similar communities that place high value on aesthetics of public spaces, as well as an understanding of the importance of the Library as part of Birmingham's civic center.
4. Bid price for design development, preparation of construction documents, bidding assistance, and construction administration for the project.
5. Demonstrated performance in execution of projects on time and within budget.
6. Quality and completeness of proposal.

TERMS AND CONDITIONS

1. The Client reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Client reserves the right to award the contract to the next most qualified Architect if the

successful Architect does not execute a contract within ten (10) business days after the award of the proposal.

2. The Client reserves the right to request clarification of information submitted and to request additional information of one or more Architects.
3. The Client reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Client may terminate this Agreement at any point in the process upon notice to Architect sufficient to indicate the Client's desire to do so. In the case of such a stoppage, the Client agrees to pay Architect for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Architect and shall not be chargeable in any manner to the Client.
6. Payment will be made within thirty (30) days after invoice has been accepted by the Client. Acceptance by the Client is defined as authorization by the designated Client representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the Client.
7. The Architect will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.
9. The Client will own the final designs and documents prepared by the Architect as part of this RFP.

ARCHITECT'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. All completed and signed forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (Attachment A - **only if selected by the Client**).

2. Provide a description of completed projects (including library projects) that demonstrate the firm's ability to complete projects of similar scope, size, and purposed, and in a timely manner, and within budget.
3. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project, as well as all others associated with the firm that are assigned to the project and include names, titles, phone numbers, email addresses and assigned role for the project.
4. Provide a list of sub-architects and their qualifications, which include names, titles, phone numbers, email addresses and their respective role in this project as applicable.
5. Any changes in the staff members assigned to the project (principals, staff and/or others) shall be communicated to the Client in writing within two (2) business days.
6. Provide three (3) client references from past projects, include name of contact, title, and current phone number. At least two (2) of the client references should be for projects of a similar size and scope for a municipal client.
7. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Architect will be available according to the proposed timeline.
8. The Architect will be responsible for any changes necessary for the plans to be approved by the Client.
9. The Architect must receive budgetary approval before performing and billing for additional work outside the project scope.

CLIENT RESPONSIBILITIES

1. The Client will provide a designated representative to work with the Architect to coordinate both the Client and the Architect's efforts and to inspect and verify any work performed by the Architect. During the design development and creation of construction document phase, the lead agency will be the Library, and during the bidding and construction administration phase, the lead agency will be the City.
2. The Library will provide access to the building during regular business hours.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 19 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 11 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Architect also agrees to provide all insurance coverages as specified. Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the agreement, the City and Library may, at their option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the Client shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the Client until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the City and the Library and various associated persons. Please refer to paragraph 10 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Architect that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

1. Mandatory pre-bid meeting will be held at the Library on Tuesday, March 15, 2022, at 2:00 p.m.
2. Proposals will be submitted by 3:30 p.m. on Thursday, March 31, 2022

3. The Library Board will recommend the successful candidate to the Birmingham City Commission, which will make the final decision to execute an agreement at its regularly scheduled meeting on April 25, 2022.
4. Architect will have the Design Development and Construction Document elements outlined in the Scope of Work section of this RFP completed by November 7, 2022.
5. The Bidding and Construction Administration phases will occur only after funding for the Project has been confirmed. The project is anticipated to begin in the summer of 2023 and to be completed in early 2024.

The Architect will not exceed the timelines established for the completion of this project.

SCOPE OF WORK

The Architect shall perform the following services in accordance with the requirements as defined herein.

Overview

The Baldwin Public Library—located at 300 West Merrill in downtown Birmingham—was built in 1927, with major additions completed in 1960, 1982, and 2020. The original building was designed by Marcus Burrowes; the 1960 addition was designed by Linn Smith; and the 1982 building was designed by Gunnar Birkerts. The 2020 addition was designed by Luckenbach Ziegelman Gardner Architects.

The main purpose of this RFP is to secure design development, construction drawings, bidding assistance, and construction administration services for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, based on a concept plan previously developed. That design is detailed in Attachment E.

Program Confirmation

- 1) Assist Library in determination of responsibilities, procedures, and schedule requirements. The Architect will be responsible for documentation of all meetings associated with the Project.
- 2) Review existing studies, space programming, layouts and designs provided by Library with regard to the Scope of Work of the project. Provide early advice to the

Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.

3) Confirm with Library the professional fees and the schedule.

PHASE 1

Design Development

- 1) Based on the conceptual/schematic designs of January 19, 2022, develop Design Development Documents for the Library's approval. The process will include meetings with Library staff to hear their opinions, meetings with Library administration and the Library Board Building Committee, and a presentation to the Library Board.
- 2) The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents—including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems—to fix and describe the size and character of the Project as to architectural; interior design; structural, mechanical, and electrical systems; and landscaping—including lighting, acoustics, and internal materials and finishes--and such other elements as may be appropriate. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish in general their quality levels.
- 3) The Architect shall update project total cost estimates (including an operable Excel spreadsheet with line-by-line breakout of all fees, architectural costs, construction costs, furnishings, shelving, technology, and construction and design contingencies) and submit them to the Library.
- 4) The Architect shall provide and develop the project phasing plan and construction timeline and submit those to the Library. The Library wishes to remain open during regular business hours for the duration of the project.
- 5) The Architect shall provide renderings of internal and external features suitable for public viewing and preliminary code compliance review by the City's Building Department.

Construction Documents

- 1) Construction documents shall include, but not be limited to, detailed civil, architectural, engineering, and shop drawings for the construction of this project.
- 2) Based on the Library's approval of the Design Development Documents and the Library's authorization of any adjustments in the Project requirements and the budget for the cost of work, the Architect shall prepare Construction Documents for the Library's approval.
- 3) The process will include meetings with Library staff, the Library Board Building Committee, and the City's Building Department.
- 4) The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of drawings, specifications, and structural calculations, setting forth in detail the quality levels of materials and systems. Any and all terms and conditions associated with construction documents will be subject to the review and approval of the City.
- 5) The Architect shall provide 4 sets of the competed construction documents to the City's Building Department for code compliance review.
- 6) The Architect shall make any necessary updates to the cost estimates.
- 7) Design Development and Construction Documents shall be completed by November 7, 2022.

PHASE 2

Bidding Assistance

1. The Architect, following the approval of the Construction Documents and the latest preliminary cost estimate of construction cost, shall assist the Client in obtaining bids and shall assist in the bidding process by:
 - a) Assisting the Client in the preparation of the Architectural specifications for the City's bid documents.
 - b) Assisting the Client by participating in a mandatory pre-bid meeting with bidders for construction.

- c) Assisting the Client in the preparation of responses to questions from the prospective bidders and providing clarifications and interpretations of the bidding specification documents to all prospective bidders in the form of addenda.
- d) Assist in the evaluation of bids for the selection of a construction contractor.

Construction Administration

1. The Architect shall assist the City in providing administration of the construction project. The Architect's responsibility to provide assistance under this section of the Scope of Work shall commence upon the award of the initial contract for construction and terminates upon the payment of the final payment to the construction contractor.
2. The Architect shall be a representative of and shall advise and consult with the City during the administration of the contract for construction. The Architect shall regularly advise and consult with the City during the construction phase.
3. The Architect shall visit the site and may be accompanied by a representative of the City's Building Department at intervals appropriate to the stage of construction, or as otherwise agreed by the City and Architect, (1) to become generally familiar with and to keep the City informed about the progress and quality of the portion of the work completed, (2) to endeavor to guard the City against defects and deficiencies in the work, and (3) to determine in general if the work is being performed in a manner indicating that the work, when fully completed, will be in accordance with the contract documents. However, the Architect shall not be required to make exhaustive continuous on-site inspections to check the quality or quantity of work. The Architect shall neither have control over or charge of, not be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work.
4. The Architect shall report to the City all known deviations from the contract documents and from the most recent construction schedule submitted by the construction contractor. However, the Architect shall not be responsible for the construction contractor's failure to perform work in accordance with the requirements of the contract documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of and shall not be responsible for acts or omissions of the construction contractor, subcontractors, or their agents or employees, or of any acts of any other persons or entities performing portions of the work.

5. The Architect shall, at times outlined in this RFP, have access to the construction site to facilitate its visits.
6. Except for code compliance or permit related issues as deemed necessary by the City, the Architect shall serve as the primary contact in communicating with the construction contractor concerning matters arising out of or relating to the construction documents. Communications by and with the Architect's consultants shall be through the Architect.
7. The Architect has the authority to reject work that does not conform to the contract documents, following consultation with the City.
8. The Architect shall review and respond to requests for information about the contract documents.
9. The Architect shall maintain a record of submittals and copies of submittals supplied by the construction contractor.
10. The Architect may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract sum or an extension of the contract time, upon review and approval by the City and Library.
11. The Architect shall conduct inspections to determine the date or dates of substantial completion and the date of final completion.
12. The Architect shall prepare change orders and construction change directives, with supporting documentation and data if deemed necessary by the City for the City's approval and execution in accordance with the construction documents.
13. The Architect shall review and certify the amounts due the construction contractor to the designated City representative.

ATTACHMENT A

AGREEMENT
For Expansion and Renovation of Front Entrance and Circulation Area of
Baldwin Public Library

THIS AGREEMENT is entered into this ____ day of _____, 2022, by and between the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as the City) and _____(name of party) a Michigan _____ (Corporation, P.C., LLC, etc.), whose address is _____, (hereafter referred to as Architect) and the foregoing shall collectively be referred to as the parties.

WHEREAS, the City of Birmingham, in conjunction with the Baldwin Public Library desires having work completed to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, based on the approved concept plan of January 19, 2022, and in connection therewith has requested proposals for the Expansion and Renovation of the Front Entrance and Circulation Area of Baldwin Public Library; and

WHEREAS, Architect has qualifications that meet the project requirements and has provided a response and cost proposal to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library.

NOW, THEREFORE, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

1. **MUTUALLY AGREE:** It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform design development, creation of construction drawings, provide bidding assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, based on the approved concept plan of January 19, 2022, and the Architect's cost proposal dated _____, 2022 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. (attached hereto as Attachment "A").

2. **TERM:** This Agreement shall have a term of two (2) years from the date stated above. The City shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Architect shall receive compensation for services to the date the termination takes effect and the City shall be entitled to retain and use the results of all drawings prepared by the Architect through such date.

3. TERMS OF PAYMENT: The Architect will invoice monthly for all labor supplied and work completed. In no event shall invoices be submitted more than 45 days after completion of services. Submitted invoices shall include the following detailed information: the type of work performed, the time spent on the work, the individual who performed the work and the per hour billing rate charged. The City may, at its sole discretion demand review and the right to request at any time further detailed accounting information for any or all bills. The right to inspection of any bill and invoice shall never be at any cost or billings to the City, nor shall preparation of said invoices be billed to the City or against the general retainer. Payment terms will be net 30 days unless otherwise specified by the City.

4. Architect shall employ personnel of good moral character and fitness in performing all services under this Agreement.

5. INSURANCE SUBMISSION REQUIREMENTS: The Architect has submitted proof to the City that it meets all City insurance requirements. Insurance, with coverage amounts at no less than the City's minimum requirements, must be held by the Architect throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Architect acceptance of the terms of this Agreement.

6. CONFIDENTIAL AND OR PROPRIETARY INFORMATION: The Architect acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Architect recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Architect agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Architect shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Architect further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

7. INDEPENDENT Architect: The Architect and the City agree that Architect is acting as an independent contractor with respect to the Architect's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Architect nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor Architect shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner

whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Architect shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

8. COMPLIANCE WITH LAWS: Architect agrees to fully and faithfully carry out the duties of set forth herein using its best efforts in accomplishing all assignments from the City, and further, in addition to upholding all federal, and state laws and applicable codes of professional conduct to which Architect is subject, Architect hereby agrees to be bound by all Federal, State, or City of Birmingham ordinances, rules, regulations and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

9. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS: Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the City, by and through its City Manager, to terminate this Agreement, or at the City's option, the City may purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Architect, either by offset to any amounts due and owing Architect for services provided to the City, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Architect agrees and understands that its engagement is at will and may be terminated by the City Manager for any cause or no cause.

10. INDEMNIFICATION: To the fullest extent permitted by law, the Architect and any entity or person for whom the Architect is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on their behalf against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Architect including its employees and agents, in the performance of this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City.

11. STANDARD INSURANCE REQUIREMENTS:

The Architect shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Architect shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

For Sole Proprietorships: Architect shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

B. Commercial General Liability Insurance: Architect shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Architect Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. Additional Insured: Commercial General Liability, as described above, shall include an endorsement stating the following **Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.** This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

D. Professional Liability: If applicable, professional liability insurance with limits of not less than \$2,000,000 per claim if Architect will provide services that are customarily subject to this type of coverage.

E. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Architect shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.

F. Proof of Insurance Coverage: Architect shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance, or a signed and notarized copy of the Sole Proprietor Form;
- 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- 3) Two (2) copies of Certificate of Insurance for Professional Liability Insurance, if applicable;
- 4) If so requested, Certified Copies of all policies mentioned above will be furnished.

G. Maintaining Insurance: Upon failure of the Architect to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

12. WRITTEN NOTICES: Written notices regarding this Agreement shall be addressed to the following:

City: City of Birmingham
P.O. Box 3001
Birmingham, Michigan 48012
Attn: Rebekah Craft, Library Director

Architect:

Attn: _____

13. COVID: The Architect shall follow all of the City's COVID-19 safety protocols while on City property. Additionally, Architect staff which will be in physical contact with city staff must have current vaccinations against COVID-19. The City, at its discretion, may ask for proof of vaccination of Architect staff. Failure to provide proof of vaccination when requested will cause the City to request unvaccinated personnel to leave, request alternate staff, and if the Architect is unable to comply, this violation of safety protocols will constitute a breach of contract by the Architect.

14. AMENDMENTS: No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties.

15. WAIVER OF BREACH: No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

16. COMPLETE AGREEMENT: The parties agree that the conditions set forth in this Agreement sets forth all terms and conditions of Architect agreement with the City of Birmingham. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the City and the Architect shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

17. DIRECT OR INDIRECT INTEREST: If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Architect, the City shall have the right to terminate this Agreement without further liability to the Architect if the disqualification has not been removed within thirty (30) days after the City has given the Architect notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

18. FAILURE TO PERFORM. If Architect fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

19. LEGAL PROCEEDINGS: Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by

commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

20. RESPONSE TO REQUESTS FOR PROPOSALS: The Architect shall be held to and bound by all terms, conditions, warranties and representations which it made in its written response dated _____, to the City's Request for Proposals dated _____ (attached hereto as Attachment "B"). In the event of a conflict in any of the terms of this Agreement and the Architect _____ (date of response) response, the terms of this Agreement shall prevail.

21. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the parties hereto agree to be bound by the above terms and conditions, and Architect, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date first above written.

Architect

By: _____
Its: _____

STATE OF MICHIGAN)
) ss:
COUNTY OF OAKLAND)

On this _____ day of _____, 20____, before me personally appeared _____, who acknowledged that with authority on behalf of _____ to do so he/she signed this Agreement.

Notary Public

County, Michigan
Acting in _____ County, Michigan
My commission expires: _____

CITY OF BIRMINGHAM:

By: _____
Therese Longe, Mayor

By: _____
Alexandria D. Bingham, City Clerk

APPROVED:

Thomas M. Markus, City Manager
(Approved as to substance)

Rebekah Craft, Library Director
(Approved as to substance)

Mary M. Kucharek, City
Attorney
(Approved as to form)

Mark A. Gerber, Finance Director
(Approved as to Financial
Obligation)

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

In submitting this proposal, as herein described, the Architect agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.

PREPARED BY
(Print Name)

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

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

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work shall be itemized by a dollar amount based on the Phases and elements included in this Request for Proposal as follows:

COST PROPOSAL	
ITEM	BID AMOUNT
Phase 1	
Design Development	\$
Construction Documents	\$
Phase 2	
Bidding Assistance	\$
Construction Administration	\$
TOTAL BID AMOUNT	\$

Firm Name_____

Authorized signature_____ Date_____

ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
For Expansion and Renovation of Front Entry and Circulation Area of
Baldwin Public Library

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the Library accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the Library.

PREPARED BY
(Print Name)

DATE

TITLE

DATE

AUTHORIZED SIGNATURE

E-MAIL ADDRESS

COMPANY

ADDRESS

PHONE

NAME OF PARENT COMPANY

PHONE

ADDRESS

TAXPAYER I.D.#

ATTACHMENT E – CONCEPTUAL/SCHEMATIC ESTIMATES & DESIGNS

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

The expansion and renovation of the Front Entrance and Circulation Area is the final phase of a proposed three-phase project.

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





1 MAIN LEVEL / STREET LEVEL PROPOSED PLAN
D1 SCALE: 1/8" = 1'-0"

MERRILL STREET



2 PARTIAL LOWER LEVEL PROPOSED PLAN
D1 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



Front Entrance and Circulation Area Expansion and Renovation Cost Estimates as of January 2022

The cost of the project, in 2023 dollars, ***including owner's contingency***, is estimated to be \$3,526,316. The project includes two optional add-ons:

- Full east-side Nanawall (instead of Hangar Door) with an estimated cost of \$15,000 in 2023 dollars
- Snow melt system for full plaza with an estimated cost of \$50,000 in 2023 dollars

January 2022 Policy Committee Report

The Baldwin Public Library Board's Policy Committee met on Thursday, January 27, 2022 at 9:30 a.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, and Rebekah Craft, and Jaclyn Miller.

- The Committee reviewed and edited the ADA Compliance Policy, as provided by Kristen Tait, Sara Jurek, and Ruth Ann Czech.
- The Committee reviewed and edited the Idea Lab User Agreement and Waiver, as provided by Jaclyn Miller and Jeff Jimison.
- The Committee reviewed and edited the Financial Policy, as provided by Rebekah Craft and Paul Gillin.
- The Committee reviewed and edited the Naming Rights Policy, as provided by Jaclyn Miller and Rebekah Craft.

The Policy Committee recommends that the Library Board approve updates to the the Naming Rights Policy, as submitted.

The Financial Policy, Idea Lab User Agreement and Waiver, and ADA Compliance Policy will be reviewed after guidance from the City Attorney.

The next meeting of the Policy Committee will take place on Thursday, March 3, 2022 at 9:30 a.m. in the Delos Board Room

Americans with Disabilities Act Compliance Policy

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

The Baldwin Public Library (BPL) affirms its support of equal access for persons with disabilities and for the Americans with Disabilities Act. BPL The Library seeks to make its services, facilities, and programs as accessible as possible to the public, including those who have disabilities. The following procedures have been developed in order to assist BPL the Library in addressing concerns about accessibility.

