

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

MARCH 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

612 Davis Ave.
Birmingham, MI 48009
Home: (248) 646-0463
Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Building and Finance
Committees

Wheeler, Jennifer
VICE PRESIDENT

1665 Holland St.
Birmingham, MI 48009
Cell: (248) 808-4495
e-mail: jennybwheeler@gmail.com

Term expires 2023

Personnel and
Policy Committees

Rock, Karen
SECRETARY

465 Pilgrim Ave.
Birmingham, MI 48009
Home: (248) 540-9203
e-mail: kgrock13@gmail.com

Term expires 2023

Personnel, Policy, and
Strategic Planning
Committees

Mark, Melissa S.

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

Term expires 2025

Building and Outreach
Committees

Rumple, Danielle

843 Tottenham Rd.
Birmingham, MI 48009
Cell: (734) 693-3861
e-mail: danielle.rumple@gmail.com

Term expires 2025

Finance and Outreach
Committees

Suhay, James W.

740 Fairfax St.
Birmingham, MI 48009
Home: (248) 642-8514
e-mail: jsuhay@sbcglobal.net

Term expires 2023

Building, Finance, and
Strategic Planning
Committees

Clark, Olivia

STUDENT REPRESENTATIVE
e-mail: 23oclark@bishopfoley.org

Term expires February 2023



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AGENDA

Baldwin Public Library Board Meeting

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

Rotary Tribute & Donor Rooms

Michigan and Oakland County are at a substantial rate of COVID-19 community transmission. Per Occupational Safety and Health Administration (OSHA) mask guidance for areas of high or substantial community transmission levels, and to continue to protect essential government operations and functions, the city requires masks in City Hall for all employees, and for board and commission members. Masks are recommended for members of the public who attend city 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 February 23, 2022 Special Board Meeting Minutes | p. 12 |
| C. Approval of February 2022 vendor payments in the amount of \$117,519.40, including payments in excess of \$6,000. | p. 14 |
| D. Approval of total expenses in the amount of \$321,228.48. | p. 19 |

II. Board Reports and Special Announcements

- | | |
|--|--------|
| A. President's report | |
| B. Board comments | |
| C. New Student Representative Introduction: Olivia Clark | p. 100 |
| D. Staff anniversaries (Jennifer Wheeler) | p. 60 |
| E. Upcoming events of interest (Jaclyn Miller) | p. 94 |

III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 18
B. Building Committee (Jim Suhay)	p. 21
C. Policy Committee (Jennifer Wheeler)	p. 22
Suggested Board action: To make a motion to adopt changes to the Americans with Disabilities Act Compliance Policy, as found on pages 28 to 31 of the March 2022 Board packet.	
Suggested Board action: To make a motion to adopt changes to the Idea Lab User Agreement and Waiver, as found on pages 36 to 38 of the March 2022 Board packet.	
Suggested Board action: To make a motion to adopt changes to the Financial Policy, as found on pages 42 to 44 of the March 2022 Board packet.	
Suggested Board action: To make a motion to adopt changes to the Naming Rights Policy, as found on pages 49 to 52 of the March 2022 Board packet.	
IV. Library Report – Rebekah Craft and Jaclyn Miller	p. 53
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 68
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. New & Miscellaneous Business	
A. Advisement from City Attorney Mary Kucharek and City Manager Tom Markus on Open Meetings Act and Library Board Committee Meetings	
B. Public budget hearing for fiscal years 2022-23, 2023-24 & 2024-25	p. 71
Suggested Board action: Motion to approve the FY 2022-23 budget as stated in the budget resolution on page 91.	
VII. Unfinished Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 94
B. ‘Learn.Connect.Discover.’ March 2022 Newsletter	p. 96
C. Library Board Student Representative Application – Olivia Clark	p. 100

D. <i>Birmingham Eccentric</i> Proof of Publication of Baldwin Public Library 2022-2023 Public Budget Hearing notice	p. 105
E. <i>Birmingham Eccentric</i> Baldwin Public Library 2022-2023 Public Budget Hearing notice	p. 106
F. <i>Birmingham-Bloomfield Eagle</i> Baldwin Public Library 2022-2023 Public Budget Hearing notice	p. 107
G. <i>Downtown News Magazine</i> , "Local Libraries hold book sales"	p. 108
H. <i>The New York Times</i> , "The Battle for the Soul of the Library"	p. 109
I. <i>The New York Times</i> , "Your Librarian Wants to Challenge, Not Ban"	p. 113

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, April 18, 2022 at 7:30 p.m.

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
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



**BALDWIN PUBLIC LIBRARY MINUTES,
SPECIAL LIBRARY BOARD MEETING
February 23, 2022**

Call to Order and Roll Call:

The meeting was called to order by President Frank Pisano at 1:00 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 and Robert Stratton, Administrative Assistant.