All forms referenced in this policy may be requested from BPL Administration by calling (248) 647-7339 or by visiting the BPL Administration office. The forms are also available on BPL's website.

HOW TO FILE AN ACCOMODATION REQUEST

Requests for accommodation can be submitted on the **Reasonable Accommodation Request Form**. Completed forms should be sent to the Library Director or submitted online. Requests can also be made to the Library Director over the phone or in person. The Library Director will make every attempt to provide accommodation, within ten (10) working days of receipt of request. The Reasonable Accommodation Request Form can be found at the end of this policy or on the BPL website.

HOW TO FILE AN ACCOMODATION COMPLAINT

People who wish to request accommodation or make a complaint about accessibility at the Baldwin Public Library have access to a three-step procedure:

Step One: Requests for accommodation and/or complaints about accessibility can be presented in person by use of the attached Reasonable Accommodation Request form, or over the phone. These should be addressed to the Library Director who then makes every attempt to provide accommodation and/or resolve the issue without further recourse to this procedure.

Step Two: If resolution is not achieved by Step One, a complaint can be presented in writing on an Accessibility Complaint Form. Assistance in completing this form is provided as needed. Completed forms are reviewed by the Library Director; a formal response is made to the library user within ten working days of the date of original submission of the form. The formal response can be a telephone call, followed by a letter confirming the telephone discussion, or directly by letter. The Library Director will make every attempt to resolve the issue through this means.

Step Three: If resolution is not achieved by Step Two, the concerned individual can request that the complaint be presented to the Library Board. The Library Director will place the matter on the agenda so that the concerned individual can present his or her concern at the next regularly scheduled Library Board meeting. The decision of the Library Board is final for the Library. If resolution still is not achieved, the concerned individual may wish to pursue other courses of action as described in the American with Disabilities Act and related regulations.

If an resolution is not achieved after a request for accommodation has been submitted, then the individual should follow the following three-step procedure.

1. **Complaint:** Present a written complaint on the **Accessibility Complaint Form** within 180 days of the incident. This form may be mailed to the address on the form or presented in person. BPL Administration, if asked, will provide assistance with completing this form. Completed forms are reviewed by the Director and a formal response is made to the user within ten (10) working days of the date of original submission of the form. The formal response will be either a letter or a telephone call, the latter of which will be followed by a letter confirming the telephone discussion. The Director will make every attempt to resolve the issue during this step.
2. **Appeal:** If resolution is not achieved after the second step, the concerned individual may request that the complaint be presented to the BPL Board of Directors. The Director will place the matter on the agenda for the next regularly scheduled BPL Board meeting so that the concerned individual can present the concern directly to the BPL Board. The decision of the BPL Board is final.

Individuals may submit complaints to the BPL Board either verbally by calling (248) 647-7339 or by writing to the following address:

Baldwin Public Library Board
300 Merrill Street
Birmingham, MI 48009

3. **Further Course of Action:** If resolution is not achieved after the appeal, the concerned individual may file a complaint directly with the Civil Rights Division of the U.S. Department of Justice. No one may threaten or harass anyone who makes a complaint. To file a complaint with the Civil Rights Division, contact:
The Office on the American with Disabilities Act
Civil Rights Division
U.S. Department of Justice
Washington, DC 20035-6118
(202) 514-0301 (Voice) or (202) 514-0381 (TDD)

A.D.A. GRIEVANCE PROCESS

HOW TO FILE A SERVICE DELIVERY DISCRIMINATION COMPLAINT

If you feel that you have been treated differently or denied service because of your disability, you may file a complaint. If you were wrongfully denied services, or if the treatment you received was separate or different from others, or if the program was not accessible to you, it may be discrimination.

You may file a complaint with your service provider, or you may file a complaint with the Civil Rights Division. No one may threaten or harass you for making a complaint.

To file a complaint, request a discrimination complaint form by calling the Library Administration at (248) 647-7339. Send the completed form to the address on the form.

Appeal Process

If not satisfied with the response of the Library Administration, you may appeal to the Baldwin Public Library Board of Directors, 300 Merrill Street, Birmingham MI 48009 or (248) 647-1700. If still not satisfied, you may file your complaint with the Federal agency described below.

GENERAL FOR FURTHER INFORMATION

In accordance with Section 35.106 of the ADA's Title II Regulations, all applicants, participants, beneficiaries, and other interested persons are advised that further information may be obtained from ~~this local government and from~~ the Office on the Americans with Disabilities Act, Civil Rights Division, U.S. Department of Justice, Washington, DC 20035-6118 (202) 514-0301 (Voice) or (202) 514-0381 (TDD).

BALDWIN PUBLIC LIBRARY
REASONABLE ACCOMMODATION REQUEST FORM

Name _____

Address _____

Phone _____

What service, program, or activity does this request concern?

Date (if applicable) _____

What accommodation is requested?

For help in completing this form contact the Library Administration, Baldwin Public Library,
300 Merrill Street, Birmingham, MI 48009 or (248) 647-7339

Signature

Date

Return completed form to the
Baldwin Public Library Administration,
300 Merrill Street, Birmingham, MI 48009

*Americans with Disabilities Act Compliance Policy adopted by the BPL Board on January 24, 2011. Revised
February 21, 2022*

**BALDWIN PUBLIC LIBRARY SERVICE DELIVERY
ACCESSIBILITY COMPLAINT FORM**

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

NAME OF THE DEPARTMENT AND/OR EMPLOYEE AGAINST WHOM THE COMPLAINT IS FILED:

DESCRIPTION of the action or treatment which you think was discriminatory. Include information about who, what, when, where, how, why and the names, addresses and phone numbers of any witnesses, if you know them. You may write this on another sheet of paper if you need more room.

STATE RESOLUTION OR ACCOMMODATION DESIRED

Signature

Date

Send completed form to:
Baldwin Public Library Administration
300 Merrill Street, Birmingham MI 48009
(248) 647-7339

Americans with Disabilities Act Compliance Policy adopted by the BPL Board on January 24, 2011. Revised February 21, 2022

Americans with Disabilities Act Compliance Policy

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

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300 Merrill Street
Birmingham, MI 48009

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The Office on the American with Disabilities Act
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Name _____

Address _____

Phone _____

What service, program, or activity does this request concern?

Date (if applicable) _____

What accommodation is requested?

For help in completing this form contact the Library Administration, Baldwin Public Library,
300 Merrill Street, Birmingham, MI 48009 or (248) 647-7339

Signature

Date

Return completed form to the
Baldwin Public Library Administration,
300 Merrill Street, Birmingham, MI 48009

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BALDWIN PUBLIC LIBRARY
ACCESSIBILITY COMPLAINT FORM

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

NAME OF THE DEPARTMENT AND/OR EMPLOYEE AGAINST WHOM THE COMPLAINT IS FILED:

DESCRIPTION of the action or treatment which you think was discriminatory. Include information about who, what, when, where, how, why and the names, addresses and phone numbers of any witnesses, if you know them. You may write this on another sheet of paper if you need more room.

STATE RESOLUTION OR ACCOMMODATION DESIRED

Signature

Date

Send completed form to:
Baldwin Public Library Administration
300 Merrill Street, Birmingham MI 48009
(248) 647-7339

Americans with Disabilities Act Compliance Policy adopted by the BPL Board on January 24, 2011. Revised February 21, 2022

Idea Lab User Agreement

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

PURPOSE

The Idea Lab furthers the Baldwin Public Library's (BPL's) mission to help patrons learn, connect, and discover ~~by in many ways, most notably:~~

- Facilitating patron exploration through hands-on experience with new technologies.
- Encouraging patrons to utilize and grow their creative, mechanical, and artistic skills as they create things of their own.
- Encouraging collaboration and the sharing of skills and knowledge among patrons.

ELIGIBILITY FOR USE OF THE IDEA LAB

The Idea Lab is best suited for ~~Library~~ users ages 10 and up. An adult, 18 years or older, must supervise users under age 10 at all times. Users 10-17 must have a parent or legal guardian sign ~~this Idea Lab User Agreement the agreement~~ form on their behalf.

Prior to using the Idea Lab, users must ~~review and~~ complete ~~this the~~ Idea Lab ~~Makerspace~~ User Agreement Form ~~and sign a Waiver of Liability and Hold Harmless Agreement. sign a release and hold harmless agreement, and verify his/her identity with valid photo ID and/or Library Card.~~

Users must participate in a mandatory certification session in order to use ~~the laser cutter or 3D printer on their own. some of the equipment (e.g. laser cutter, embroidery machine, die cutter) on their own.~~ To schedule a certification session, contact the Idea Lab staff at idealab@baldwinlib.org.

RULES OF USE

Use of the Idea Lab is subject to the rules in this User Agreement, the ~~BPL Baldwin Public Library~~ [Code of Conduct](#), the [Electronic Device, Network, and Internet Use Policy](#), as well as any other applicable ~~BPL Library~~ policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, ~~please limit your use to one project use is to be limited to one project~~ if others are waiting. Users of ~~BPL's the Library's~~ Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate ~~BPL Library~~ policy, including the creation of weapons and illegal items.

The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.

Users will follow all applicable intellectual property laws, including copyright laws ~~and Users~~ are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.

Some of the equipment located in the Idea Lab may contain aspects, parts, or components that ~~can~~ ~~will~~ cause injury to the user if all rules, policies, procedures, and restrictions are not followed. ~~It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. BPL will make applicable safety supplies available in the Idea Lab, including safety goggles, first aid kits, and fire extinguishers.~~ Users agree to release and hold ~~BPL the Library~~ harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.

The user agrees that ~~BPL the Baldwin Public Library~~ is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment.

The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, ~~they~~ ~~he/she~~ will immediately discontinue use of the tool and notify Idea Lab staff.

~~BPL Library~~ staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.

No food or drinks ~~of any kind~~ are permitted in the Idea Lab.

IDEA LAB MATERIALS AND TOOLS

~~BPL The Library~~ will make limited materials available for purchase. Users are encouraged to bring approved materials for use on the laser cutter. A materials list is available upon request.

There may be a charge for use of some material and supplies used by some Idea Lab equipment. Users are responsible for paying for all material costs associated with use of the Idea Lab. Failure to self-report material usage and pay for use of material will result in suspension of Idea Lab use privileges.

Users agree to accept financial responsibility for any misuse or damage to Idea Lab computers and equipment.

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Users are required to check-in with Idea Lab staff prior to using the Idea Lab. ~~An Idea Lab staff member must always be present during use.~~

Reservations for Idea Lab equipment are not required but are highly encouraged. Reservations can be made by contacting the Idea Lab at idealab@baldwinlib.org or 248-554-4659. ~~BPL The Library~~ reserves the right to make advanced reservations for special purposes and events. ~~BPL The Library~~ does not guarantee the availability of any equipment in the Idea Lab.

Use of Idea Lab equipment is limited to two hours per piece of equipment per week. Users may request additional time by speaking with an Idea Lab staff member. ~~BPL The Library~~ reserves the right to extend or reduce session length at its sole discretion.

Name: _____

Address: _____

Library Card number or Photo ID (Type & Number): _____

Phone: _____ Date: ____/____/____

Emergency Contact – Name: _____ Phone: _____

~~Certification class completed: Laser Cutter ____/____/____ 3D Printer: ____/____/____~~

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES

I, _____ (name), have read the Idea Lab User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Idea Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

By signing this agreement and/or utilizing the Idea Lab, I shall waive, release, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library (BPL) and the City of Birmingham, its elected officials, employees, volunteers and others working on behalf of the Library and the City of Birmingham, from any and all liability, and against any and all claims, demands, lawsuits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from BPL and the City of Birmingham ~~the Baldwin Public Library~~, its elected officials, employees, volunteers, and others working on behalf of the Library and the City of Birmingham, which arise out of or are in any way connected or associated with the use of the Baldwin Public Library Idea Lab.

I also understand and agree that I am financially responsible for any and all damage done to Idea Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions. **Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.**

I agree to pay all material fees involved in use of the Idea Lab.

Date: _____

Printed Name

Signature

Parent/Guardian Information (applicable only for minors)

Parent/Guardian Full Name: _____

Parent/Guardian Library Card Number or Photo ID (Type & Number): _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Idea Lab User Agreement

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ELIGIBILITY FOR USE OF THE IDEA LAB

The Idea Lab is best suited for users ages 10 and up. An adult, 18 years or older, must supervise users under age 10 at all times. Users 10-17 must have a parent or legal guardian review and sign this Idea Lab User Agreement on their behalf.

Prior to using the Idea Lab, users must review and complete this Idea Lab User Agreement Form and sign a Waiver of Liability and Hold Harmless Agreement.

Users must participate in a mandatory certification session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) on their own. To schedule a certification session, contact the Idea Lab staff at idealab@baldwinlib.org.

RULES OF USE

Use of the Idea Lab is subject to the rules in this User Agreement, the BPL [Code of Conduct](#), the [Electronic Device, Network, and Internet Use Policy](#), as well as any other applicable BPL policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, use should be limited to one project if others are waiting. Users of BPL's Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws.

Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate BPL policy, including the creation of weapons and illegal items.

The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.

Users will follow all applicable intellectual property laws, including copyright laws and are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.

Some of the equipment located in the Idea Lab may contain aspects, parts, or components that can cause injury to the user if all rules, policies, procedures, and restrictions are not followed. It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. Users agree to release and hold BPL harmless from any claims for personal injury, property

damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.

The user agrees that BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify Idea Lab staff.

BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.

No food or drinks are permitted in the Idea Lab.

IDEA LAB MATERIALS AND TOOLS

BPL will make limited materials available for purchase. Users are encouraged to bring approved materials for use on the laser cutter. A materials list is available upon request. There may be a charge for use of some material and supplies used by some Idea Lab equipment. Users are responsible for paying for all material costs associated with use of the Idea Lab. Failure to self-report material usage and pay for use of material will result in suspension of Idea Lab use privileges. Users agree to accept financial responsibility for any misuse or damage to Idea Lab computers and equipment.

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Users are required to check-in with Idea Lab staff prior to using the Idea Lab. An Idea Lab staff member must always be present during use.

Reservations for Idea Lab equipment are not required but are highly encouraged. Reservations can be made by contacting the Idea Lab at idealab@baldwinlib.org or 248-554-4659. BPL reserves the right to make advanced reservations for special purposes and events. BPL does not guarantee the availability of any equipment in the Idea Lab.

Use of Idea Lab equipment is limited to two hours per piece of equipment per week. Users may request additional time by speaking with an Idea Lab staff member. BPL reserves the right to extend or reduce session length at its sole discretion.

Name: _____	
Address: _____	
Library Card number or Photo ID (Type & Number): _____	
Phone: _____	Date: ____/____/____
Emergency Contact – Name: _____ Phone: _____	

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES

I, _____ (name), have read the Idea Lab User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Idea Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

By signing this agreement and/or utilizing the Idea Lab, I shall waive, release, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library (BPL) and the City of Birmingham, its elected officials, employees, volunteers and others working on behalf of the Library and the City of Birmingham, from any and all liability, and against any and all claims, demands, lawsuits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from BPL and the City of Birmingham, its elected officials, employees, volunteers, and others working on behalf of the Library and the City of Birmingham, which arise out of or are in any way connected or associated with the use of the Baldwin Public Library Idea Lab.

I also understand and agree that I am financially responsible for any and all damage done to Idea Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

I agree to pay all material fees involved in use of the Idea Lab.

Date: _____

Printed Name

Signature

Parent/Guardian Information (applicable only for minors)

Parent/Guardian Full Name: _____

Parent/Guardian Library Card Number or Photo ID (Type & Number): _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: ____/____/____

Financial Policy

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

LIBRARY BOARD OF DIRECTORS' RESPONSIBILITY:

The financial resources of Baldwin Public Library (BPL) are the responsibility of the BPL Board of Directors (Board). The Board will:

- provide guidelines for management and allocation of financial resources which will produce optimum benefit for those we serve.
- monitor and evaluate the financial plans and Purchasing Guidelines of ~~BPL the Library~~ to ensure the financial integrity of ~~BPL the Library~~.

~~I. ——— DEFINITIONS: Terms and their definitions in the Purchasing Guidelines will apply to the Library Financial Policy.~~

BUDGET

The BPL fiscal year ~~starts on~~ ~~will be~~ the first day of July ~~and ends on~~ ~~to~~ the last day of June. An annual operating budget will be prepared by the Director and presented to the Board for approval ~~at the regularly scheduled March Board meeting prior to the start of the next fiscal year. at least 30 days prior to submission to the Birmingham City Manager in accordance with the City's budget cycle.~~ The budget will reflect the cost of carrying out the programs and services of ~~BPL the Library~~ for the next fiscal year. This budget will also reflect the anticipated revenues of ~~BPL the Library~~.

The budget will be viewed by the Board as its financial plan for ~~BPL the Library~~, and approval of the budget by the Board will be authority for the Director to manage ~~BPL's the Library's~~ finances according to the plan and within the parameters of the Charter, the Financial Policy and the Purchasing Guidelines. The Director will keep the Board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking Board approval to amend the budget. Amendments to the budget will be presented to the Board for approval if there are significant unanticipated ~~changes in~~ revenues or costs ~~incurred which were not anticipated.~~

Taxes levied for ~~BPL Library~~ use taken together with fines, state aid monies and other public money paid to ~~BPL the Board~~ will be deposited to the treasury of the City to the credit of the ~~BPL Library~~ Fund. The City will keep the ~~BPL Library~~ Fund separate and apart from other monies of the City and the Treasurer will disburse only upon properly authenticated vouchers or other ~~BPL Library~~ authorization by the Board in compliance with the Charter and all applicable state laws. All checks for expenses will be issued by the City of Birmingham's Finance Department in accordance with its rules and procedures.

FINANCIAL MANAGEMENT

The accounting practices and procedures used by ~~BPL the Library~~ will allow for proper management of ~~BPL's the Library's~~ revenues and expenses, and will provide adequate systems of monitoring by the Board and its outside auditors. An annual audit of ~~BPL's the Library's~~ finances will be conducted by the independent auditor appointed by the City of Birmingham.