Members of the public present: Two, via Zoom.

All present recited the Pledge of Allegiance following the establishment of a quorum.

1. Consent Agenda:

Motion to approve the consent agenda.

1st Mark

2nd Suhay

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. New & Miscellaneous Business:

Craft discussed the contents of the Request for Proposals, found on pages 6 – 42 of the February Special Board Meeting packet.

Two members of the public provided comment on the following motion. Birmingham resident David Bloom stated his concern that aspects of the Phase 3 plan should be amended to further improve the design. Birmingham resident Sheila Brice gave her gratitude for the detailed Building Committee minutes from Merritt Cieslak Design and Library staff. She noted that neighbors and patrons she has spoken to expressed support for the current Phase 3 renovation design.

Motion to approve the issuance of a Request for Proposals (RFP) for design development, construction drawings, bidding, and construction administration 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.

1st Wheeler

2nd Rumble

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Unfinished Business: None
4. Items Removed from the Consent Agenda: None.
5. General Public Comment Period: There was no public comment
6. 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 1:16 p.m. The next regular meeting is scheduled for Monday, March 21, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	931.44
	009126	AMAZON CAPITAL SERVICES INC	2,860.09
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	125.09
	009213	BAYSCAN TECHNOLOGIES	513.75
	000443	CCH INCORPORATED	423.78
	007615	CINTAS CORPORATION-K11	209.05
	000627	CONSUMERS ENERGY	1,092.00
	000575	DEMCO, INC	383.34
	000585	FARMINGTON COMM. LIBRARY	2,698.04
	005651	FINDAWAY WORLD, LLC	19.99
	008164	GARY EISELE	62.68
	004604	GORDON FOOD	31.16
	003150	GREY HOUSE PUBLISHING	252.50
	006666	GRID 4 COMMUNICATIONS INC.	225.12
	001090	INGRAM LIBRARY SERVICES	23,502.82
	008827	KANOPY, INC	664.20
	MISC	LEAH SUMMERS	57.90
	003527	LOWER HURON SUPPLY CO INC	749.80
	002649	MERGENT INC.	351.00
	007927	MICHELLE HOLLO	875.00
	006349	MIDWEST COLLABORATIVE	5,512.65
	002013	MIDWEST TAPE	13,234.30
	000678	OCLC, INC.	306.83
	000481	OFFICE DEPOT INC	111.67
	006785	OVERDRIVE, INC.	27,256.62
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	000797	THE LIBRARY NETWORK	559.30
	MISC	USA TODAY	339.17
	000158	VERIZON WIRELESS	103.80
284076	009202	AQUARIUM DESIGN INC	240.00
284158	009351	MERRITT CIESLAK DESIGN PLC	4,500.00
284166	000668	NATIONAL TIME & SIGNAL CORP	886.20
284211	006638	ACTION MAT & TOWEL RENTAL, INC	61.50
284212	007745	ALL COVERED	1,608.00
284215	MISC	ANDREA GREEN	16.90
284221	000525	BIRMINGHAM PUBLIC SCHOOLS	77.81
284236	009024	THE D.M. BURR GROUP	1,937.36
284241	004493	ELITE IMAGING SYSTEMS, INC	914.90
284244	005651	FINDAWAY WORLD, LLC	96.89
284252	000249	GUARDIAN ALARM	244.04
284254	001090	INGRAM LIBRARY SERVICES	275.30
284272	008336	NBS COMMERCIAL INTERIORS	792.00
284284	008783	PRESIDIO NETWORKED SOLUTIONS	2,684.32
284302	007907	SP+ CORPORATION	1,282.00
284315	009026	WELLS FARGO VENDOR FIN SERV	681.25
284335	003904	CAPITAL ONE BANK	3,634.05
284348	000179	DTE ENERGY	5,604.68

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

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Check Number	Vendor #	Vendor	Amount
284355	000936	FEDEX	1,270.03
284361	001956	HOME DEPOT CREDIT SERVICES	44.36
284363	001090	INGRAM LIBRARY SERVICES	240.02
284388	000481	OFFICE DEPOT INC	478.09
284399	006347	SOUTHERN COMPUTER WAREHOUSE	1,500.00
284400	007907	SP+ CORPORATION	1,850.00
284414	008314	WOODLANDS LIBRARY COOPERATIVE	17.00
4863	001194	NELSON BROTHERS SEWER	157.00
4885	000517	BEIER HOWLETT P.C.	1,534.50
4921	005861	UNIQUE MGMT SERVICE, INC	89.50
4935	003527	LOWER HURON SUPPLY CO INC	629.36
Total:			117,519.40

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

March 2022 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, March 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 eight months.
 - Expenses:
 - In February, large payments were made to Midwest Tape, Ingram and Overdrive for new materials.
 - Polaris renewal is coming up this year
 - Revenue:
 - County and State Revenue - the State Aid is increasing across the state, Craft budgeted 29K, it will be a little more. We will know in July.
 - Patron Use is a little higher than anticipated due to rental room use.
- Miller discussed the February Trust expenditures with the Friends of the Baldwin Public Library's funds. The Friends raised \$897.42 in lobby sales in February 2022.
- Craft reviewed the preliminary FY 2022-23 budget proposal. The Budget Hearing will be held on March 21, 2022. Craft will check to see how proposed personnel adjustments align with the City of Birmingham projections.