~~An internal audit process will be established and maintained. The Director will report, at least quarterly, any significant findings to the Board. Gross violations or breach of trust will be reported to the Board immediately upon discovery.~~

Reports reflecting the financial condition of ~~BPL the Library~~ will be presented to the Board monthly. These reports will include:

- ~~• monthly statement of cash flow.~~
- monthly revenue and expense statement for the month and year-to-date with comparison to the budget.
- monthly Register of Claims

~~BPL The Library~~ credit cards will ~~only~~ be used ~~only~~ for appropriate ~~BPL Library~~ business, and all uses will be ~~appropriately~~ documented. The ~~BPL Library~~ credit card will not be used for non-~~BPL Library~~ related expenditures. ~~A copy of the monthly statement will be included with each monthly Board packet along with the monthly reports that are provided to the Board in the voucher list.~~

Staff purchases will be made following the ~~Credit Card Policy only with a properly authorized Request to Purchase form signed by the Director or an authorized Purchasing Agent authorized by the Director to sign Request to Purchase forms~~ in accordance with the Purchasing Guidelines. ~~Such purchases will conform to the Board approved Purchasing Guidelines in terms of obtaining proper authorization before placing an order, obtaining competitive quotes or competitive bids and proper reporting of purchasing activities to the Board.~~

The Director may approve any annual Contract having a cost that does not exceed \$6,000 over the Contract life or for more than one year. The Board must approve all other Contracts having a cost in excess of \$6000. ~~All contracts totaling \$2,500 or more will be reviewed by the City Attorney, consistent with City of Birmingham procedures At the time the Board approves a Contract, it will determine if the Contract requires attorney review and opinion~~ to assure that the Contract is legally sound and that ~~BPL the Library's~~ interests are protected. Contracts will be awarded on the basis of the purchasing considerations in the Purchasing Guidelines. No Contracts may be awarded which are not in compliance with ~~BPL the Library's~~ Code of Ethics and Conflict of Interest policy. At a minimum, all Contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

The Director may not risk financial losses to ~~BPL the Library~~ beyond those that may occur in the normal course of business. The Director will take steps to:

- prevent embezzlement,
- ~~protect ensure~~ against casualty losses to full replacement value,
- ~~protect ensure~~ against liability losses (to Board members, ~~BPL the Library~~ or to ~~BPL Library~~ funds),
- provide that all personnel with access to more than \$1500 cash of the Library's money are appropriately bonded,
- provide that facilities and equipment are properly maintained,
- limit exposure of ~~BPL the Library~~, the Board, and the staff to claims of liability,
- ensure funds are disbursed only in compliance with Board authorization and the City Charter and applicable state laws,
- provide there is ~~a periodic~~ backup of all computer and other financial records necessary for uninterrupted operation of ~~BPL the Library~~.

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the Board for approval, may be authorized by the Director or in the absence of the Director, an Associate Director. The Director will advise the Board of the emergency expenditures as soon as possible.

The Board is the ultimate spending authority for ~~BPL the Library~~. To more efficiently conduct ~~BPL Library~~ business, the Director will serve as Purchasing Agent with the authority to authorize appropriate staff ~~with internal controls consistent with~~ using the Purchasing Guidelines to ~~make effectuate~~ purchasing decisions, ~~following internal controls~~. In the absence of the Director, the authorized Associate Director within the scope of their authority will make financial transactions that are within the scope of the Director's authority.

Approval of travel, dining, accommodation or similar expenses will always be at the next highest level of authority for every employee. Director expenses will be approved by the Board President or in the absence of the President by the Vice President. Board member expenses will be approved by the full Board.

No employee will knowingly approve a transaction which is in violation with ~~BPL the Library's~~ Code of Ethics and Conflict of Interest policy. If there is any doubt about the propriety of the expense, the employee should not approve the expenditure, but rather refer the expense to a higher authority within ~~BPL the Library~~.

Because the purpose of ~~BPL the Library~~ as a Public Library is to use the taxpayer provided funds for ~~BPL Library~~ purposes only, such funds may not be distributed to any other charitable purpose.

All purchases made under a cooperative program with another governmental entity, including, but not limited to, the City, another public library, a library cooperative, Oakland County or the State of Michigan, in which prices have been previously determined by competitive bidding, are exempt from the requirements for competitive quotes or competitive bidding.

Financial Policy

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

The financial resources of Baldwin Public Library (BPL) are the responsibility of the BPL Board of Directors (Board). The Board will:

- provide guidelines for management and allocation of financial resources which will produce optimum benefit for those we serve.
- monitor and evaluate the financial plans and Purchasing Guidelines (URL LINK) of BPL to ensure the financial integrity of BPL.

BUDGET

The BPL fiscal year starts on the first day of July and ends on the last day of June. An annual operating budget will be prepared by the Director and presented to the Board for approval at the regularly scheduled March Board meeting, prior to the start of the next fiscal year. The budget will reflect the cost of carrying out the programs and services of BPL for the next fiscal year. This budget will also reflect the anticipated revenues of BPL.

The budget will be viewed by the Board as its financial plan for BPL, and approval of the budget by the Board will be authority for the Director to manage BPL's finances according to the plan and within the parameters of the Charter, the Financial Policy and the Purchasing Guidelines. The Director will keep the Board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking Board approval to amend the budget. Amendments to the budget will be presented to the Board for approval if there are significant unanticipated changes in revenues or costs.

Taxes levied for BPL use taken together with fines, state aid monies and other public money paid to BPL will be deposited to the treasury of the City to the credit of the BPL Fund. The City will keep the BPL Fund separate and apart from other monies of the City and the Treasurer will disburse only upon properly authenticated vouchers or other BPL authorization by the Board in compliance with the Charter and all applicable state laws. All checks for expenses will be issued by the City of Birmingham's Finance Department in accordance with its rules and procedures.

FINANCIAL MANAGEMENT

The accounting practices and procedures used by BPL will allow for proper management of BPL's revenues and expenses, and will provide adequate systems of monitoring by the Board and its outside auditors. An annual audit of BPL's finances will be conducted by the independent auditor appointed by the City of Birmingham.

Reports reflecting the financial condition of BPL will be presented to the Board monthly. These reports will include:

- monthly revenue and expense statement for the month and year-to-date with comparison to the budget.
- monthly Register of Claims

BPL credit cards will be used only for appropriate BPL business, and all uses will be documented. The BPL credit card will not be used for non-BPL related expenditures. Staff purchases will be made following the Credit Card Policy in accordance with the Purchasing Guidelines.

The Director may approve any annual Contract having a cost that does not exceed \$6,000 over the Contract life or for more than one year. The Board must approve all other Contracts having a cost in excess of \$6,000. Consistent with City of Birmingham policy, all contracts totaling \$2,500 or more will be reviewed by the City Attorney to assure that the Contract is legally sound and that BPL's interests are protected. Contracts will be awarded on the basis of the purchasing considerations in the Purchasing Guidelines. No Contracts may be awarded which are not in compliance with BPL's Code of Ethics ([URL LINK](#)) and Conflict of Interest ([URL LINK](#)) policy. At a minimum, all Contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

The Director may not risk financial losses to BPL beyond those that may occur in the normal course of business. The Director will take steps to:

- prevent embezzlement,
- protect against casualty losses to full replacement value,
- protect against liability losses (to Board members, BPL or to BPL funds),
- provide that all personnel with access to more than \$1,500 cash of the Library's money are appropriately bonded,
- provide that facilities and equipment are properly maintained,
- limit exposure of BPL, the Board, and the staff to claims of liability,
- ensure funds are disbursed only in compliance with Board authorization and the City Charter and applicable state laws,
- provide there is periodic backup of all computer and other financial records necessary for uninterrupted operation of BPL.

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the Board for approval, may be authorized by the Director or in the absence of the Director, an Associate Director. The Director will advise the Board of the emergency expenditures as soon as possible.

The Board is the ultimate spending authority for BPL. To more efficiently conduct BPL business, the Director will serve as Purchasing Agent with the authority to authorize appropriate staff using the Purchasing Guidelines to make purchasing decisions, following internal controls. In the absence of the Director, the authorized Associate Director within the scope of their authority will make financial transactions that are within the scope of the Director's authority.

Approval of travel, dining, accommodation or similar expenses will always be at the next highest level of authority for every employee. Director expenses will be approved by the Board President or in the absence of the President by the Vice President. Board member expenses will be approved by the full Board.

No employee will knowingly approve a transaction which is in violation with BPL's Code of Ethics and Conflict of Interest policy. If there is any doubt about the propriety of the expense, the employee should not approve the expenditure, but rather refer the expense to a higher authority within BPL.

Because the purpose of BPL as a Public Library is to use the taxpayer provided funds for BPL purposes only, such funds may not be distributed to any other charitable purpose.

All purchases made under a cooperative program with another governmental entity, including, but not limited to, the City, another public library, a library cooperative, Oakland County or the State of

Michigan, in which prices have been previously determined by competitive bidding, are exempt from the requirements for competitive quotes or competitive bidding.

Naming Rights Policy

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

Purpose:

The Baldwin Public Library (BPL) Trust Board (Board of Directors) considers the naming of a space in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. BPL Baldwin Public Library seeks to recognize persons who have supported BPL the Library through distinguished effort or substantial financial contributions by naming a space in their honor. A "space" is defined as an internal feature, which may be a room or area, or an external feature, which may be gardens or an outdoor area.

Opportunities for Naming:

Financial Donation: A designated space shall be named in accordance with the sponsor's wishes, pending approval from the Director. Proposals for naming facilities should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named space. If endorsed by the Library Director, the proposal shall be forwarded to the BPL Baldwin Public Library Trust Board for approval.

Distinguished Effort: The naming of a space may honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served BPL Baldwin in a professional capacity and has earned a state or national reputation for preeminent achievements in librarianship while employed by BPL Baldwin. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process. A proposal for naming a space in honor of a member of the community shall also be considered when that person has given distinguished service to BPL the Library that merits recognition in BPL's the Library's history.

Deferred Gifts with Naming Rights: Deferred gifts are those gifts that are committed for BPL Library use in the present, but received by BPL the Library in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by BPL the Library when a donor transfers cash or assets to the BPL Baldwin Public Library and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan shall have a mutually signed agreement that specifies the type of plan, amount of the income payments, and the purpose and use of the deferred gift.

People interested in developing this type of gift are encouraged to contact the Library Director to discuss their options. All plans for Deferred Gifts shall contain a written statement

of intent with full details of the gift. The ~~Library~~ Director shall submit a recommendation to the ~~BPL Baldwin Public Library~~ Trust Board for final acceptance.

Once a deferred gift has received formal acceptance by the ~~BPL Baldwin Public Library~~ Trust Board, the gift shall be considered as irrevocable.

General Guidelines:

~~BPL The Baldwin Public library~~ shall use the following guidelines to make decisions on the merits of each naming opportunity:

1. Negotiations for the naming rights for a particular space may be initiated by the ~~Library~~ Director, a benefactor, or other interested parties.
2. In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the ~~Library~~ Director may recommend to the ~~BPL Baldwin Public Library~~ Trust Board that the use of the benefactor's name for the space be discontinued.
3. When a major building project is to be undertaken, a tailored naming policy may be proposed. Such a policy shall require the endorsement of the ~~Library~~ Director for recommendation to the ~~BPL Baldwin Public Library~~ Trust Board.
4. If an individual or organization, after which a space has been named, comes into disrepute at ~~BPL the Library~~ or in the community at large, the ~~Library~~ Director may recommend to the ~~BPL Baldwin Public Library~~ Trust Board that the use of the name be discontinued.
5. The ~~Library~~ Director shall submit all requests for naming rights to the ~~BPL Baldwin Public Library~~ Trust Board in writing. The request shall contain a recommendation based on the criteria and objectives outlined in this policy. The ~~BPL Baldwin Public Library~~ Trust Board shall review and research each submitted naming nomination on its individual merits.
6. All contract documents must be finalized before ~~BPL the Library~~ issues final approval for a naming opportunity and declares the officially recognized name of the space.
7. Publicity for the proposed naming of the space may not occur until the recommendation for naming ~~is approved by submitted to~~ the ~~BPL Baldwin Public Library~~ Trust Board ~~for approval~~.
8. Naming rights shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation. In the event the space is significantly altered in a timeframe less

than 75% of the agreed upon time when the gift was made, the ~~BPL Baldwin Public Library~~ Trust Board shall roll the name forward in a similar capacity.

Gift Recognition Replacement-Special Considerations:

A request to rename, add a second name, or remove a name from a space shall conform to the following principles:

Any request to rename, add, or remove a name from a space within ~~the BPL Baldwin Public Library~~ should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event ~~BPL the Library~~ is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the ~~BPL Baldwin Public Library~~ Trust Board shall reserve the right to add or alter gift recognition, including the name of the space. Any donor plaques displaced as a result of this shall be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named space has reached the end of its useful life and shall be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in or adjacent to new, renovated or redeveloped spaces.

Dedication Ceremony and Plaque:

Upon approval of the naming by the ~~BPL Baldwin Public Library~~ Trust Board, an appropriate dedication ceremony may be planned and conducted. The donor and the donor's guests, the ~~BPL Baldwin Public Library~~ Trust Board, and the Executive Board of the Friends of the Baldwin Public Library shall be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials, and content.

**The Baldwin Public Library
Gift Agreement for Naming Rights**

For The *[insert name]* Space

In accordance with the Baldwin Public Library Trust Board's Naming Rights Policy, the undersigned intends to establish, by a gift of \$*[insert amount of gift commitment]*, payable over a period of up to *[insert number here]* years, a named space to be known as

The *[insert name]*.

It is the donor's wish that the space located *[insert with space description]* be named The *[insert name]* and marked with an appropriate plaque.

This naming right shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation.

The Baldwin Public Library Trust Board gratefully acknowledge this generous gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Baldwin Public Library

Printed Name of Donor

Acknowledgment by the President
of the Baldwin Public Library
Trust Board

Signature of Donor

Date _____

Date _____

Naming Rights Policy

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

Purpose:

The Baldwin Public Library (BPL) Trust Board (Board of Directors) considers the naming of a space in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. BPL seeks to recognize persons who have supported BPL through distinguished effort or substantial financial contributions by naming a space in their honor. A “space” is defined as an internal feature, which may be a room or area, or an external feature, which may be gardens or an outdoor area.

Opportunities for Naming:

Financial Donation: A designated space shall be named in accordance with the sponsor’s wishes, pending approval from the Director. Proposals for naming facilities should be submitted to the Library Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named space. If endorsed by the Director, the proposal shall be forwarded to the BPL Trust Board for approval.

Distinguished Effort: The naming of a space may honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served BPL in a professional capacity and has earned a state or national reputation for preeminent achievements in librarianship while employed by BPL. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process. A proposal for naming a space in honor of a member of the community shall also be considered when that person has given distinguished service to BPL that merits recognition in BPL’s history.

Deferred Gifts with Naming Rights: Deferred gifts are those gifts that are committed for BPL use in the present, but received by BPL in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by BPL when a donor transfers cash or assets to BPL and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan shall have a mutually signed agreement that specifies the type of plan, amount of the income payments, and the purpose and use of the deferred gift.

People interested in developing this type of gift are encouraged to contact the Director to discuss their options. All plans for Deferred Gifts shall contain a written statement of intent

with full details of the gift. The Director shall submit a recommendation to the BPL Trust Board for final acceptance.

Once a deferred gift has received formal acceptance by the BPL Trust Board, the gift shall be considered as irrevocable.

General Guidelines:

BPL shall use the following guidelines to make decisions on the merits of each naming opportunity:

1. Negotiations for the naming rights for a particular space may be initiated by the Director, a benefactor, or other interested parties.
2. In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Director may recommend to the Trust Board that the use of the benefactor's name for the space be discontinued.
3. When a major building project is to be undertaken, a tailored naming policy may be proposed. Such a policy shall require the endorsement of the Director for recommendation to the BPL Trust Board.
4. If an individual or organization, after which a space has been named, comes into disrepute at BPL or in the community at large, the Director may recommend to the BPL Trust Board that the use of the name be discontinued.
5. The Director shall submit all requests for naming rights to the BPL Trust Board in writing. The request shall contain a recommendation based on the criteria and objectives outlined in this policy. The BPL Trust Board shall review and research each submitted naming nomination on its individual merits.
6. All contract documents must be finalized before BPL issues final approval for a naming opportunity and declares the officially recognized name of the space.
7. Publicity for the proposed naming of the space may not occur until the recommendation for naming is approved by the BPL Trust Board.
8. Naming rights shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation. In the event the space is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the BPL Trust Board shall roll the name forward in a similar capacity.

Gift Recognition Replacement-Special Considerations:

Naming Rights Policy adopted by the BPL Board on May 19, 2008. Revised June 18, 2012, June 20, 2016, February 21, 2022

A request to rename, add a second name, or remove a name from a space shall conform to the following principles:

Any request to rename, add, or remove a name from a space within BPL should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the BPL Trust Board shall reserve the right to add or alter gift recognition, including the name of the space. Any donor plaques displaced as a result of this shall be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named space has reached the end of its useful life and shall be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in or adjacent to new, renovated or redeveloped spaces.

Dedication Ceremony and Plaque:

Upon approval of the naming by the BPL Trust Board, an appropriate dedication ceremony may be planned and conducted. The donor and the donor's guests, the BPL Trust Board, and the Executive Board of the Friends of the Baldwin Public Library shall be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials, and content.

**The Baldwin Public Library
Gift Agreement for Naming Rights**

For The *[insert name]* Space

In accordance with the Baldwin Public Library Trust Board's Naming Rights Policy, the undersigned intends to establish, by a gift of \$*[insert amount of gift commitment]*, payable over a period of up to *[insert number here]* years, a named space to be known as

The *[insert name]*.

It is the donor's wish that the space located *[insert with space description]* be named The *[insert name]* and marked with an appropriate plaque.

This naming right shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation.

The Baldwin Public Library Trust Board gratefully acknowledge this generous gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Baldwin Public Library

Printed Name of Donor

Acknowledgment by the President
of the Baldwin Public Library
Trust Board

Signature of Donor

Date _____

Date _____

January 2022 Strategic Planning Committee Report

The Baldwin Public Library Board's Strategic Planning Committee met on Wednesday, January 26, 2022 at 2:00 p.m. in the Delos Board Room. Jim Suhay, Karen Rock, Rebekah Craft and Jaclyn Miller were present.

The Committee reviewed the Mission, Vision, Core Values, Strategic Goals, Strategic Objectives, and Action Plan. The updated wording for each item is included below.

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

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

Core Values:

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

Strategic Goals

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 and adjust services and programs in response to user feedback
 - b. Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds
 - c. Create a technology plan to support existing 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. Prioritize diversity, equity, and inclusion practices
 - b. Develop and implement a training and education plan
 - c. Review and improve recruitment, hiring, retention, and promotion methods
 - d. Assess and document progress
- 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. Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.
 - b. Attract and retain well-qualified staff who are inclusive and welcoming to all
 - c. Identify and provide opportunities for staff growth
- 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

The next Strategic Planning Committee meeting will be held on February 9 at 4:30 p.m.