The next Finance Committee meeting will be held on Monday, April 11, 2022 at 4:00 p.m. in the Delos Board Room. Jim Cummins from Raymond James will be in attendance.

FINANCIAL REPORT: February 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 66.7% of the way through fiscal year 2021-2022, the Library has spent 59.1% of its budget and received 90.6% of its revenue. By this point of the year, the Library was budgeted to have spent 66.7% of its budget and to have received 92.3% of its revenue.

Two pay periods were recorded in February.

Vendor payments in excess of \$6,000:

Overdrive (Electronic Materials)	\$	27,256.62
Ingram Library Services (Print Materials)	\$	24,018.14
Midwest Tape (Audio Visual Materials)	\$	13,234.30
Total vendor payments in excess of \$6,000	\$	64,509.06
Balance of vendor payments less than \$6,000	\$	53,010.34
Total vendor payments	\$	117,519.40

City of Birmingham allocations:

Payroll Period Ending 02/05/22	\$	89,971.59
Payroll Period Ending 02/19/22	\$	90,862.47
Employee Health Care Payroll Deduction 02/19/22	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	194,333.89

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	\$	203,789.58

Reconciling adjustments:

Book Fine Refunds	\$	(74.80)
Unemployment Insurance Adjustment	\$	(5.70)
Total Recon Adjustments	\$	(80.50)

Total expenses for the month	\$	<u>321,228.48</u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
February 2022

	Approved 2021-2022 Budget	Current Month Budget February 2022	Current Month Actual February 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	8th Month of the year 66.67%
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	(\$10,000)	(\$839)	\$9,161	5.6%	(\$1,390)	9.3%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$66,667	\$7,058	(\$59,609)	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	\$130,739	\$50,263	\$643,807	\$612,351	(\$31,456)	63.4%	\$668,845	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$1,761	(\$22)	\$14,267	\$19,629	\$5,363	91.7%	\$4,653	7.4%
INVESTMENT INCOME	\$30,000	\$2,500	\$2,599	\$99	\$20,000	\$13,285	(\$6,715)	44.3%	\$14,883	28.6%
TOTAL REVENUE	\$4,780,390	\$91,843	\$135,098	\$43,256	\$4,413,020	\$4,329,764	(\$83,256)	90.6%	\$4,249,486	90.5%
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$194,334	(\$28,365)	\$1,781,593	\$1,590,110	(\$191,483)	59.5%	\$1,551,425	60.9%
SUPPLIES	\$119,500	\$9,958	\$12,290	\$2,332	\$79,667	\$79,037	(\$630)	66.1%	\$83,511	78.0%
CONTRACTED SERVICES	\$383,830	\$31,986	\$25,729	(\$6,257)	\$255,887	\$217,130	(\$38,756)	56.6%	\$180,853	61.6%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$2,127	(\$10,354)	\$99,853	\$80,194	(\$19,659)	53.5%	\$76,914	54.9%
UTILITIES	\$96,000	\$8,000	\$6,697	(\$1,303)	\$64,000	\$65,126	\$1,126	67.8%	\$62,529	65.1%
OTHER CHARGES	\$82,260	\$6,855	\$3,663	(\$3,192)	\$54,840	\$40,679	(\$14,161)	49.5%	\$13,853	16.6%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$0	(\$5,358)	\$42,867	\$10,194	(\$32,673)	15.9%	\$598,769	119.0%
COLLECTIONS	\$640,700	\$53,392	\$76,388	\$22,997	\$427,133	\$403,385	(\$23,748)	63.0%	\$399,158	60.8%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$321,228	(\$29,502)	\$2,805,840	\$2,485,854	(\$319,986)	59.1%	\$2,967,011	67.0%
VARIANCE	\$571,630	(\$258,888)	(\$186,130)	\$72,757	\$1,607,180	\$1,843,910	\$236,730			
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$3,054,536.25				

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.

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 submitted to the Board for approval after guidance from the City Attorney.

The next meeting of the Policy Committee will take place on Tuesday, March 22, 2022 at 2:00 p.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 March 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

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

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

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Washington, DC 20035-6118
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Signature

Date

Return completed form to the
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Americans with Disabilities Act Compliance Policy adopted by the BPL Board on January 24, 2011. Revised March 21, 2022

BALDWIN PUBLIC LIBRARY
ACCESSIBILITY COMPLAINT FORM

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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 March 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

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

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- Facilitating patron exploration through hands-on experience with new technologies.
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damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.

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Name: _____	
Address: _____	
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Phone: _____	Date: ____/____/____
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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.

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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.
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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.
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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, March 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.

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Gift Agreement for Naming Rights**

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Baldwin Public Library

Printed Name of Donor

Acknowledgment by the President
of the Baldwin Public Library
Trust Board

Signature of Donor

Date _____

Date _____

LIBRARY REPORT

Key Metrics Dashboard

Diversity & Inclusion

Services and Programs

Financial Stability

Marketing and Public Relations

Personnel and Organization

Community Relationships and Partnerships

Facilities and Technology

Expenditures from FOBPL Donations

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

Statistical Dashboard

February 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q3 Target
Financials					
Revenues	\$ 135,098	\$ 161,375	\$ 4,329,764	\$ 4,249,095	
Expenses	\$ 321,228	\$ 262,410	\$ 2,485,854	\$ 2,966,337	
Circulation					
Circ (Charges & Renewals)	44,345	39,100	378,919	331,276	296,105
Self-Check Usage	50.5%	30.9%	48.8%	35.9%	
% of Circ by Residents*	92.7%	95.3%	92.9%	94.7%	92.0%
% of Circ by Non-Residents	7.3%	4.7%	7.2%	5.3%	8.0%
Interlibrary Loans					
Items borrowed	745	942	6,559	6,003	
Items loaned	808	885	6,291	4,825	
Technology Usage					
Database Sessions	3,222	3,625	22,393	22,662	17,472
Downloadable Content	12,178	12,344	92,654	99,309	95,515
Public Computer Usage	225	180	2,270	2,957	
Wireless Sessions	4,244	4,173	34,994	36,360	45,000
Program Attendance					
Program Attendance for Adults	387	628	2,642	3,556	
# of Programs for Adults	20	27	137	195	
Program Attendance for Teens	148	103	1,220	688	
# of Programs for Teens	4	4	38	33	
Program Attendance for Youth	633	1,159	5,864	5,550	
# of Programs for Youth	22	38	208	260	
Computer Classes	18	34	182	462	
# of Computer Programs	5	6	40	49	
Online Video Views	102	255	1,549	2,901	
Idea Lab Visits	154	-	154	-	
Total Program Attendance	1,442	2,179	11,611	13,157	18,537
Total # of Programs	51	75	423	537	470
Outreach Attendance	5	-	1,222	-	
# of Outreach Programs	108	-	123	-	
Gate Count	11,632	8,403	102,858	58,644	111,912
Volunteer Hours	14	10	231	79	508
Social Media					
	New Users	New Users			
Website Hits/Pageviews	19,675	22,241	173,258	151,489	179,639
e-Newsletter Subscribers**	-33	220	11406	11552	11000
Facebook Page Likes	3	8	2673	2595	2684
Twitter Followers	5	10	1328	1322	1399
Instagram Followers	11	9	1966	1833	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.

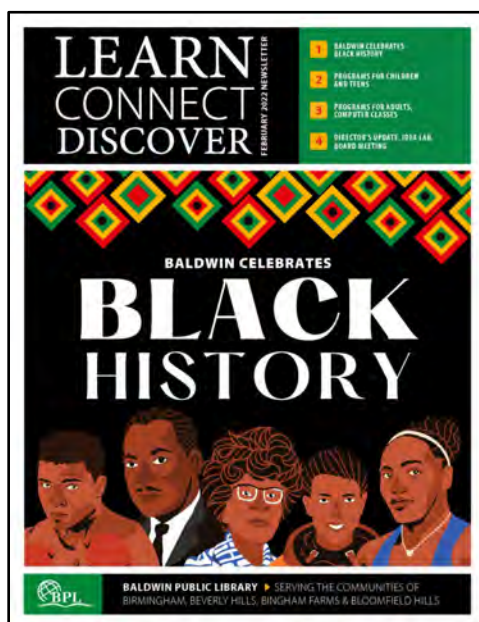
Diversity and Inclusion

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 celebrated 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.
- We met on February 22, 2022 to discuss "Born a Crime" by Trevor Noah in a staff-led book discussion. Our next meeting will be May 4, to discuss "Interior Chinatown" by Charles Yu.
- 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.

The image displays two panels of feedback comments for virtual programs. The top panel is for Galen Abdur-Razzaq's 'Jazz and the Civil Rights Movement' lecture/musical performance, with comments from Mick Howey. The bottom panel is for the 'Hamilton' lecture, with comments from Vicki Sower. Each panel contains several colorful speech bubbles with positive feedback.

Top Panel: 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"

Bottom Panel: Comments from 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

This crowd favorite event took place on Saturday, March 5. 369 students, on 70 teams, supported by 102 coaches, participated via Zoom. The competition was fierce, with record breaking answer submission times. We partnered with The Book Beat in Oak Park to give each winner a gift card to the book store.