February 2022 Strategic Planning Committee Minutes

The Baldwin Public Library Board's Strategic Planning Committee met on Wednesday, February 9, 2022 at 4:30 p.m. in the Delos Board Room. Jim Suhay, Karen Rock, Rebekah Craft and Jaclyn Miller were present.

The Committee reviewed and made final edits to the Strategic Plan and Action Plan. The Committee reviewed the presentation to be made by Craft at the February 21 Board meeting.

The Committee has completed its work and will be disbanded until fall 2024 when planning for the next strategic plan commences.

Baldwin Public Library Strategic Plan & Objectives: 2022-2025

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

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

Core Values:

- **Intellectual Freedom** - Providing unfettered access to all points of view
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- **Innovation** - Anticipating changing customer needs with creative, relevant, and timely offerings
- **Welcoming Environment** - Ensuring a respectful and safe space
- **Integrity** - Demonstrating responsible stewardship, transparency, ethical behavior, and honesty
- **Collaboration** - Meeting community needs by working together, seeking input, and offering assistance
- **Commitment to Excellence** - Delivering high quality service in all we do

Strategic Goals

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 and adjust services and programs in response to feedback
 - b. Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds
 - c. Develop a technology plan to support existing programs and services
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 - a. Develop and plan for long-term facility needs
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 - c. Maintain a safe and accessible environment
 - d. Continue to monitor and make improvements to facility
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 - a. Prioritize diversity, equity, and inclusion practices
 - b. Develop and implement a training and education plan
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 - a. Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.
 - b. Attract and retain well-qualified staff who are inclusive and welcoming to all
 - c. Identify and provide opportunities for staff growth
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

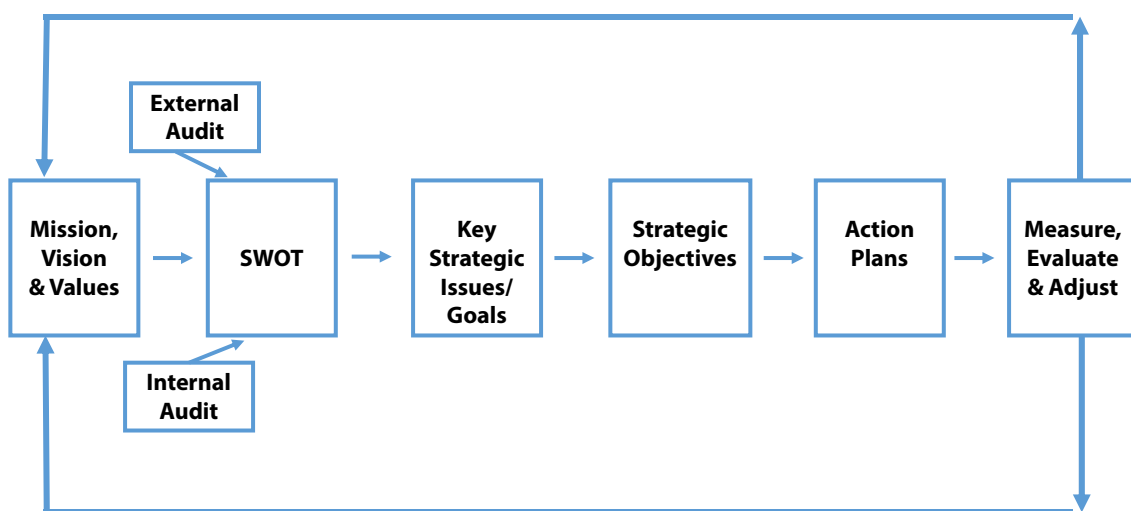
Baldwin Public Library

LEARN. CONNECT. DISCOVER.



STRATEGIC PLAN: 2022-2025

STRATEGIC PLANNING PROCESS



Baldwin Public Library
SARASOTA COUNTY, FLORIDA

DATA GATHERING & ANALYSIS

Data Gathering

- Focus Groups
- Surveys to Community & Staff
- Library Trends

Data Analysis

- Categorized focus group and survey results
- Revised Mission & Vision Statements, plus Core Values
- SWOT analysis
- Identified Key Strategic Issues

Baldwin Public Library
LEARN. CONNECT. DISCOVER.

MISSION STATEMENT



Current

- *The Baldwin Public Library enriches Birmingham and participating communities by providing opportunities and resources for individuals of all ages and background to learn, connect and discover.*

Proposed

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

Baldwin Public Library
LEARN. CONNECT. DISCOVER.

VISION STATEMENT



Current

- *The Baldwin Public Library will be an essential resource for the community and its first choice for accessing the world's knowledge.*

Proposed

- *The Baldwin Public Library will be an essential part of the community and the first choice for access to cultural, recreational, and learning opportunities.*

Baldwin Public Library
SANTA CLAY COUNTY, FLORIDA

CORE VALUES



Intellectual Freedom

Providing unfettered access to all points of view

Equitable and Inclusive Access

Offering a wide variety of diverse resources for everyone

Education and Lifelong Learning

Empowering individuals personally and professionally by facilitating the acquisition of credible and viable information

Innovation

Anticipating changing customer needs with creative, relevant, and timely offerings

Welcoming Environment

Ensuring a respectful and safe space

Integrity

Demonstrating responsible stewardship, transparency, ethical behavior, and honesty

Collaboration

Meeting community needs by working together, seeking input, and offering assistance

Commitment to Excellence

Delivering high quality service in all we do

Baldwin Public Library
SANTA CLAY COUNTY, FLORIDA

STRATEGIC GOALS



Programs & Services

Adapt programs and services to meet the needs of the changing population

Facility

Create a welcoming, safe, and accessible building that meets the needs of our staff and users

Diversity & Equity

Provide and promote equitable and inclusive resources and opportunities for all populations

Community Outreach & Partnerships

Develop and strengthen BPL connections within the community

Personnel & Organization

Train, empower, and equip members of the organization to best support users and each other

Financial

Maintain and improve financial health

Baldwin Public Library
LEARN. CONNECT. DISCOVER.

IMPLEMENTATION



Library Board approves proposed plan

Plan published to Library website

Goal Champions organize teams to complete the action items

BPL Management Team will review progress quarterly

Director will report quarterly updates to the Library Board

Library Report in Board Packet will be updated with new plan

Baldwin Public Library
LEARN. CONNECT. DISCOVER.

Action Plan				
Strategic Goal 1: Programs & Services - Adapt programs and services to meet the needs of the changing population				
Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback				
1 Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Run programming survey annually in September 2022, 2023, 2024. Survey ongoing/monthly programs in May 2022, 2023, 2024	1. Post Summer Reading Survey; 2. Create a "happy/sad" mechanical button using Idea Lab supplies for young visitors to share feedback; 3. Create survey to email after Tech classes and Zoom programs
2 Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Complete by August 31, 2022	1. Survey department heads at other MetroNet libraries; 2. Review American Libraries journal for trending programs; 3. Review past attendance at programming
3 Determine the extent to which STEAM programs are in demand for all ages	Idea Lab	None	Complete by September 30, 2022	1. Send survey to Idea Lab users who have used the Lab in the last 12 months; 2. Meet with Teen and Youth librarian to determine programs for students
4 Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Technical Services Coordinator	None	Complete by June 15 each year in 2022, 2023, 2024	1. Review circulation statistics by collection; 2. Review budget for each collection;
5 Examine and analyze technology needs and trends for patrons	Technology Trainer	None	Complete by July 30 each year in 2022, 2023, 2024	1. Examine attendance by subject during last year of classes. 2. Survey computer users about preferred programs.
6 Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024	1. Examine attendance at past outreach events pre-Covid. 2. Examine attendance at outreach events in last year. 3. Survey staff to see what other events they would be interested in attending.
B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds				
C Develop a technology plan to support existing programs and services				

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

Statistical Dashboard

January 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q3 Target
Financials					
Revenues	\$ 83,940	\$ 106,500	\$ 4,194,665	\$ 4,087,720	
Expenses	\$ 285,454	\$ 311,365	\$ 2,164,625	\$ 2,703,927	
Circulation					
Circ (Charges & Renewals)	47,756	32,927	334,574	292,176	296,105
Self-Check Usage	48.0%	0.8%	48.5%	36.6%	
% of Circ by Residents*	92.8%	96.0%	92.9%	94.6%	92.0%
% of Circ by Non-Residents	7.2%	4.0%	7.1%	5.4%	8.0%
Interlibrary Loans					
Items borrowed	907	953	5,814	5,061	
Items loaned	830	895	5,483	3,940	
Technology Usage					
Database Sessions	3,549	3,902	19,171	19,037	17,472
Downloadable Content	12,987	13,417	80,476	86,965	95,515
Public Computer Usage	281	-	2,045	2,777	
Wireless Sessions	4,219	3,720	30,750	32,187	45,000
Program Attendance					
Program Attendance for Adults	390	418	2,255	2,928	
# of Programs for Adults	20	22	117	168	
Program Attendance for Teens	153	143	1,072	585	
# of Programs for Teens	6	4	34	29	
Program Attendance for Youth	508	1,040	5,231	4,391	
# of Programs for Youth	17	30	186	222	
Computer Classes	24	55	164	428	
# of Computer Programs	6	7	35	43	
Online Video Views	911	222	1,447	2,646	
Idea Lab Certifications	-	-	-	-	
Idea Lab Visits	-	-	-	-	
Total Program Attendance	1,986	1,878	10,169	10,978	18,537
Total # of Programs	49	63	372	462	470
Outreach Attendance	20	-	1,217	-	
# of Outreach Programs	1	-	15	-	
Gate Count	12,037	3,021	91,226	50,241	111,912
Volunteer Hours	53	3	217	69	508
Social Media					
	New Users	New Users			
Website Hits/Pageviews	24,285	26,284	153,583	129,248	179,639
e-Newsletter Subscribers**	-53	2	11439	11330	11000
Facebook Page Likes	15	13	2670	2587	2684
Twitter Followers	0	7	1323	1312	1399
Instagram Followers	28	35	1955	1824	1969

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

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

Strategic Plan Status Report

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

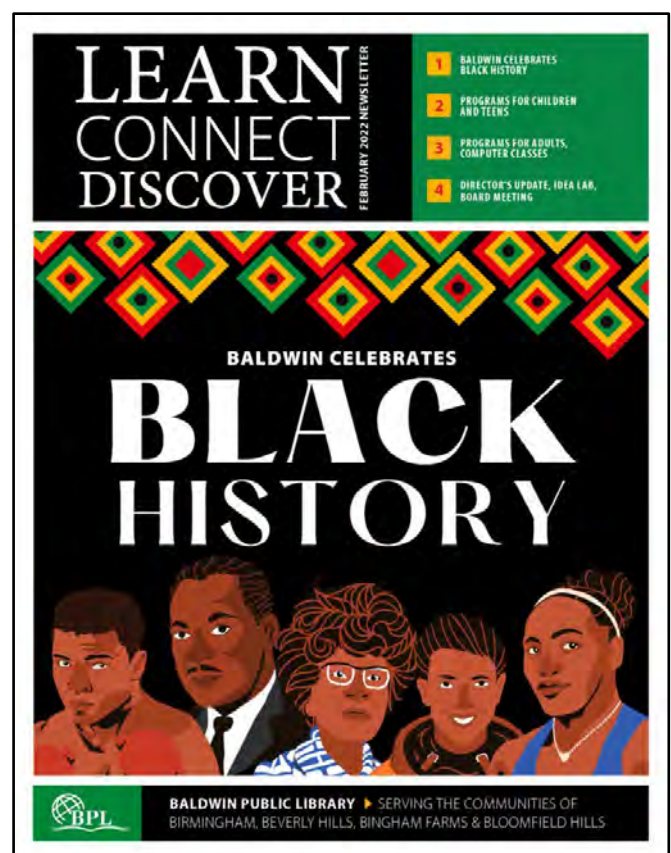
Diversity and Inclusion

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

The IDEA Committee met on February 9. 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 February we're celebrating Black History Month. March will promote Women's History Month.
- Donations from the Woodward Dream Drive were delivered to Oakland County Children's Village. The Drive collected \$615 in cash donations, 13 hoodies, and 8 pairs of shoes. The Woodward corridor libraries involved all expressed interest in additional opportunities to collaborate.
- Meeting quarterly for a staff-led book discussion. We will meet on February 22, 2022 (rescheduled due to a weather related closure) to discuss "Born a Crime" by Trevor Noah
- Evaluating the Library's job application to ensure it is fully inclusive to all candidates
- In addition, the Youth Department will continue their work with Project READY as their staffing and scheduling will allow.



Services and Programs

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

ACT/SAT Prep session

The ACT/SAT prep event on January 12 had a very large turnout and a number of positive post-attendance responses. We have already booked the speaker to return to Baldwin in the fall. Elisabeth Phou scheduled this program after BPS Superintendent Roberson suggested that Baldwin could assist high school students by offering standardized test preparation programming.

Adult Virtual Programs

The Hamilton Remixes and Jazz and the Civil Rights Movement were very well received, with great feedback.

Some of the comments from Galen Abdur-Razzaq's excellent Jazz and the Civil Rights Movement lecture/musical performance. - Mick Howey

"Thanks for an interesting program"

"Thank you so much for the event, it was great! Perfect presentation, awesome music.. I'm still shivering, THANK YOU"

"Entertaining and enlightening, thanks so much"

"Will there be another opportunity to see Galen do this presentation again - on Zoom or in person?"

"I wanted to thank you and congratulate for the event, it was extremely interesting and well designed!"

"I got chills as soon as Belafonte started to sing- thank you for including"

"Awesome presentation! Thank you very much"

The Hamilton lecture was outstanding! Rave reviews are pouring in today! Perfect mix of stage musical, history, and the best "shared screen" I have ever seen. Professor Bell mesmerized the audience. Attendees are asking for more. - Vicki Sower

"So appreciated and enjoyed Professor Bell's perspectives and research background on the musical. His presentation was engaging, informative and thought provoking. Thank you for arranging and moderating the "time well spent" evening. Glad Baldwin has Bell's latest book and hope when time and funding permits, another Bell program can be scheduled."

"What a great program tonight! So happy you told LIR about it."

"The presenter Richard Bell gave a fresh perspective to Hamilton, the play. I've read the Chernow book and agree there is a lot more to Hamilton than you get in the play. To get a former British citizen to critique our history was eye-opening. Great choice with many of the Founding Fathers celebrating birthdays next month."

"RICHARD BELL was beyond all expectations. So appreciated and enjoyed Professor Bell's perspectives and research background on the musical."

"Richard Bell's Presentation was fabulous! Both entertaining and scholarly. Please see if we can have him return on another topic".

"His presentation was engaging, informative and thought provoking."

"I thought this was a great presentation. Thank you for allowing my participation from Denver and I hope to join you again."

Battle of the Books

Registration is now open for this annual favorite. As of February 16, we had 44 teams registered for the event, which will take place virtually on Saturday, March 5.

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. 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 one BPL staff member who has not submitted proof of vaccination to the City of Birmingham. These tests are administered twice per week.

We continue to review programming on a regular basis, and are planning for virtual and outdoor offerings in March, which can be transitioned to in-person if the situation offers.

Winter Reading Challenge

The Winter Reading Challenge wrapped up on January 31, 2022. Participation was high. We handed out over 1000 bookmarks and bingo sheets. However, we saw limited completion of the program; 4 teens and 6 adults submitted final bookmarks for prizes, while 25 kids collected Winter Reading buttons.

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 met with City Manager Tom Markus and Finance Director Mark Gerber on February 11 to review the Library's preliminary FY2022-23 budget. The FY2022-23 Budget Hearing will be held on March 21 at 7:30 p.m.

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. As we work to revert to a pre-pandemic marketing schedule with quarterly newsletters, we have her working on multiple newsletters simultaneously! She has completed or is working on the following:

- *Learn.Connect.Discover* February and March issues
- Display and directional signage
- Youth Program posters and fliers
- Teen bulletin board poster
- Birbery Bookmarks
- Revisions to the outreach flier draft
- Updated bookmarks for Books Unboxed
- Summer reading marketing drafts

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.

Book Sale Press Release

Miller sent out a press release on behalf of the Friends with the details of the February 19-20 book sale.



Above: A sign for the March Youth Book display, featuring women in various careers.

Below: The February Teen Scene bulletin board



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

52.5 volunteer hours were utilized in the month of January.

Staff Anniversaries

Theresa Hart, Circulation Assistant I, reached 26 years of service on February 12.

Dennis Kabel, Circulation Assistant I, reached 9 years of service on February 4.

Syntha Green, Youth Librarian, will reach 6 years of service on February 28.

Angela Shinozaki, Youth Librarian, reached 6 years of service on February 8.

David Stewart, Adult Librarian, reached 4 years of service on February 11.

Wesleyann Johnson, Youth Librarian, will reach 5 years of service on February 26.

Staffing Updates

Youth Services

We're excited to announce that **Melissa Behrens** is our new Part Time Youth Services Librarian.

Melissa has been at Baldwin as a Substitute Youth Librarian for the last two and a half years. Melissa is a frequent patron of the Library when she is not working as a sub and you can often see her with her husband and her two daughters, both of whom attend Birmingham Public Schools. Before working at Baldwin, Melissa taught English as a Second Language in India and has worked at Gale as a Library Programs and Services Consultant. She began on Tuesday, February 8th.

Substitute Librarians

We have hired two new substitute librarians. We continue to seek applicants for substitute librarians for the Adult Department.

Sofia Dabrowski is a full-time data manager with the U.S. Geological Survey at the Great Lakes Science Center. She received her BA from Kalamazoo College with a degree in History and her MIS degree from the University of Michigan School of Information.

Jessica Biebuyck has worked at the Southfield Public Library as an Outreach intern for the last two years and previously worked in the circulation department at the Warren Civic Center Library. She received her BS degree in Biology from Saginaw Valley State University and will graduate with her MLIS degree from Wayne State University in April 2022.

IT Assistant

The posting for this position closed on February 2. Interviews are in progress.

Community Relationships and Partnerships

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

Birmingham Public Schools

Youth Services Librarian Rosemary Isbell continues to visit schools and meet with First Graders in three classrooms at Bingham Farms Elementary to talk about getting library cards. The Banatron 6000 has been cranking out the golden bananas that Rosemary leaves with each student.

Birmingham YMCA

On January 24, Jaclyn Miller and Missy Mark attended the Senior Health and Wellness Fair at the Birmingham Y. Thanks to a snowy morning, participation was minimal, but which allowed for very thorough interactions with each individual. They passed out information about Book Clubs, Books on Foot, the Idea Lab and monthly newsletters, along with the at home pamphlet and Learning in Retirement flier.

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 "Black Families of Early Birmingham" on February 3, 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 at the Library until a permanent meeting location can be arranged.