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. We have resumed in person programs for Teens in March. In April, we are resuming outdoor story times at Barnum Park. We will hold story times in Barnum Park until the new children's garden is ready for visitors.

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.

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.

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:

-

Below: The February Teen Scene bulletin board

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

59

Director Craft gave a behind the scenes tour on March 10 at 10 am. While there was only one member of the public who registered, she is new to Birmingham and was very interested in the workings of the library and got a very thorough introduction to our building and services.

Book Sale Press Release

Miller sent out a press release on behalf of the Friends with the details of the February Used Book Sale.

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 January.

99.75 volunteer hours were utilized in February.

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, reached 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, reached 5 years of service on February 26.

Julie Beckwell, Circulation Supervisor, reached 3 years of service on March 3.

Lisa Christie, Circulation Assistant I, reached 16 years of service on March 6.

Sue Kalisky, Substitute Youth Librarian, reached 6 years of service on March 6.

Elisabeth Phou, Teen Services Librarian, will reach 17 years of service on March 28.

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 and started training two new substitute librarians.

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 Assistants

Tiffany Griffin started with us on Wednesday, March 9. She currently works in the IT department at the City and she is going to be working at Baldwin two days a week.

Andrew Forbes joined us on Thursday, March 10 as the part time IT Assistant. Andrew is currently attending Oakland Community College and studying cyber security.

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 met with First Graders in classrooms at Bingham Farms, Beverly, and Quarton Elementary Schools. She will be visiting Harlan and Greenfield next. Rosemary talks about the library, reads a story featuring a golden banana, and encourages students to sign up for their first card. The Idea Lab's large format 3-D printer, 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.

On March 3, Rebekah Craft and Melissa Mark attended the YMCA community fundraising breakfast. On Tuesday, March 7, Stephanie Klimmek and Elisabeth Phou met with Brittany from the Y to plan ahead for successful visits summer campers at the Y. We will anticipate Y visitors 3 times per week, and present a storytime at the Y once per month.

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. Donna Casaceli of the Birmingham Museum presented "Birmingham Women in Aviation" on March 3, virtually. The Museum Series will continue monthly into Summer 2022.

Birmingham Rotary Club

Craft continues to attend weekly Rotary Club meetings.

Cranbrook School

Elisabeth Phou and Mary MacMillan led a library card registration campaign on February 5 at the Cranbrook campus. Baldwin will be returning this fall to register new students.



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. In January, \$834.50 in book donations were collected and in February, \$897.42 was 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. In February, the Friends held a popup sale on February 19-21. At their March 9 meeting, the Friends Board made plans for a book sale on May 13-16, and scheduled their annual meeting for May 24 at 7:00 p.m.

Friends of Michigan Libraries

Rebekah Craft will be joining the board of the Friends of Michigan Libraries and will be inducted to the board at their April 7 Annual Meeting.

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.



Oakland Literacy Council

In January, Baldwin hosted an informational night for the Oakland Literacy Council. Four new volunteers signed up to volunteer for OLC after attending the event.

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."

Story Time Guild

Stephanie Klimmek gave a virtual presentation to 20 members of the Story Time Guild on February 17. She shared new picture book titles that are 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 new Library Board Student Representative. Her application can be found on pages 100 to 104 of the March Board packet.

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.

Annual Fire Inspection

On March 16, the Birmingham Fire Marshal performed his annual fire inspection of the Library. We have a few minor storage and maintenance issues to resolve, but there were no major issues identified and our re-inspection is scheduled for March 31.

Electronic Resource Updates

- We renewed access to the Consumer Reports database for another year.
- The legacy OverDrive app has been 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.
- We renewed access to CreativeBug, a resource targeted at crafters and hobbyists.

Magazine and Newspaper Shelving – Grand Hall

The long-awaited shelving replacements arrived and were installed in mid-March. Use of this new shelving should make it easier to access back issues of newspapers and magazines, as the shelves are lighter and easier to maneuver than the wooden ones previously in use. The end panels and tops will be reinstalled after the backs and undersides have been stained to match the outside surfaces.



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.

We received another interesting format for digitization. Our first request to transfer an "Inside Out" record. So named because the phonograph needle travels from the *inside* of the disc to the *outside*, opposite the usual direction. These were a form of on-demand recording media from the 1930s and 40s, consisting of a metal disc coated in a thin layer of black lacquer, similar to dictaphone discs. Recorded live, electromechanically without the use of electronic amplification, the signal is etched directly to the disc at 78 RPM. This was an interesting format specifically because once the recording was made, there was at the time no good way to *duplicate* that recording. So the record would be something of a precious item, the only preserved recording available of that event. If you wanted another recording, of a musical number for example, you would have to put in another disc and physically repeat your performance. This particular disc was made in 1941 and is a collection of choral music, hand-labeled by the party who recorded it. The disc itself was in good condition despite being over 80 years old; they are easily broken as the lacquer becomes exceedingly brittle with age. The digitization was of fair quality, considering that the fidelity of this medium is quite poor to begin with. But thanks to the excellent de-noising algorithms built into our software, we were able to provide the patron with a clean version of the audio; surprisingly listenable! I absolutely adore receiving rare and unusual formats for digitization, and this "inside out" disc was no exception.