Cranbrook School

Elisabeth Phou and Mary MacMillan led a library card registration campaign on February 5, and we anticipate a follow up date this fall.



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 January \$834.50 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. At their February 9 meeting, the Friends Board decided to hold a pop-up sale on the lower level February 19-20, using their storage space and the Rotary Room to offer materials for purchase.

Oakland Literacy Council

The informational night hosted by Baldwin on behalf of the Oakland Literacy Council led to four new volunteers for their organization.

PEO Presentation

Adult Services Librarian Ethan Cronkite spoke at an online meeting of P.E.O. on February 8. Ethan shared a slideshow featuring 15 new and notable books from the library's collection, and gave a brief review of each. He concluded by taking questions from P.E.O. members, addressing such topics as ebooks, collection development, and intellectual freedom. The talk was very well received, with P.E.O. leadership calling it "a wonderful presentation."

Michigan Women's Hall of Fame

A plaque commemorating Martha Baldwin's induction into the Michigan Women's Hall of Fame has been hung in the lobby. The plaque shares a bit about her life and legacy and says:

Martha Baldwin (1840-1913)

Inducted into the Michigan Women's History Hall of Fame on November 7, 2019

Martha Baldwin, a teacher and educator, was devoted to serving the Birmingham community and improving the lives of her fellow citizens. She encouraged the Village Council to make progressive changes, formed a beautification society and worked toward women's suffrage. One of Martha's greatest contributions to Birmingham is the Baldwin Public Library, which she founded and helped financially support.



Story Time Guild

Stephanie Klimmek gave her presentation to 20 members of the STG on February 17 virtually, featuring new picture book titles great for reading aloud.

Student Representative to the Library Board

Beverly Hills resident Olivia Clark, who attends Bishop Foley High School, will be joining us as the Student Rep, at the March 21 Library Board Meeting. Her application can be found on pages 134 to 137.

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.

Electronic Resource Updates

- We renewed access to the Consumer Reports database for another year.
- The legacy OverDrive app is being removed from all app stores. Going forward, any new OverDrive users will be directed to download the Libby App for access to ebooks, eaudiobooks and magazines. The OverDrive app will not disappear right away from user devices, but will no longer be supported.

Idea Lab

A short update from The Idea Lab!

Format conversion services are in high demand this month, with over 2,000 individual units of media digitized. Including slides, 8mm film reels, vinyl records, microcassettes, and even Iomega Zip Disk conversion! Impending upgrades to our photo scanning process will soon allow for better digitization of developed photos as well.

3D printing is as popular as ever. January featured improvements to our print request process, as well as firmware and hardware upgrades to our Prusa farm allowing for faster, higher-quality prints. Also, new "quantum" printing materials now available in the Idea Lab have sparked tremendous interest both in person and on Instagram for their unique and beautiful appearance. The Bananatron 6000 continues chugging along, with over 200 bananas printed in the past month (an original sentence, and one I could never have imagined I would be typing).



Upgrades to the filament feed system have resulted in even higher quality prints, bananas included!

Our take and make kits and Instagram Live broadcasts continue to be popular, with most of our kits being claimed the same day they are released!

We were sent these photos of classroom Valentines created in the Lab, with a thank you to staff for their assistance.



Baldwin Public Library: Friends Funds	
January 2022 Expenditures	
Adult Services	
Presenter Fees	\$ 375.00
Crafts to go	\$ 13.99
Books Unshelved, Nov-Jan	\$ 134.32
Total	\$ 523.31
Teen Services	
Program Supplies/Idea Lab Filament	\$ 39.98
Books Unboxed	\$ 67.96
Teen Crafts	\$ 326.99
Book Club Books	\$ 69.50
Total	\$ 504.43
Youth Services	
Idea Lab Filament	\$ 280.91
Book Club Supplies	\$ 6.75
Little Explorers	\$ 116.90
Total	\$ 404.56
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 1,432.30
January 2022 Balances	
Adult Services	\$ 5,309.32
Teen Services	\$ 1,858.69
Youth Services	\$ 8,127.88
Outreach & Equipment	\$ 7,438.44
Total Balance	\$ 22,734.33
January In-Library Book Sale Donations	\$834.50
Submitted by Jaclyn Miller on February 7, 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 virtually and outdoors.

Michigan Opera Theater Presents: *X, Life and Times of Malcolm X*

Tuesday, February 22 — 7:00 p.m. to 8:00 p.m.

Director of Education for the Michigan Opera Theater, Andrea Scobie, will talk about the history of this operatic piece, its ties to Detroit and its relationship with contemporary literature.

Idea Lab LIVE! Craft Things

Wednesday, February 23 — 7:00 p.m. to 8:00 p.m.

Join Jeff on Instagram Live for the next episode in our “Idea Lab: Things” series! In each episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models that fall under a particular category. Our Next Episode is: CRAFT THINGS

Kids Library Society Contest

Tuesday, March 1 — All Day

Celebrate March is Reading Month with the Kids Library Society by creating your own book cover. Stop by the Youth Room to grab a blank cover and return it by March 15. We will display them in the Youth Room. Create your own book cover or remake a cover of your choice. Participants will receive a small goodie bag.

Historical Lecture Series - Birmingham Women in Aviation

Thursday, March 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. March's presentation is Birmingham Women in Aviation. From the earliest women pilots to the first woman astronaut, Birmingham has been at the forefront of female flight. Experience the joy through the eyes of some of Birmingham's most adventurous women with Donna Casaceli of the Birmingham Museum. This is a virtual event. Registration is required to receive the Zoom link.

Paper Bag Princess Day

Saturday, March 5 — All Day

In honor of *Paper Bag Princess Day* (book by Robert Munsch), stop by the Library for a fun grab bag with a craft and activities. First come, first served.

Still Missing, Michigan's Mysterious Disappearances

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

Come learn about the exciting history of Michigan's missing planes, ships, and people as told by author and expert shipwreck hunter Ross Richardson. This is a virtual event. Registration is required to receive the Zoom link.

Teen Craft to Go: Tiny Art Show

Monday, March 7 — All Day

Open to grades 6-12. One kit per teen, first come first served, as supplies last.

Once your painting is dry, return it to the library with the entry form by April 4 to be displayed on a tiny easel in our tiny art show! Artwork will be displayed throughout the month of April and can be picked up in May. Public voting will take place to determine 1st, 2nd, and 3rd place prize winners.

Genealogy: Navigating Newspapers

Thursday, March 10 – 7:00 p.m. to 8:00 p.m.

Join professional archivist Robbie Terman as you move beyond the basics. Finding ancestors in old newspapers isn't always easy. But with these tips and tricks you'll maximize your search results!

Virtual event. Registration Required.

Bedtime Tales Virtual Story Time

Wednesday, March 16 — 6:30 p.m. to 7:00 p.m.

Join Ms. Syntha for end-of-day stories, rhymes, and songs. Zoom link will be emailed on the day of the program.

Check Out eBooks from the Library

Wednesday, March 16 — 7:00 p.m. to 8:15 p.m.

Learn how to access Libby to check out e-books and e-audiobooks. A BPL card is required. Registration is required. The Zoom invitation will be emailed to registered attendees a half hour before class. **Please note that you cannot easily view the Zoom class while also using the Libby app on the same mobile device. If you want to follow along in Libby during the class, the best option is to view the class on a computer while using Libby on your phone.

LEARN CONNECT DISCOVER

FEBRUARY 2022 NEWSLETTER

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

BALDWIN CELEBRATES

BLACK HISTORY



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

FEBRUARY PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

BOOKS UNBOXED | GRADES 4 TO 12

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

COLORING CLUB

TUESDAY, FEBRUARY 8

Receive a fun poster to color at home. This month's choice is a Heart or a Pig.

MUSIC AND MOVEMENT

FAMILY STORY TIME | AT BEVERLY PARK

SATURDAY, FEBRUARY 12 AT 11:00 A.M.

Clap your hands, stomp your feet, and sing along with Ms. Caroline at this outdoor, wintry story time. **Registration required.**

YOUTH TAKE AND MAKE CRAFTS

MONDAY, FEBRUARY 14

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

BEDTIME TALES | ALL AGES

WEDNESDAY, FEBRUARY 16 VIRTUAL

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, FEBRUARY 17 AT 7:00 P.M.

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

WEEKLY STORY TIMES

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

FAMILY FUN NIGHT TAKE HOME KIT

SATURDAY, FEBRUARY 19

Kit includes everything you need for hours of family fun including trivia, card games, and charades. Best for families with kids ages four and up. *First come, first served.*

LITTLE EXPLORERS

WEDNESDAY, FEBRUARY 23

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

BATTLE OF THE BOOKS 2022

VISIT baldwinlib.org/battle FOR DETAILS AND OFFICIAL RULES

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

INFORMATIONAL MEETINGS VIA ZOOM

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.**

BATTLE BOOK TALKS VIA ZOOM

TUESDAY, FEBRUARY 1 AT 7:00 P.M. :

TOTAL ECLIPSE OF NESTOR LOPEZ

MONDAY, FEBRUARY 7 AT 7:00 P.M. : GLITCH

WEDNESDAY, FEBRUARY 16 AT 4:30 P.M.: A WOLF CALLED WANDER

BOOK CLUBS

FOR CHILDREN

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

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

BEYOND THE BOOK

GRADES 2 TO 4 AND A GROWNUP

THURSDAY, FEBRUARY 10 AT 7:00 P.M.

HIDDEN FIGURES: THE TRUE STORY OF FOUR BLACK WOMEN AND THE SPACE RACE BY MARGOT LEE SHETTERLY

Email Rosemary.Isbell@baldwinlib.org to register.

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, FEBRUARY 8 AT 7:00 P.M.

SOME PLACES MORE THAN OTHERS BY RENEE WATSON

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.

BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, FEBRUARY 22 AT 7:00 P.M.

BETTY BEFORE X BY ILYASAH SHABAZZ

Email Susan.Dion@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, FEBRUARY 28 AT 7:00 P.M.

DRAGONS IN A BAG BY ZETTA ELLIOTT

Email Donna.Smith@baldwinlib.org to register.

FEBRUARY PROGRAMS FOR TEENS

GRADES 6 TO 12

BOOKS UNBOXED | GRADES 4 TO 12

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

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, FEBRUARY 3 AT 7:00 P.M.

PUNCHING THE AIR BY IBI ZOBOI

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 virtually. Zoom link will be emailed the day of the book club.**

CRAFTS TO GO

BUBBLE TEA | GRADES 6 TO 12

Starting February 7, pick up a kit with supplies and instructions to make bubble tea. *First come, first served, as supplies last. Food allergy warning: contains milk.*

WINTER PHOTOGRAPHY CONTEST

GRADES 6 TO 8 AND 9 TO 12

Are you sick and tired of winter? Your challenge is to find and capture the beauty in winter for the chance to win a disposable camera and a gift card to Woodward Camera! **We request that the photo NOT include people's faces.** Visit www.baldwinlib.org/teen to enter. **Submissions accepted February 1-28. Winners from each age group will be announced early in March.** 115

BALDWIN PUBLIC LIBRARY



TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, FEBRUARY 17 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, and more. Meeting attendance will count as a volunteer hour. **Registration required. This program will meet virtually. Zoom link will be emailed the day of the meeting.**



BOOK CLUBS

FOR ADULTS

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



PAGE TO SCREEN
SUNDAY, FEBRUARY 6 AT 1:00 P.M.

"WINTER'S BONE" (R, 2010) AND *WINTER'S BONE*
BY DANIEL WOODRELL



NEXT POPULAR READS
MONDAY, FEBRUARY 7
AT 1:00 P.M.

WE ARE NOT LIKE THEM BY CHRISTINE
PRIDE & JO PIAZZA



NEXT NONFICTION
TUESDAY, FEBRUARY 8
AT 10:00 A.M.

BLOOD BROTHERS BY RANDY ROBERTS



WEDNESDAY AFTERNOON
WEDNESDAY, FEBRUARY 9
AT 2:00 P.M.

WHEN TIME STOPPED
BY ARIANA NEUMANN



**FRIENDS DON'T LET FRIENDS
READ ALONE**
TUESDAY, FEBRUARY 15
AT 7:00 P.M.

THE NICKEL BOYS BY COLSON WHITEHEAD



BOOKS & BREWS
WEDNESDAY, FEBRUARY 23
AT 7:00 P.M.

THE HOUSE OF BROKEN ANGELS BY
LUIS ALBERTO URREA

FEBRUARY PROGRAMS FOR ADULTS

CRAFTS & GO

DIY SOAP

Starting February 7. Take home a kit with everything you'll need to make your own handcrafted soap. *Limit one per patron. First come, first served, as supplies last.*

HISTORICAL LECTURE SERIES: BLACK FAMILIES OF BIRMINGHAM

THURSDAY, FEBRUARY 3 AT 7:00 P.M.
The Birmingham Museum has much to share about early Birmingham's African American history. Museum director Leslie Pielack will present recent findings from museum research into our fascinating, but little-known local Black history *Virtual event. Registration required.*

TO DIE UPON A KISS

TUESDAY, FEBRUARY 8 AT 7:00 P.M.
Join Baldwin librarian and DIA docent Kathleen McBroom as she gives us behind the scenes stories of iconic works held by the museum. *Virtual event. Registration required.*

GENEALOGY 101: RECORDS, RECORDS, EVERYWHERE!

THURSDAY, FEBRUARY 10 AT 7:00 P.M.
Join professional archivist Robbie Terman as she explains how to move beyond the basics and look in places beyond the common where you can uncover more of your family's history. *Virtual event. Registration required.*

LIBRARIAN RECOMMENDED READS

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

MICHIGAN OPERA THEATER PRESENTS: X, LIFE AND TIMES OF MALCOLM X

TUESDAY, FEBRUARY 22 AT 7:00 P.M.
Director of Education for the MOT, Andrea Scobie, will talk about the history of this piece, its ties to Detroit and its relationship with contemporary literature. *Virtual event. Registration required.*

DISCUSSION GROUPS

LEARNING IN RETIREMENT WEDNESDAYS AT 10:00 A.M.

Learning in Retirement is a friendly group of retired, semi-retired and curious people who explore topics and present their findings with the group. Learning in Retirement is part of a recurring weekly series that meets on Wednesday mornings during the fall and winter months. Please contact Vicki Sower at vicki.sower@baldwinlib.org for more information. *Virtual event. Registration required.*

SOCRATES CAFE SUNDAY, FEBRUARY 20 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

FEBRUARY 2 AT 6:45 P.M.:
PARADISE LOST: BOOKS 7-12 BY JOHN MILTON

FEBRUARY 16 AT 6:45 P.M.:
EPIC OF GILGAMESH BY ANONYMOUS

All meetings take place via Zoom.
Email adult.reference@baldwinlib.org to join.

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.

START A BLOG

WEDNESDAY, FEBRUARY 2 AT 7:00 P.M.
Learn how to create a blog for personal or professional use.

POWERPOINT: CREATE A PRESENTATION

THURSDAY, FEBRUARY 3 AT 2:00 P.M.
Learn the fundamentals of slideshow creation with Microsoft PowerPoint.

TWITTER

WEDNESDAY, FEBRUARY 9 AT 7:00 P.M.
Become a Twitter pro as you learn to create an account, compose tweets, connect with friends, and more.

NYT & WSJ FROM HOME

THURSDAY, FEBRUARY 10 AT 2:00 P.M.
Learn how to access popular newspapers, including the *New York Times* and the *Wall Street Journal*, with your BPL library card.

CHECK OUT EBOOKS FROM THE LIBRARY

WEDNESDAY, FEBRUARY 16 AT 7:00 P.M.
Learn how to check out eBooks and eAudiobooks from the Library with your BPL library card.

ONLINE PHOTO EDITING

THURSDAY, FEBRUARY 17 AT 2:00 P.M.
Crop, edit, and apply effects to improve your photos with free and powerful online software.

GOOGLE SLIDES

THURSDAY, FEBRUARY 24 AT 2:00 P.M.
Create, edit, and collaborate on presentations with the Google Slides.

THE IDEA LAB

STOP BY AND SEE WHAT EQUIPMENT AND SERVICES THE IDEA LAB CAN OFFER YOU!

IDEA LAB TAKE-N-MAKE: PAPERCRAFT BUGS

MONDAY, FEBRUARY 14

Pick up a kit of die-cut paper parts to make your own realistic bug models! Fun to assemble, even more fun to decorate! Use them to adorn your walls, or make someone special a Valentine's Day love bug!

IDEA LAB LIVE: CRAFT THINGS

WEDNESDAY, FEBRUARY 23 AT 7:00 P.M.

Join Jeff on Instagram Live for the next episode in our "Idea Lab: Things" series! In each episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or Laser-cuttable models that fall under a particular category. Our Next Episode is: CRAFT THINGS

LIBRARY HOURS

MONDAY TO THURSDAY

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

FRIDAY & SATURDAY

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

SUNDAY :

12:00 to 5:00 P.M.

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

LIBRARY BOARD



THE LIBRARY BOARD WILL MEET ON MONDAY, FEBRUARY 21 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.

DIRECTOR'S UPDATE

PAST, PRESENT AND FUTURE

Mohammad Ali, Dr. Martin Luther King, Jr., Shirley Chisholm, Mae Jemison, and Serena Williams are a few of the many people we will be highlighting during Black History Month at Baldwin. I hope that you'll find an inspiring program or book discussion to attend and that our displays throughout the building will spark further research on the Black athletes, civil rights leaders, scientists, and politicians that have helped to shape our country's history.

We are doing everything we can to keep the Library open for our patrons and to keep our staff healthy and protected from COVID-19. Thank you for your understanding as we adjust our programs to meet virtually as the case counts continue to be extremely high. Though we do not have a mask requirement for visitors, we highly recommend them and we also encourage you to take advantage of our curbside pickup service. You can find more information at www.baldwinlib.org/curbside.

On January 22, I presented the Library's building plan for our third and final phase of renovations to the Birmingham City Commission. The Library Board worked with Merritt Cieslak Design architects to develop a plan for our front entry and Circulation area that meets the needs and requests you shared in our public survey last fall. We anticipate construction on this project beginning in the spring of 2023. You can view more details about the project at www.baldwinlib.org/renovation.

HIGHLIGHTS OF THE PROJECT INCLUDE:

- 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
- Flexible space for meeting and collaboration, with chairs and tables for 36 people
- Self-service cafe with high quality coffee, drinks, and snacks
- Street-level family restroom for easy access from Shain Park during the Library's open hours
- Skylight that gives visitors a floor-to-peak view of the original 1927 building
- Dedicated Friends book sale area with merchandising space
- Four private study rooms for use by one or two users



Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681



LEARN. CONNECT. DISCOVER.