Since I'm on the topic of format transfers, I'll briefly highlight one other update to our system. A new workflow has been established for extracting data from antiquated media formats like floppy disks, data tapes and hard disks. Thanks to a linux "virtual machine" recently installed on our main computer, we are no longer hampered by media formatted for non-windows operating systems.



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

Of course, it's not all format conversion in The Idea Lab. 3D printing continues to be astonishingly popular, with dozens of print requests submitted per week. The hands-on equipment is also seeing an increase in use. Patrons are booking time on the laser, die cutter, embroidery machine, and other tools on a daily basis. We've also noted an increase in the popularity of our soldering and desoldering

equipment, with several usages in a single month alone. 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! And finally, 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!



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	

Baldwin Public Library: Friends Funds	
February 2022 Expenditures	
Adult Services	
Presenter Fees	\$ 1,180.52
Crafts to go	\$ 304.26
Seed Library	\$ 228.98
Books Unshelved, Nov-Jan	\$ 12.99
Total	\$ 1,726.75
Teen Services	
Winter Reading Prizes	\$ 183.70
Total	\$ 183.70
Youth Services	
Books Unboxed	\$ 133.32
Book Club	\$ 7.00
Program Supplies - Family Fun Take Home, general	\$ 163.02
Credit, supply return	\$ (11.94)
Little Explorers	\$ 116.82
Total	\$ 408.22
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,318.67
January 2022 Balances	
Adult Services	\$ 3,582.57
Teen Services	\$ 1,674.99
Youth Services	\$ 7,719.66
Outreach & Equipment	\$ 7,438.44
Total Balance	\$ 20,415.66
February In-Library Book Sale Donations	\$897.42
Submitted by Jaclyn Miller on March 14, 2022	

Proposed Budgets Fiscal Years 2022-23, 2023-24 & 2024-25

Library Board

Frank Pisano, President

Jennifer Wheeler, Vice President

Karen Rock, Secretary

Melissa S. Mark

Danielle, Rumble

James W. Suhay

Library Director

Rebekah Craft

BALDWIN PUBLIC LIBRARY

Budget Narrative for FY 2022-23

INTRODUCTION

The Baldwin Public Library is **financially stable** and provides **exemplary services, programs, and collections** to the citizens of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

As part of its **long-range plan for building improvements**, the Library renovated its Adult Services area in FY 2016-17 and expanded and renovated the Youth Room in FY2019-20. The Front Entrance and Circulation expansion and renovation is planned to begin in FY2023-24. This final phase is currently estimated to cost \$3.526 million in 2023 dollars.

To cover its operating expenses, the Library is proposing the continued collection of its current 1.1 mills, which will allow the Library to run a balanced operating budget for the next three years.

On top of that, in order to fund the expansion and renovation of the Front Entrance and Circulation Area, the Library has received an additional 0.2380 mills in FY 2021-22 and is proposing the collection of an additional 0.2315 mills in FY 2022-23 and an additional 0.2250 mills in FY 2023-24. Therefore, the Library's total proposed total millage request is 1.3315 mills for FY 2022-23 and 1.3250 mills for FY 2023-24. Note that the additional millage will need to extend one year beyond to FY 2025-26 in order to provide full financing for Phase 3. These additional millages are the maximum under the approved Headlee millage.

In short, the Library's total proposed total millage request is 1.3315 mills for FY 2022-23, 1.3250 mills for FY 2023-24, and 1.3185 mills for FY 2024-25.

MILLAGE RATE

In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 21 years, the Headlee cap has reduced Baldwin's maximum millage rate to 1.3380 mills in FY 2021-22.

Below is a chart, verified with City of Birmingham Finance Director Mark Gerber, showing the **Library's estimated maximum millage rate** for the next four years. The numbers for FY 2018-19, FY 2019-20, FY 2020-21, and FY 2021-22 are actual, while the numbers for later years are estimates:

FY 2018-19	1.3983 mills	ACTUAL
FY 2019-20	1.3714 mills	ACTUAL

FY 2020-21	1.3554 mills	ACTUAL
FY 2021-22	1.3380 mills	ACTUAL
FY 2022-23	1.3315 mills	ESTIMATED
FY 2023-24	1.3250 mills	ESTIMATED
FY 2024-25	1.3185 mills	ESTIMATED
FY 2025-26	1.3120 mills	ESTIMATED

Since FY 2012-13 the Library has confined its operational expenses to the revenue raised by a millage rate of 1.1 mills.