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

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

WWW.BALDWINLIB.ORG



Baldwin Public Library

The Baldwin Public Library, located in the heart of downtown Birmingham, is your place to learn, connect and discover. Serving the communities of Birmingham, Bloomfield Hills, Beverly Hills and Bingham Farms, Baldwin is the information hub for our community.

Following the early 2021 retirement of Doug Koschik, **Rebekah Craft** was selected as the new director of the Baldwin Public Library, after five years as BPL's associate director



BPL is now a fine free library. Late fees will no longer be assessed to items returned after their due dates. For full details visit www.baldwinlib.org/borrowing-information.

Your Baldwin Library card gives you access to over 70 databases and newspapers, test preparation materials, BrainFuse live online tutoring, Mango Languages, Morningstar and Value Line. Your library card also gives you the opportunity to download or stream e-books, e-audiobooks, magazines, music and movies from Baldwin's diverse selection of digital services.

The Library houses books for all ages and stages, along with toys, video games, DVDs, audiobooks and resources for students, parents and teachers. Librarians offer an array of story times, programs, take-and-make crafts and book clubs for all ages. In 2020, the Youth Department was expanded and renovated to add 2,000 square feet of space, ADA-accessible shelving and enlarged play area and a new Discovery Room for programs.

Curbside pickup is available seven days a week. Visit www.baldwinlib.org/curbside for more information.

Visit Baldwin's expanded Idea Lab and watch the laser cutters or 3D printers in action. Find out more at baldwinlib.org/idealab.

300 W. Merrill St., Birmingham
(248) 647-1700 | www.baldwinlib.org

Monday-Thursday, 9:30 a.m. to 9 p.m.
Friday & Saturday, 9:30 a.m. to 5:30 p.m.
Sunday, noon to 5 p.m.

Curbside book drop on Bates Street. Metered Parking available. Two hours free parking in Chester Street deck. Free parking on Sundays.



LEARN CONNECT DISCOVER

► **BALDWIN PUBLIC LIBRARY**
► **300 WEST MERRILL, BIRMINGHAM, MI 48009**

Serving the Communities of Birmingham, Beverly Hills, Bingham Farms & Bloomfield Hills

WWW.BALDWINLIB.ORG

Teen photo challenge captures the beauty of winter

Published January 26, 2022 | By Mary Genson, Birmingham-Bloomfield Eagle



Teens are encouraged to channel their creativity and compete in the Baldwin Public Library's first Teen Winter Photography Contest.

BIRMINGHAM — Teens are encouraged to channel their creativity and compete in the Baldwin Public Library's first Teen Winter Photography Contest. Submissions will be accepted Feb.1-28 for teens in middle and high school.

Applicants do not have to have any prior experience in photography to submit work. Grades 6-8 and 9-12 will be divided into separate age groups, and a winner will be chosen from each group in early March.

Teen Librarian Elisabeth Phou said "it's definitely open to any level of photography, even if you've never taken a picture before."

The library has had to cut back on the usual in-person program this year due to COVID-19 restrictions. Phou said she has missed the regular interaction she used to be able to have with the community in person. The Teen Winter Photography Contest is a way for the library to safely engage with teens in the community.

"It's good for their mental health to get outside and take some pictures, and it's also good for me, because I'm just so used to having so much teen interaction with my in-person programs," Phou said. "I'm looking forward to seeing how many teens want to participate in this challenge."

Each participant is only allowed one entry into the contest, but they have the creative freedom of what they photograph. As long as the image relates to winter, the photo can be taken inside or outside. The library only asks that the submissions do not include people's faces.

"I think the main goal is to just find some beauty in winter, because I know I'm not the only person that gets sick and tired of winter in February when it's gray and cold outside," Phou said.

As teens think about what they are going to photograph, they can think about what they find beautiful in the winter and explore the outdoors.

"You don't have to be a fancy photographer," Associate Library Director Jaclyn Miller said. "Just snap a picture of something that you think is beautiful. I am really excited to see what that means to people. I, myself, am not a huge fan of winter. So I will be happy to see what people find to be happy about in this season that is just kind of cold and gray."

It is not necessary to go out and buy an expensive camera to submit to this contest. Photos can be taken with any kind of camera, including a phone camera.

The winner from each age group will receive a prize of a disposable camera and a giftcard to Woodward Camera. This way they can continue with photography and get their photos developed at Woodward Camera when they are ready.

Phou consulted with the Teen Advisory Board about what they think the prize should be. She said they thought a disposable camera would be an exciting prize, since they have come back in style.

Miller said the library is always looking for ways to engage teens in their programming. They understand that teens are an age group that are particularly busy and have a lot of things they are working on. However, Miller said she still wants them to feel like they are part of the library.

"We want to encourage them to participate in whatever way they feel comfortable, and if that is through an artistic way, like photography, all the better," Miller said.

More information on the Teen Winter Photography Contest will be updated at www.baldwinlib.org/teen.

The Birmingham Museum shares stories about local Black history

Clip published in Birmingham-Bloomfield Eagle January 26, 2022, page 12A

The Birmingham Museum shares stories about local Black history

BIRMINGHAM – To start off Black History Month, the event “Black Families of Early Birmingham” will be offered to the public as a part of a historical lecture series. The event, hosted by the Birmingham Museum and Baldwin Public Library, will take place virtually 7-8 p.m. Feb. 3.

Recent findings from museum research about local Black history will be shared during this lecture. Some of the true stories that the museum will share involve a formerly enslaved couple, families reunited after the end of slavery, free Black people and families with multiracial heritage.

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Local communities celebrating Black History Month

Published January 31, 2022 | By METRO

METRO DETROIT — Black History Month was first recognized by President Gerald Ford during the celebration of the United States Bicentennial in 1976. All February, communities in the C & G Newspapers coverage will continue to honor the achievements and contributions of African Americans.

Thursday, Feb. 10

'No Justice, No Peace' discussion • Zoom

In honor of Black History Month, the Royal Oak Public Library will invite Professor Dennis Fiems to host "No Justice, No Peace" at 7 p.m. on Zoom. The title is a political slogan, and the discussion will cover how African Americans have dealt with centuries of violence while pursuing equality. To register for the free online program, visit ropl.org.

Saturday, Feb. 12

'Love Yourself: Wellness While Black' • West Bloomfield Parks Connect, Orchard Mall

The West Bloomfield Diversity Task Force will host "Love Yourself: Wellness While Black" from 9 to 11:30 a.m. at West Bloomfield Parks Connect, inside Orchard Mall, 6445 Orchard Lake Road. Participants 16 and older are invited to learn about heart disease, hypertension and nutrition; partake in yoga, Zumba and a dance lesson; and sample healthy treats such as smoothies. For more information about the free event, visit wbparks.org/blackhistory.

'Conversations & Cocktails' • Southfield Pavilion

The Southfield Parks and Recreation Department will host "Conversations & Cocktails" from 7 to 10 p.m. at the Southfield Pavilion, 26000 Evergreen Road. The 18-and-older event will feature local poets and drummers acknowledging the contributions of African Americans. Tickets cost \$10. [Click here for more information and to register.](#)

Monday, Feb. 14

Rosa Parks arrest, bus boycott among topics of 1955 discussion • Zoom

The Royal Oak Public Library will travel back to 1955 for a discussion of the year's biggest topics — including the arrest of Rosa Parks and subsequent bus boycott in Montgomery, Alabama — at 7 p.m. on Zoom. To register for the free program, visit ropl.org.

Local antislavery and underground railroad activism discussion • Zoom

The Franklin Public Library will host a virtual presentation about antislavery and underground railroad activism in Franklin and surrounding Oakland County communities at 7 p.m. Rochelle Danquah, from Wayne State University, will discuss how local residents assisted in harboring freedom seekers and

helped them flee to Canada during the 1800s. To register for the free program, visit franklin.lib.mi.us or call (248) 851-2254.

Tuesday, Feb. 15

'Negro Motorist Green-Book Tour' • Zoom

The Detroit Historical Society and Friends of the Auburn Hills Public Library will host the "Negro Motorist Green-Book Tour" at 6:30 p.m. Feb. 15 on Zoom. Take a virtual walk through Midtown and downtown Detroit to discover the safe havens, swinging spots and stories that helped African Americans navigate the city. For more information, visit ahplibrary.org/events or call (248) 370-9466.

Wednesday, Feb. 16

History of Tuskegee Airmen presentation • Zoom

The West Bloomfield Diversity Task Force will invite Mjr. William H. Burnett, president of the Macon-Thomas West Bloomfield Chapter President of Tuskegee Airmen, Inc., to present the give a history of the African American pilots and airmen who fought in World War II from 7 to 8:30 p.m. on Zoom. For more information about the free event, visit wbpl.org/blackhistory.

Friday, Feb. 18

Viewing of 'The Black Godfather' documentary • Southfield Pavilion

The Southfield Parks and Recreation Department will show "The Black Godfather" from 7 to 9 p.m. at the Southfield Pavilion, 26000 Evergreen Road. The 2019 documentary — about music executive, entrepreneur and film producer Clarence Avant — is rated TV-MA. Admission is free and refreshments will be available for purchase. Masks must be worn. For more information, call (248) 796-4620.

Wednesday, Feb. 23

Book club discussion about 'The 1619 Project' • Zoom

The Oakland/Macomb National Organization for Women will host a virtual book club meeting about "The 1619 Project" from 7 to 8 p.m. The "new origin story" reframes U.S. history by placing slavery and the contributions of African Americans at the forefront. For more information and to register, visit facebook.com/ocminow.

Book club discussion about 'Josephine Baker's Last Dance' • Franklin Public Library

In honor of Black History Month, the Biography Book Group will discuss "Josephine Baker's Last Dance," by Sherry Jones, at 6 p.m. Feb. 23 at the Franklin Public Library, 32455 Franklin Road. Baker was, among many things, a Civil Rights activist who fought to end prejudice and create equality. The event is free and open to the public. For more information, email franklinlibrary@franklin.lib.mi.us or visit franklin.lib.mi.us.

Finding Black ancestors program • Zoom

The Royal Oak Public Library will host a program about finding Black ancestors at 7 p.m. Attorney Roslyn Kelly will discuss the challenges of African American genealogical research, including locating freedom seekers, free blacks and enslaved persons, and share relevant history and resources available. To register for the free online program, visit ropl.org.

Saturday, Feb. 26

'Black Expo' • West Bloomfield Parks Connect, Orchard Mall

The West Bloomfield Diversity Task Force will host the "Black Expo," which celebrates Black-owned businesses, from 10 a.m. to 2 p.m. at West Bloomfield Parks Connect, inside Orchard Mall, 6445

Orchard Lake Road. The West Bloomfield jazz band will perform at 11 am. For more information about the free event, visit wbparks.org/blackhistory.

Ongoing

Learn about 50 influential African Americans • Southfield Municipal Complex

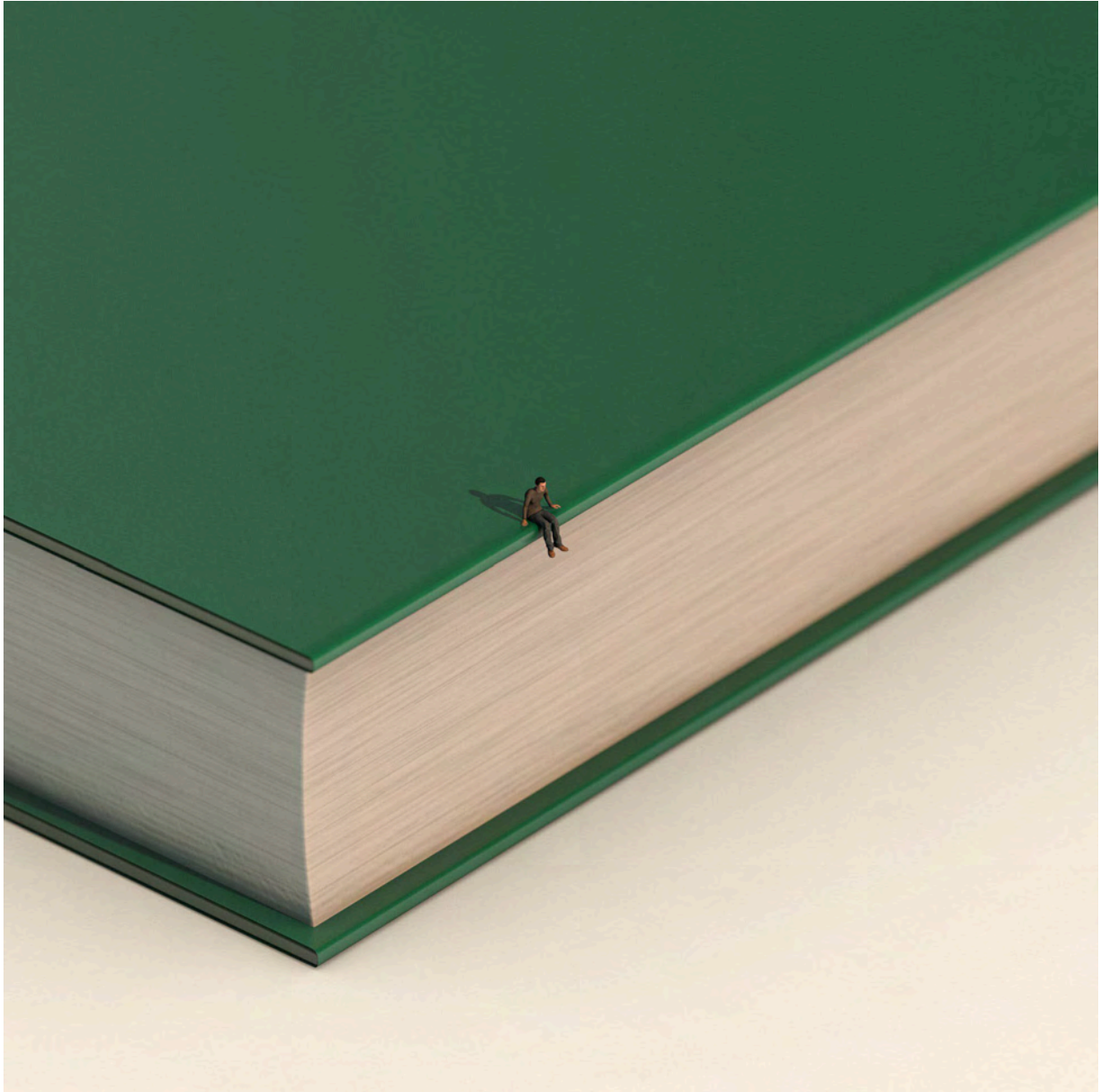
The Southfield Parks and Recreation Department will display 50 informational signs about influential African Americans — some from the city itself — all month on the front lawn of the Southfield Municipal Complex, 26000 Evergreen Road. For more information, call (248) 796-4620.

For more events, check out our [Community Calendar](#). To submit an event, email calendar@candgnews.com. To advertise an event online or in our print publications, call (586) 924-9139.

The New York Times

My Young Mind Was Disturbed by a Book. It Changed My Life.

Published January 29, 2022 | By Viet Thanh Nguyen



When I was 12 or 13 years old, I was not prepared for the racism, the brutality or the sexual assault in Larry Heinemann's 1977 novel, "Close Quarters."

Mr. Heinemann, a combat veteran of the war in Vietnam, wrote about a nice, average American man who goes to war and becomes a remorseless killer. In the book's climax, the protagonist and other nice, average American soldiers gang-rape a Vietnamese prostitute they call Claymore Face.

As a Vietnamese American teenager, it was horrifying for me to realize that this was how some Americans saw Vietnamese people — and therefore me. I returned the book to the library, hating both it and Mr. Heinemann.

Here's what I didn't do: I didn't complain to the library or petition the librarians to take the book off the shelves. Nor did my parents. It didn't cross my mind that we should ban "Close Quarters" or any of the many other books, movies and TV shows in which racist and sexist depictions of Vietnamese and other Asian people appear.

Instead, years later, I wrote my own novel about the same war, "The Sympathizer."

While working on it, I reread "Close Quarters." That's when I realized I'd misconstrued Mr. Heinemann's intentions. He wasn't endorsing what he depicted. He wanted to show that war brutalized soldiers, as well as the civilians caught in their path. The novel was a damning indictment of American warfare and the racist attitudes held by some nice, average Americans that led to slaughter and rape. Mr. Heinemann revealed America's heart of darkness. He didn't offer readers the comfort of a way out by editorializing or sentimentalizing or humanizing Vietnamese people, because in the mind of the book's narrator and his fellow soldiers, the Vietnamese were not human.

In the United States, the battle over books is heating up, with some [politicians](#) and [parents](#) demanding the removal of certain books from [libraries](#) and school curriculums. Just in the last week, we saw reports of a Tennessee school board that [voted to ban](#) Art Spiegelman's Pulitzer Prize-winning graphic novel about the Holocaust, "Maus," from classrooms, and a mayor in Mississippi who is [withholding \\$110,000 in funding](#) from his city's library until it removes books depicting L.G.B.T.Q. people. Those seeking to ban books argue that these stories and ideas can be [dangerous to young minds](#) — like mine, I suppose, when I picked up Mr. Heinemann's novel.

Books can indeed be dangerous. Until "Close Quarters," I believed stories had the power to save me. That novel taught me that stories also had the power to destroy me. I was driven to become a writer because of the complex power of stories. They are not inert tools of pedagogy. They are mind-changing, world-changing.

But those who seek to ban books are wrong no matter how dangerous books can be. Books are inseparable from ideas, and this is really what is at stake: the struggle over what a child, a reader and a society are allowed to think, to know and to question. A book can open doors and show the possibility of new experiences, even new identities and futures.

Book banning doesn't fit neatly into the rubrics of left and right politics. Mark Twain's "The Adventures of Huckleberry Finn" has been [banned at various points](#) because of Twain's prolific use of a racial slur, among other things. Toni Morrison's "Beloved" has been [banned before](#) and is being [threatened again](#) — in one case after a mother [complained that the book gave her son nightmares](#). To be sure, "Beloved" is an upsetting novel. It depicts infanticide, rape, bestiality, torture and lynching. But coming amid a movement to oppose critical race theory — or rather a caricature of critical race theory — it seems clear that the latest attempts to suppress this masterpiece of American literature are less about its graphic depictions of atrocity than about the book's insistence that we confront the brutality of slavery.

Here's the thing: If we oppose banning some books, we should oppose banning any book. If our society isn't strong enough to withstand the weight of difficult or challenging — and even hateful or problematic — ideas, then something must be fixed in our society. Banning books is a shortcut that sends us to the wrong destination.