The Library requested an additional 0.2380 mills in FY 2021-22 to begin prefunding the Phase 3 building project and will request an additional 0.2315 mills in FY 2022-23 to support the project. The Library will be requesting 0.2250 mills in FY 2023-24, which is the year the Phase 3 renovation is planned to start. Following completion of the project, the Library will also be requesting 0.2185 mills in FY 2024-25 and 0.2120 mills in FY 2025-26 to fully fund the project.

FUND BALANCE

The Library wishes to maintain an adequate fund balance in order to cover its \$125,000 insurance deductible, allow for a major equipment expenditure in case of an emergency, and permit the Library to weather a financial emergency, such as would occur if one of the Library's contract communities gave notice to withdraw from its agreement with Baldwin.

On September 21, 2015, the Library Board approved the following Fund Balance Policy:

To ensure the prudent financial management of the Baldwin Public Library ("Library"), the Library Board of Directors shall maintain an unassigned fund balance of not less than 25% of annual expenditures and of not more than 35% of annual expenditures, except where it is building its fund balance in support of specific non-recurring projects, which will be assigned as such. These percentages are based on the Library's previous fiscal year-end financial statement.

By the end of FY 2021-22, with the revenue from the first year of the Library's additional millage for the Phase 3 renovation included, the Fund Balance is expected to be \$1,882,172, which would be 46% of annual operating expenditures. In the next two fiscal years, with additional millage collected for the Phase 3 renovation, the Fund Balance is expected to change in the following manner:

FY 2022-23	\$2,365,819
FY 2023-24	\$128,670
FY 2024-25	\$955,877

With the Phase 3 renovations expected to take place in FY 2023-24, the Fund Balance would fall to a deficit of \$121,330. The Library will need to transfer \$250,000 from the Library's Trust funds marked for building expenses in order to meet the minimum fund balance threshold.

GRANTS AND OTHER FUNDRAISING

In FY 2021-22, the Library received an ARPA grant from The Library Network. As part of this grant, the Library received five (5) Chromebooks and an online programming kit, consisting of a laptop, digital camera, and supplies for virtual programming. The Chromebooks will be used to create additional Internet to Go kits, to help provide expanded internet access for patrons without a computer or internet connection.

BALDWIN PUBLIC LIBRARY TRUST

The Baldwin Public Library Trust is a **501(c)(3) organization** that provides support for the Library.

- Gifts and tribute funds under \$10,000 donated to the Library are added to the Trust. They are then spent as requested or in general support of the Library's mission and goals.
- Donations made by the Friends of the Library to the Library are divided into separate line items that relate to approved spending areas: Youth, Teen, Adult, and Outreach & Equipment. Expenditures and balances are reported to the Friends on a monthly basis.
- A named Endowment fund may be established for large gifts that are intended for the continuing support of the Library. These funds are established in perpetuity with the annual income used in accordance with the fund restrictions. A minimum of \$10,000 is needed to establish an Endowment fund. Baldwin currently has 27 such Endowment funds.

In FY 2020-21, which ended in June 2021, the Trust received \$453,444 in revenue, and spent \$154,800. Of those donations, \$22,175 came from the Friends of the Baldwin Public and \$30,329 came from donations to Endowment funds.

As of February 28, 2022, the total value of the Trust stood at \$2,293,719.68. Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$369,334 is available as unrestricted general funds. In addition, \$345,711 has been earmarked for building renovations.**

Gift donations and Friends money are spent as they are received. **Earnings from the Endowment**, on the other hand, are withdrawn only once a year in accordance with the Library's Trust Investment Policy. The policy states that the Trustees of the Baldwin Public Library Trust may approve the transfer of up to 5% of the Endowment's market value, as it stands at the end of April each year, so long as such a transfer does not reduce the endowment below its principal amount plus 5%. The formula uses

a trailing five-year weighted average. **In May 2021, the Trustees approved the transfer of \$61,376.08 for expenditures** according to the various guidelines defined when the individual Endowment funds had been established. Given the current rate of return in the stock market, we expect to be able to transfer money out of the Endowment this year.

The Directors of the Baldwin Public Library also serve as Trustees of the Baldwin Public Library Trust. ***Trust donations and expenditures are not included in the Library's regular budget***, but all donations and expenditures are approved by the Trustees at the Trust's monthly meetings, and detailed information about the activities of the Trust can be found at the Library Board's page on Baldwin's website at www.baldwinlib.org/staff-board.

CONTRACTS WITH NEIGHBORING COMMUNITIES

The Library has provided library services to the Villages of Beverly Hills and Bingham Farms through contractual arrangements since the 1960s. The contract with Beverly Hills was approved by voters in the November 3, 2020 election and extends the contract through 2030.