As Ray Bradbury depicted in "Fahrenheit 451," another book often targeted by book banners, book burning is meant to stop people from thinking, which makes them easier to govern, to control and

ultimately to lead into war. And once a society acquiesces to burning books, it tends to soon see the need to burn the people who love books.

And loving books is really the point — not reading them to educate oneself or become more conscious or politically active (which can be extra benefits). I could recommend “Fahrenheit 451” because of its edifying political and ethical dimensions or argue that reading this novel is good for you, but that really misses the point. The book gets us to care about politics and ethics by making us care about a man who burns books for a living and who has a life-changing crisis about his awful work. That man and his realization could be any of us.

It’s not only books that depict horror, war or totalitarianism that worry would-be book banners. They sometimes see danger in empathy. This appeared to be the fear that led a Texas school district to cancel the appearance of the graphic novelist Jerry Craft and pull his books temporarily from library shelves last fall. In Mr. Craft’s Newbery Medal-winning book, “[New Kid](#),” and its sequel, Black middle-schoolers navigate social and academic life at a private school where there are very few students of color. “The books don’t come out and say we want white children to feel like oppressors, but that is absolutely what they will do,” the parent who started the petition to cancel Mr. Craft’s event [said](#). (Mr. Craft’s invitation for a virtual visit was [rescheduled and his books were reinstated](#) soon after.)

Mr. Craft’s protagonist in “New Kid” is a sweet, shy, comics-loving kid. And it’s his relatability that makes him seem so dangerous to some white parents. The historian and law professor Annette Gordon-Reed [argued on Twitter](#) that parents who object to books such as “New Kid” “don’t want their kids to empathize with the black characters. They know their kids will do this instinctively. They don’t want to give them the opportunity to do that.” The historian Kevin Kruse went a step further, [tweeting](#), “If you’re worried your children will read a book and have no choice but to identify with the villains in it, well ... maybe that’s something you need to work through on your own.”

Those who ban books seem to want to circumscribe empathy, reserving it for a limited circle closer to the kind of people they perceive themselves to be. Against this narrowing of empathy, I believe in the possibility and necessity of expanding empathy — and the essential role that books such as “New Kid” play in that. If it’s possible to hate and fear those we have never met, then it’s possible to love those we have never met. Both options, hate and love, have political consequences, which is why some seek to expand our access to books and others to limit them.

These dilemmas aren’t just political; they’re also deeply personal and intimate. Now, as a father of a precocious 8-year-old reader, I have to think about what books I bring into our home. My son loves Hergé’s Tintin comic books, which I introduced him to because I loved them as a child. I didn’t notice Hergé’s racist and colonialist attitudes then, from the paternalistic depiction of Tintin’s Chinese friend Chang in “The Blue Lotus” to the Native American warriors wearing headdresses and wielding tomahawks in the 1930s of “Tintin in America.” Even if I had noticed, I had no one with whom I could talk about these books. My son does. We enjoy the adventures of the boy reporter and his fluffy white dog together, but as we read, I point out the books’ racism against most nonwhite characters, and particularly their atrocious depictions of Black Africans. Would it be better that he not see these images, or is it better that he does?

I err on the side of the latter and try to model what I think our libraries and schools should be doing. I make sure he has access to many other stories of the peoples that Hergé misrepresented, and I offer context with our discussions. These are not always easy conversations. And perhaps that’s the real reason some people want to ban books that raise complicated issues: They implicate and discomfort the adults, not the children. By banning books, we also ban difficult dialogues and disagreements, which children are perfectly capable of having and which are crucial to a democracy. I have told him that he was born in the United States because of a complicated history of French colonialism and American warfare that brought his grandparents and parents to this country. Perhaps we will eventually have less war, less racism, less exploitation if our children can learn how to talk about these things.

For these conversations to be robust, children have to be interested enough to want to pick up the book in the first place. Children's literature is increasingly diverse and many books now raise these issues, but some of them are hopelessly ruined by good intentions. I don't find piousness and pedagogy interesting in art, and neither do children. Hergé's work is deeply flawed, and yet riveting narratively and aesthetically. I have forgotten all the well-intentioned, moralistic children's literature that I have read, but I haven't forgotten Hergé.

Books should not be consumed as good for us, like the spinach and cabbage my son pushes to the side of his plate. "I like reading short stories," a reader once said to me. "They're like potato chips. I can't stop with one." That's the attitude to have. I want readers to crave books as if they were a delicious, unhealthy treat, like the chili-lime chips my son gets after he eats his carrots and cucumbers.

Read "Fahrenheit 451" because its gripping story will keep you up late, even if you have an early morning. Read "Beloved," "The Adventures of Huckleberry Finn," "Close Quarters" and "The Adventures of Tintin" because they are indelible, sometimes uncomfortable and always compelling.

We should value that magnetic quality. To compete with video games, streaming video and social media, books must be thrilling, addictive, thorny and dangerous. If those qualities sometimes get books banned, it's worth noting that sometimes banning a book can [increase its sales](#).

I know my parents would have been shocked if they knew the content of the books I was reading: Philip Roth's "Portnoy's Complaint," for instance, which was [banned](#) in Australia from 1969 to 1971. I didn't pick up this quintessential American novel, or any other, because I thought reading it would be good for me. I was looking for stories that would thrill me and confuse me, as "Portnoy's Complaint" did. For decades afterward, all I remembered of the novel was how the young Alexander Portnoy masturbated with anything he could get his hands on, including a slab of liver. After consummating his affair with said liver, Alex returned it to the fridge. Blissfully ignorant, the Portnoy family dined on the violated liver later that night. Gross!

Who eats liver for dinner?

As it turns out, my family. Roth's book was a bridge across cultures for me. Even though Vietnamese refugees differ from Jewish Americans, I recognized some of our obsessions in Roth's Jewish American world, with its ambitions for upward mobility and assimilation, its pronounced "ethnic" features and its sense of a horrifying history not far behind. I empathized. And I could see some of myself in the erotically obsessed Portnoy — so much so that I paid tribute to Roth by having the narrator of "The Sympathizer" abuse a squid in a masturbatory frenzy and then eat it later with his mother. ("The Sympathizer" has not been banned outright in Vietnam, but I've faced enormous hurdles while trying to have it published there. It's clear to me that this is because of its depiction of the war and its aftermath, not the sexy squid.)

Banning is an act of fear — the fear of dangerous and contagious ideas. The best, and perhaps most dangerous, books deliver these ideas in something just as troubling and infectious: a good story.

So it was with somewhat mixed feelings that I learned some American high school teachers assign "The Sympathizer" as required reading in their classes. For the most part, I'm delighted. But then I worry: I don't want to be anyone's homework. I don't want my book to be broccoli.

I was reassured, however, when a first-year college student approached me at an event to tell me she had read my novel in high school.

"Honestly," she said, "all I remember is when the sympathizer has sex with a squid."

Mission accomplished.



Understanding Ourselves and Others: What We Lose With Book Bans

School districts and libraries across the country are removing books. Censorship is not new, but the current wave reflects social divisions, says Columbia professor Farah Jasmine Griffin.

Feb. 4, 2022 •

[Alan Greenblatt](#)

Across the country, schools are removing books from classrooms and libraries are pulling them from the shelves. In many instances, educators are facing pressure from lawmakers threatening to cut funding if they don't delete long lists of books, including many considered classics.

“Banning books is a threat to democracy,” says Farah Jasmine Griffin, an English professor who directs the Institute for Research in African American Studies at Columbia University. “A society where it's OK to ban a book is a society on its way to authoritarianism.”

Griffin is the author of the recent book [Read Until You Understand: The Profound Wisdom of Black Life and Literature](#). *Governing* spoke with her about why Black literature is essential to understanding the nation and what's behind the current wave of book bans. Edited excerpts follow:

Governing: Over the weekend, I overheard a man in a bookstore saying, “There’s a district in Texas that’s banning pretty much every book I’ve ever taught.” Censorship is not new, but what do you think’s driving so much activity at this moment?

Griffin: I think it's because of the moment that we're in. We're in one of the most divisive moments in our history. So much of the banning of these books has very little

to do with the books themselves and everything to do with the exact same fault lines that are dividing us as a nation — issues of race and sexuality and ethnicity and gender identity.

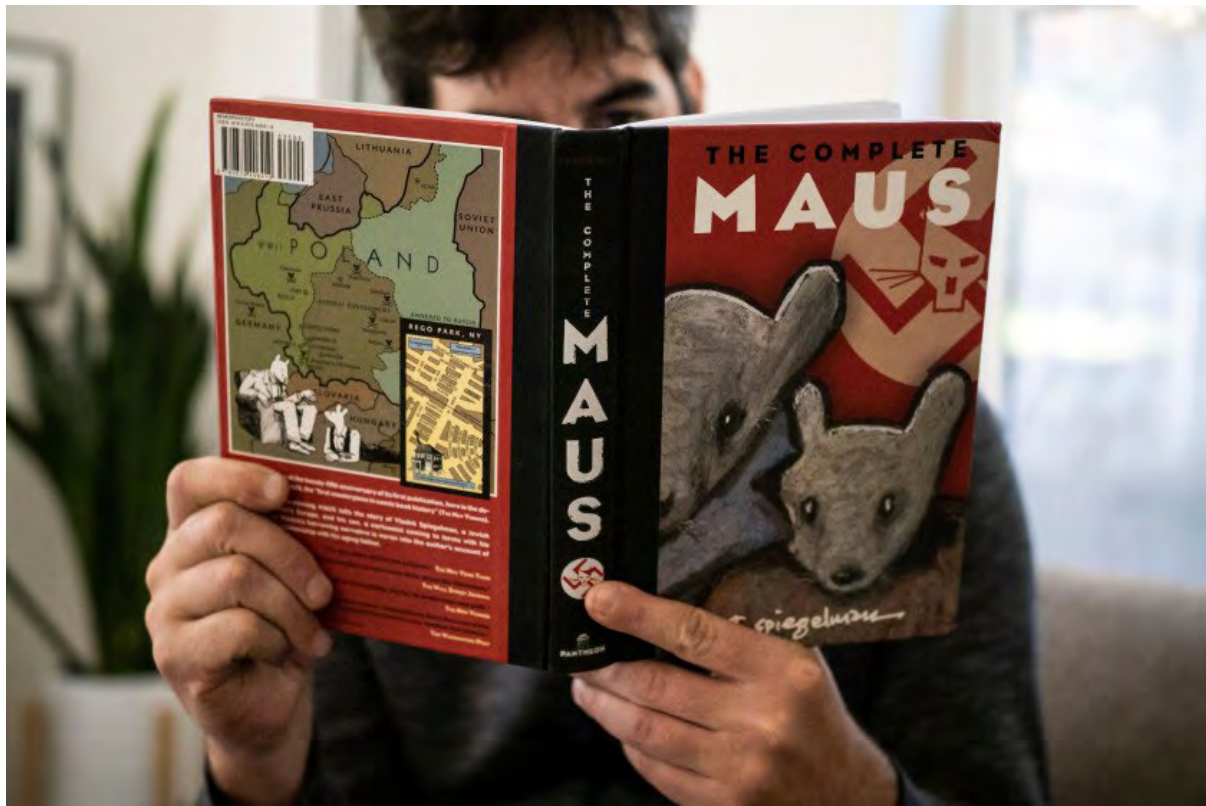
I think one of the ironies of this book-banning moment is that it comes at or right after a time when people were actually reading. Think about the early days after George Floyd's murder, [how much people were reading](#). And so I keep thinking maybe that feels threatening to some people, that [so many Americans actually do want to understand](#) and do want to read and have access to ideas and history.

Governing: Do book bans backfire? *Maus*, a graphic novel about the Holocaust, was pulled by one [Tennessee school district](#) and now it's [back on the bestseller lists](#). A [comic book store owner in California](#) has offered to send it free to students in that district.

Griffin: I'm very happy to see that *Maus* was doing so well, or that (Toni Morrison's novel) *Beloved* was doing so well. All those purchases don't mean that people are reading those books, however. People are just like, "I'm going to buy the book and support the book because it's being banned." I think that we have not yet reached the point where that censorship is making those books completely unavailable, but it's a slippery slope.

In the moment, censorship can make people go out and support and buy the books, but those are people who were going to read it anyway. Those aren't potential readers from whom you are keeping it. Beginning to ban a book, you know, is a first step toward making that book unavailable, and we shouldn't be a society that tolerates banning books. You don't have to read it if you don't want to read it. But you shouldn't not be reading it because it is no longer available to you.

People will say, "Oh, I never heard of David Walker's (anti-slavery) [Appeal](#) of 1830. And why am I just learning about it?" Well, during its time, it was banned. It was burned. People could be arrested for having it on them. There was a kind of tradition of reading works by Black writers and Black activists that kept it alive. But those (censorship) efforts partly worked, because most Americans had never heard of those writings.



A person reads the graphic novel "Maus" by Art Spiegelman. A school board in Tennessee has added to a surge in book bans by conservatives with an order to remove the award-winning 1986 graphic novel on the Holocaust, "Maus," from local student libraries.

(Maro Siranosian/AFP/Getty Images/TNS)

Governing: You open your latest book by stating that Black literature is necessary to understanding the American experiment with democracy. You wrote a whole book about this, but can you talk about why it's so essential?

Griffin: It's essential because the books that I write about are American. I mean, they are important to world literature, but it's impossible to really, fully understand the United States and its history without understanding, or having access to, or thinking about what all kinds of people had to say about this experiment. We get an incomplete picture of the nation if we don't have access to those voices.

One of the early writers that I chose to write about is Phillis Wheatley. Here she was, an enslaved girl who felt like she had something to contribute. She wrote a [poem to General George Washington](#), and he read it and [wrote her back](#).

These voices were always there, hoping to give some shape to the nation as it was coming into being. And our understanding of that history is just richer if we attend to those voices – especially, I think, the voices of Black writers who make clear that there are ideals about the nation that it does not always live up to, that it did not live

up to, and those voices were trying to push the nation to live up to its stated ideals.

Governing: There have been so many testimonials from people who are [Black](#) or [gay](#) or [Asian](#) or [hearing-impaired](#) talking about the importance of finding books as children that represented who they are. Can you talk about why that's important, and why it's important for other children to read about different experiences?

Griffin: For generations, Black children, Asian children, gay children, trans children, have all read books that did not center their experience. And still they were able to find elements of those books with which they could identify, because they tapped into something very human. They found something to connect with someone who is very different from them. All children have extraordinary imaginations, and they can find connections even with nonhuman characters, for God's sake. So that's one of the reasons.

But I think that it's important for all children to be able to see themselves represented, to see themselves affirmed, to not have to call into question the importance or significance of who they are because of their absence in books. And at the same time, it's important for all of them to also be able to encounter difference on those pages. And to see that difference doesn't have to be frightening.

You know, I think that parents have every right to determine what they want their children to be exposed to. They don't have every right to determine what everyone's child should be exposed to.

Governing: The people who want books pulled from library shelves or classrooms will often say that they're not opposed to teaching the history of slavery or the Holocaust, but they're concerned about profanity or nudity or depictions of sexual violence. Last fall, Texas Gov. [Greg Abbott](#) called for an investigation into "the availability of pornography" in public schools. It's an old argument, where do you draw the line. Can you comment on that?

Griffin: I can guarantee you that a high school senior in an advanced AP class isn't encountering sex for the first time on the pages of *Beloved*. There is no explicit sex in Morrison's book simply because she's too good a writer. Are there difficult, complicated, hard scenes about sex and sexuality? Yes. But I think that we should be prepared to talk about those things, and students aren't going to be put on a wrong path because they encounter it in a book. Quite the opposite, actually.

I don't know anybody who's teaching *Beloved* to elementary school children. So first

we need to ask, what exactly are we teaching seven-year-olds to read, versus 17-year-olds? I think it's utterly ridiculous to say that you don't want to expose a high school student to language about sexual violence, because they're exposed to that already. One of the things that we do as teachers is to provide context. We teach context, we teach critical thinking and we offer a way into literature.

***Governing:* Toni Morrison is perhaps the central figure in your book and certainly [her books are being banned now](#), as they [have been before](#). What is it about her work that makes it such a frequent target for censorship?**

Griffin: There are a lot of different things. She does make you uncomfortable. Her writing is beautiful. It's complicated, it's very difficult. It confronts, head on, the painful, ugly parts of our history, and forces us to contend with it. And that is discomfoting for everyone, even fans. You know, she writes about incest, she writes about the sexual abuse of enslaved women. That's not all she writes about. But she doesn't shy away from those topics.

With both her detractors and in some instances, unfortunately, some of her defenders, it feels like they actually haven't read her at all. She just becomes someone who's recognizable as a great writer, and so her books are most easily identified as being books that we need to ban because she writes about difficult subjects.

Also, I think that a kind of unstated reason is that there may be some resentment of the fact that a Black woman has been situated in a place of such importance in the national literature. There is some resentment over her as a figure, perhaps displacing other great writers in our national canon. I think that's kind of an unspoken criticism. You know, you could read John Donne's "[The Flea](#)," which is also about sex. I don't think anybody's talking about banning that at all.

She was used to her books being banned. And she recognized that we live in a country that called into question the intellectual merits of Black women. But she wouldn't even acknowledge that. That was a waste of time.



STUDENT REPRESENTATIVE to Baldwin Public Library Board
Application Form

Please print in ink or return via email delivery

Due: Tuesday, January 11, 2022

Name: Olivia Clark Grade: Junior Age: 16

Address: [REDACTED]

City or Village: [REDACTED] Zip Code: [REDACTED]

Email: [REDACTED]

Home phone: [REDACTED] Cell phone: [REDACTED]

School: [REDACTED]

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

I love participating in many school clubs. I am a Student Ambassador and a member of the National Honor Society (NHS), both of which allow me to volunteer at school events and interact with current and incoming students. I also am an active member in the performing arts at my school, with big roles on and off stage. I am the secretary on both the Music Board, and Drama Board, and have previously been a representative for both boards, as well as singing in the two school choirs, and playing lead roles. My entire school career I have, and currently take only honors and Advanced Placement (AP) classes, with my favorite being AP Language and Composition.

Please list your involvement in non-school activities:

Outside of school I volunteer and perform. Last year I was chosen to attend the Michigan Youth Leadership (MYLead) Conference, a virtual weekend summit that allowed me to talk with other teens across the state. I got to hear from many guest speakers at specialized workshops. I am lucky to get to return as a group guide at the 2022 summit. When I'm not volunteering with MYLead, I am performing with the Dream Arts Company. I love performing in the 48 Hour Cabarets, where young performers must work together to create a show in 48 hours!

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

My experience as a secretary on two boards, and as a Student Ambassador has given me the knowledge needed to plan/hold events. MYlead taught me how to lead groups, and encourage participation. I enjoy public speaking, and truly appreciate socializing with people of all ages. My school gives two students a Character Award each year, and I have received this honor the past two years. As an avid reader (and someone who has been visiting Baldwin Library since before I could read) I know I would be a useful representative!

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

Reading may seem boring to teens because it wasn't encouraged from a young age, and is not nearly as interactive as the internet. The best way to tackle these obstacles is to help future readers develop strong reading habits, and create an interactive reading environment! Programs in Birmingham middle schools should be created/re-vamped to boost teen reading and participation. Creating a book club for current popular reads could help, as well as trivia nights centered around well liked books that would provide readers with a connective and rewarding environment.

From Principal or School Counselor:

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

Carol Al-Najar

Principal's Signature

1-6-22

Date

Guardian or Parent Permission:

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

Asa A. Smith 12-27-21
Guardian or Parent(s) Signature(s) Date

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

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

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

Send the application materials to:

Jaclyn Miller, Associate Director

Baldwin Public Library

300 W. Merrill St.

Birmingham, MI 48009

Or email to: jaclyn.miller@baldwinlib.org

BookTok and Teen Trivia by Olivia Clark

Books have been put down, and phones have been picked up as kids have an easier and earlier introduction to technology. While advancing farther and farther into the Technological Age may benefit society as a whole, the society of tomorrow is starting to feel the effects. Generally middle/high schoolers don't want to pick up a book, they want to open an app. This isn't their fault. Reading isn't made as fun or interactive once kids reach middle school, and changing this could help increase participation in the library.

To get teens interested, utilize their interests as advertising/themes for events. On the popular app Tiktok, there are different "sides" of the app. After liking videos about books (or with book hashtags), the app's algorithm places users on the BookTok side. Other social media apps use a similar algorithm to help gear themed content toward their users. Different books become popular after getting good reviews and going viral on BookTok. Making a BookTok book club could spark the interest of those hoping to read the latest and greatest books from the app.

This may interest current high school students, but what about middle schoolers? Battle of the Books is usually the last time kids see reading as interactive and lots of fun. My friends and I loved Battle of the Books, but I know that it was hard for us to have to leave that fun behind once we entered middle school, where it's not nearly as collaborative. Some kids never had the chance to battle because of the pandemic and online learning! A program should be created to help middle schoolers get back into reading, similar to Battle of the Books. Kids love to be competitive and form teams, so themed trivia nights on certain books/books series should help increase the number of kids who love to read.

Getting teens to fall back in love with reading is a good first step, but keeping middle schoolers invested in books is even better! Book clubs and trivia nights help make reading what kids and teens enjoy nowadays: interactive and an opportunity to socialize. The best long-term solution to teen participation is working with middle schoolers, and helping them realize that books can be just as engaging and entertaining as phones.



October 7, 2021

To Whom It May Concern:

I am very pleased to write a letter of recommendation for Olivia Clark. Olivia has been a student in my Honors Freshman World Literature and AP English Language classes. She has always impressed me as an excellent student and a wonderful person.

As an English student, Olivia is an avid reader and an accomplished writer. Olivia's enjoyment of and ability to analyze literature from a wide variety of cultures and time periods has only grown in the three years I have known her. Olivia loves to read and is able to compare and contrast plots, characters, and styles from a wide variety of works read for both school and pleasure. As a writer, Olivia is able to persuasively prove an argumentative thesis as well as analyze literary works with her own brand of depth and sophistication. She is a pleasure to have in class.

Personally, Olivia is well spoken, organized, and responsible. She balances a difficult academic schedule with a wide variety of extra-curricular activities. Perhaps best known for her beautiful singing voice and dramatic ability onstage in many school productions, Olivia puts in the hard work necessary to make the best use of her natural talents. She is an excellent representative of Bishop Foley Catholic High School and is respected by both teachers and classmates alike. I am very happy to recommend her.

Sincerely,

Marylee Petty
A. P. English Teacher

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 January 19, 2022 minutes p. 141

B. Acceptance of the January 2022 receipts of \$498.40 p. 149

C. Approval of the January 2022 disbursements of \$1,979.45 p. 150

II. New and Miscellaneous Business

A. Approval of purchases related to building improvements p. 142

Suggested motion: To authorize the purchase of landscaping services from Great Oaks Landscaping, in the amount \$30,186, to expand the Youth Children's Garden, using the Van Dragt Trust fund.

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, March 21, 2022

Motion: To adjourn the February 21, 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
January 19, 2022**

1. Call to Order

The meeting was called to order by President Frank Pisano at 9:33 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

2. Consent Agenda

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

1st Suhay

2nd Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: None.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:35 p.m. The next Trust Meeting will be on Monday, February 21, 2022, following the regular meeting in the Rotary Tribute and Donor Room.



Great Oaks Landscape
28025 Samuel Linden Ct
Novi, MI 48377
Phone: (248) 349-8555
Fax: (248) 349-8556

Baldwin Library Children's Garden
300 W Merrill Street
Birmingham, MI 48009
Rebekah Craft

January 26, 2022
Estimate# E21-3806.1

Baldwin Library Children's Garden - Garden Landscape

DEMO AND REMOVALS	Qty	Unit Type	Unit Price	Price
Tree Removal	1	ls.	\$800.00	\$800.00
<ul style="list-style-type: none"> (2) Existing poor trees 				
4 Man Crew w/ Equipment - Bed Prep	10	Crw4	\$325.00	\$3,250.00
<ul style="list-style-type: none"> Remove existing shrubs and pachysandra Prep for new landscape 				
Hauling Debris - Debris Organic	30	cy.	\$40.00	\$1,200.00

DEMO AND REMOVALS Total: \$5,250.00

NEW PLANTINGS	Qty	Unit Type	Unit Price	Price
Riversii European Beech - 3-3.5"	2	ea.	\$895.00	\$1,790.00
Quick Fire Hydrangea - #5	7	ea.	\$68.00	\$476.00
Green Velvet Boxwood - 18-21" ht	45	ea.	\$99.00	\$4,455.00
Emerald Green Arborvitae - 5-6' ht	10	ea.	\$149.00	\$1,490.00
Topsoil for Planting	15	cy.	\$45.00	\$675.00
Double Shredded Hardwood Mulch	10	cy.	\$68.00	\$680.00

NEW PLANTINGS Total: \$9,566.00

DRAINAGE IMPROVEMENTS	Qty	Unit Type	Unit Price	Price
Drain Tile - 4" Solid	50	lf.	\$15.00	\$750.00
Drain Basin - 24" dia.	3	ea.	\$550.00	\$1,650.00
Drain Fittings - Downspout Connector 4"	3	ea.	\$20.00	\$60.00

Gravel - 6A 3/4" Clean Limestone	3	cy.	\$150.00	\$450.00
<ul style="list-style-type: none"> To fill around drain basins 				

DRAINAGE IMPROVEMENTS Total: \$2,910.00

LAWN AND IRRIGATION

	Qty	Unit Type	Unit Price	Price
Topsoil for Lawns	10	cy.	\$45.00	\$450.00
Sod Installed	200	sy.	\$10.00	\$2,000.00
Finish Grading	200	sy.	\$1.25	\$250.00
Irrigation System	1	ea.	\$5,000.00	\$5,000.00
<ul style="list-style-type: none"> Allowance for Irrigation modifications for new plants and sod 				

LAWN AND IRRIGATION Total: \$7,700.00

LOW VOLTAGE LIGHTING

	Qty	Unit Type	Unit Price	Price
Transformer for Lighting - 300 Watt Transformer (Multi Tap)	1	ea.	\$510.00	\$510.00
Low Voltage LED Uplight - Artio Warm White Uplight	4	ea.	\$225.00	\$900.00
Low Voltage LED Uplight - Artio Warm White Flood Light	12	ea.	\$225.00	\$2,700.00
Wire for Lighting - 12 Gauge Wire	200	lf.	\$3.25	\$650.00

LOW VOLTAGE LIGHTING Total: \$4,760.00

Grand Total: \$30,186.00

Client Signature: _____

Date: _____

- Irrigation proposal assumes proper water source and electric power for controller is by others.

Baldwin Public Library Trust: January 2022

January receipts totaled \$498.40. January disbursements totaled \$1,979.45.

The current value of the Trust is \$2,330,665.85, divided up in the following way:

	<i>June 2021 - EOY</i>	January 2022
Total endowment investments*	\$ 1,384,951.27	\$ 1,294,345.41
Endowment funds distributed for use	\$ 164,573.68	\$ 127,977.54
Total endowment funds	\$ 1,549,524.95	\$ 1,422,322.95
General spendable funds	\$ 360,367.54	\$ 374,082.53
Van Dragt fund	\$ 218,084.39	\$ 127,180.15
Building fund	\$ 345,470.42	\$ 351,306.23
Restricted funds**	\$ 22,369.64	\$ 30,462.88
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 9,973.22
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 969,054.33	\$ 908,342.90
Total endowment funds	\$ 1,549,524.95	\$ 1,422,322.95
Total non-endowment funds	\$ 969,054.33	\$ 908,342.90
Total of all Trust funds	\$ 2,518,579.28	\$ 2,330,665.85

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

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

As of January 2022, the amount of money in the Trust that is undesignated stands at \$458,837.60

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of January 31, 2022

<u>Index</u>	<u>2022: YTD</u>	<u>2021: Entire Year</u>
S&P 500-Equity Benchmark (75%)	-5.26%	20.17%
Global Aggregate-Bond Benchmark (25%)	-1.09%	-0.12%
Blended Return of Both Benchmarks*	-4.22%	20.05%
Baldwin Endowment Funds' Portfolio	-7.34%	9.73%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-3.21%	-9.29%

*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 January 31, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,308,177.41
Raymond James General Funds Account	\$686,993.28
Huntington Bank Checking Account	\$3,720.21
Huntington Bank Money Market Account	<u>\$331,774.95</u>
Total	\$ 2,330,665.85

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.

Investment and Cash Report									
	Prior Month	Current	Year to Date	Current	Year to Date	Transfer	Transfer	Change in	Ending
	Balance	Month	Revenue	Month	Expenses	In	Out	Investment	Balance
	12/31/21	Revenue		Expenses				Value	01/31/22
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$451.18	\$36,868.14	\$451.18			\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$410.18	\$0.00			\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$90,904.24	\$0.00			\$0.00
Restricted Funds	\$3,720.08	\$0.13	\$0.57	\$1,432.30	\$19,123.77	\$1,432.30			\$3,720.21
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,720.08								\$3,720.21
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$95.97	\$5,762.44	\$95.97			\$0.00
TOTAL	\$3,720.08	\$0.13	\$0.57	\$1,979.45	\$153,068.77	\$1,979.45	\$0.00		\$3,720.21
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$129,720.74	\$0.00	\$72.00			\$0.00	(\$451.18)		\$129,269.56
Endowment Investment Funds	\$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
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00			\$0.00	\$0.00	\$7.24	\$7.24
2015 Books & Bites at Baldwin Fundraiser	\$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
Van Dragt Fund	\$127,180.15	\$0.00	\$0.00			\$0.00	\$0.00		\$127,180.15
Restricted Funds	\$37,459.52	\$365.00	\$30,375.39			\$0.00	(\$1,432.30)		\$36,392.22
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00			\$0.00	\$0.00		\$516.43
General Spendable Funds	\$38,372.05	\$133.27	\$14,573.12			\$0.00	(\$95.97)		\$38,409.35
TOTAL	\$333,256.13	\$498.27	\$45,020.51	\$0.00	\$0.00	\$0.00	(\$1,979.45)		\$331,774.95
Raymond James & Associates:									
Endowment Fund Investments	\$1,337,969.67	\$0.00	\$0.00			\$0.00	\$0.00	(\$101,559.56)	\$1,236,410.11
Endowment Cash	\$73,506.85	\$0.00	\$225.00			\$0.00	\$0.00	(\$1,739.55)	\$71,767.30
Sub-total Endowment Funds	\$1,411,476.52	\$0.00	\$225.00			\$0.00	\$0.00	(\$103,299.11)	\$1,308,177.41
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96
General Spendable Mutual Funds	\$344,448.83	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,779.39)	\$335,669.44
General Spendable Building Mutual Funds	\$360,085.62	\$0.00	\$0.00			\$0.00	\$0.00	(\$9,137.74)	\$350,947.88
Sub-total General Spendable Funds	\$704,910.41	\$0.00	\$0.00			\$0.00	\$0.00	(\$17,917.13)	\$686,993.28
TOTAL	\$2,116,386.93	\$0.00	\$225.00			\$0.00	\$0.00	(\$121,216.24)	\$1,995,170.69
Total All Funds	\$2,453,363.14	\$498.40	\$45,246.08	\$1,979.45	\$153,068.77	\$1,979.45	(\$1,979.45)	(\$121,216.24)	\$2,330,665.85

JANUARY 31, 2021

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**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JANUARY 31, 2022**

		Prior Month Balance 12/31/21	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 01/31/22
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$383,182.97	\$133.27	\$14,573.12	\$95.97	\$5,762.44			(\$9,137.74)	\$374,082.53
Restricted Funds:										
Building Fund										
Van Dragt Fund		\$360,085.62	\$0.00	\$0.00	\$0.00	\$0.00			(\$8,779.39)	\$351,306.23
Memorials/Tributes		\$127,180.15	\$0.00	\$0.00	\$0.00	\$90,904.24				\$127,180.15
2012 Books & Bites at Baldwin Fundraiser		\$11,191.41	\$65.13	\$2,805.57	\$0.00	\$66.89				\$11,256.54
2013 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2015 Books & Bites at Baldwin Fundraiser		\$7.24	\$0.00	\$0.00	\$0.00	\$410.18				\$7.24
Covid Project		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$4,838.35	\$0.00	\$11,090.00	\$523.31	\$7,143.67				\$4,315.04
	Young Adult Programs	\$2,364.74	\$0.00	\$3,551.62	\$504.43	\$3,384.93				\$1,860.31
	Youth Services Programs	\$8,707.44	\$0.00	\$7,680.00	\$404.56	\$4,134.00				\$8,302.88
	Outreach & Equipment	\$4,204.44	\$0.00	\$2,500.00	\$0.00	\$4,394.28				\$4,204.44
	Sub-total Restricted	\$519,095.82	\$65.13	\$27,627.19	\$1,432.30	\$110,438.19	\$0.00	\$0.00	(\$8,779.39)	\$508,949.26
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,873.22	\$100.00	\$2,548.77	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,973.22
Total Gift and Tribute Funds		\$927,489.90	\$298.40	\$44,749.08	\$1,528.27	\$116,200.63	\$0.00	\$0.00	(\$17,917.13)	\$908,342.90
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$69,212.29	\$0.00	\$72.00	\$90.27	\$12,218.48	\$0.00			\$69,122.02
	Adult Large Print	\$2,629.94	\$0.00	\$0.00	\$77.76	\$1,290.65	\$0.00			\$2,552.18
	Adult Services Department	\$20,482.00	\$0.00	\$0.00	\$0.00	\$615.90	\$0.00			\$20,482.00
	Adult Audio Visual	\$283.15	\$0.00	\$0.00	\$283.15	\$717.61	\$0.00			(\$0.00)
	Adult Reference	\$1,713.89	\$0.00	\$0.00	\$0.00	\$17,049.18	\$0.00			\$1,713.89
	Adult Programs	\$11,765.45	\$0.00	\$0.00	\$0.00	\$98.85	\$0.00			\$11,765.45
	Adult Architecture	\$3,134.80	\$0.00	\$0.00	\$0.00	\$9.89	\$0.00			\$3,134.80
	Youth Services Department	\$6,456.60	\$0.00	\$0.00	\$0.00	\$2,810.89	\$0.00			\$6,456.60
	Youth Programs (Nix)	\$387.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$387.82
	Professional Development	\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$10,692.18
	Staff Appreciation	\$1,286.65	\$200.00	\$200.00	\$0.00	\$1,244.85	\$0.00			\$1,486.65
	Koschik Building Fund	\$183.95	\$0.00	\$0.00	\$0.00	\$811.84	\$0.00			\$183.95
	Sub-total	\$128,228.72	\$200.00	\$272.00	\$451.18	\$36,868.14	\$0.00	\$0.00	\$0.00	\$127,977.54
Total Endowment Investments	All Funds	\$1,397,644.52	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$103,299.11)	\$1,294,345.41
Total Endowment Funds		\$1,525,873.24	\$200.00	\$497.00	\$451.18	\$36,868.14	\$0.00	\$0.00	(\$103,299.11)	\$1,422,322.95
Total All Trust Funds		\$2,453,363.14	\$498.40	\$45,246.08	\$1,979.45	\$153,068.77	\$0.00	\$0.00	(\$121,216.24)	\$2,330,665.85

TRUST RECEIPTS
January-22

Trust Money Mkt General Funds:

Susan and Peter Hawkins	\$	25.00		
Emily McRitchie	\$	97.52		
Money Market Interest Income	\$	10.75	\$	133.27
<hr/>				

Friends of BPL:

- Adult Programs				
- Teen Programs				
- Youth Programs				
- Outreach and Equipment				
			\$	-
<hr/>				

Memorial/Book Fund:

Joanne and Steve Gartland in Honor of Julie Dawson	\$	65.00		
Checking Account Interest	\$	0.13	\$	65.13
<hr/>				

Miranda Burnett Youth Desk

Meredith Quarrier in Memory of Miranda Burnett	\$	100.00	\$	100.00
<hr/>				

Trust Money Mkt Endowment Fund:

Thomas and Melissa Mark to Benefit Paul Francis Fund	\$	200.00	\$	200.00
<hr/>				

Total Receipts at Huntington Bank

\$	498.40	\$	498.40
<hr/>			

Raymond James

\$0.00	\$0.00
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Total Trust Receipts

<u>\$498.40</u>	<u>\$498.40</u>
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01/28/2022 09:33 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 01/01/2022 - 01/31/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
01/21/2022	LIBRY	5684	009126	AMAZON CAPITAL SERVICES INC	483.47
01/21/2022	LIBRY	5685	000902	CENGAGE LEARNING INC	31.19
01/21/2022	LIBRY	5686	001090	INGRAM LIBRARY SERVICES	88.10
01/21/2022	LIBRY	5687	MISC	RAWA FRANCIS OSHANA	375.00
01/28/2022	LIBRY	5688	009126	AMAZON CAPITAL SERVICES INC	877.75
01/28/2022	LIBRY	5689	004269	CENTER POINT LARGE PRINT	27.97
01/28/2022	LIBRY	5690	009315	FIRST NATIONAL BANK OF OMAHA	95.97

LIBRY TOTALS:

Total of 7 Checks:	1,979.45
Less 0 Void Checks:	0.00
Total of 7 Disbursements:	1,979.45