Since November 2011, Baldwin has also served the City of Bloomfield Hills through a contract, which was renewed in 2020 and extended through November 14, 2026.

Baldwin's three contract communities will provide \$992,393 in revenue in FY 2022-23. That is 19.8% of Baldwin total operating budget and equivalent to approximately 0.34 mills in Birmingham property tax revenue.

ASSUMPTIONS AND REQUESTS FOR THE FY 2021-22 BUDGET

The **revenue** side of the proposed fiscal year 2022-23 budget includes the following assumptions and requests:

- **For operating expenses, the Library is requesting that the millage rate remain at 1.1 mills.** This will bring in more money than during the current fiscal year because of increased property values.
- **State aid and Oakland County penal fines** will remain roughly the same.
- The Library's **contractual agreements with Beverly Hills, Bingham Farms, and Bloomfield Hills** will bring in more revenue next year than this year, according to the stipulations of the individual contracts.
- **Patron use revenue** has increased after the initial COVID-19 closure in March 2020, mostly due to the return of room rentals. The Library eliminated late fines in March 2021, reduced copy, printing, and fax fees in September 2021, and reduced room rental fees in January 2022.

- **Investment revenue**, which is the earnings on the Library's fund balance, will begin to rise again in FY 2022-23 as the Library's fund balance replenishes itself. City Finance Director Mark Gerber estimates that the Library will earn around 2% on our fund balance, calculated on the interest earned on the fund balance each month throughout the fiscal year.
- Whenever applicable, the Library has used information from the City of Birmingham and from our contract communities to generate these revenue numbers.

The **expense** side of the proposed fiscal year 2022-23 budget includes the following requests and assumptions:

- **Personnel expenses include up to a 5% salary increase for all library staff.** The Library will add one part-time IT Technician and will promote one Library Assistant II to Library Assistant III. The full-time staff count is 22. Personnel expenses account for 65% of the operating expenses budget, which is within the range considered acceptable by public library best practices.
- **The Library will remain open 67 hours per week, 353 days a year.**
- The Library will continue to provide a wide variety of materials, programs and services to the residents of our service area. **The collections budget for FY 2022-23 will account for 15% of the operating expenses budget**, which conforms to public library best practices. The Library will continue to devote more of its materials budget to online services (e-books, e-audiobooks, streaming music, streaming video, databases, online learning programs, etc.), the area where the Library is experiencing the strongest increase in circulation.
- Baldwin will add a **Library of Things** collection for users to borrow. The contents of this collection has not been finalized, but it will include items such as blood pressure monitors, radon detectors, lawn games, a microscope, small hand tools, a metal detector, etc.
- **The Library will continue to offer a mix of virtual and in person programming.**
- The budget includes money for **keeping computer equipment and technology up to date**, including purchasing laptops for professional staff to allow for more flexibility and assistance with outreach programming opportunities, and upgrading the virtual server with a new VM appliance.
- The **Idea Lab** remains popular with patrons and money has been included in the budget to support more equipment and supply purchases.
- Money is included for **marketing and publicity efforts, and staff continuing education.**
- \$192,000 is included in the FY 2022-23 budget for **architectural services**, to cover expenses for planning the Phase 3 building project.
- The budget also includes \$20,000 to **redesign the website**, which was last updated in 2017.
- The Library's **janitorial contract** expires in January 2023, and the budget includes additional funds for janitorial services as we anticipate our new contract to be significantly higher due to the ongoing labor shortage and wage increases.
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

THREATS AND OPPORTUNITIES

The Library is currently facing the following **threats**:

1. The United States is experiencing **inflation** rates not seen since the early 1980s due to turmoil in the labor market, supply chain interruptions, and unexpected demand for certain goods. This has caused prices for supplies, collections, and construction to rise.
2. While the **COVID-19 pandemic** is waning, uncertainties about the future of the virus and its effects are lasting. Plus, library users continue to have varying comfort levels using public spaces.
3. Libraries in southeast Michigan are seeing a high rate of **turnover for staff**, with many older employees retiring, and many staff members moving between libraries or leaving the profession entirely. The Library Network job board currently has 64 job openings in Oakland and Wayne county libraries. Prior to 2020, it was common to see 20 or fewer jobs posted.

The Library is also anticipating some great **opportunities**:

1. Local case counts for the **COVID-19 pandemic** have dropped and the CDC has removed the mask mandate. As the virus spread is better controlled, we will be able to resume in person programming and welcome even more visitors to the building.
2. The **Children's Garden** will be expanded in May 2022 and youth librarians will be able to offer more outdoor programs throughout the year and provide additional outdoor play space for visitors.
3. Baldwin's **2022-2025 Strategic Plan** is up for approval in April 2022, which will help staff and board members to focus on improving and strengthening targeted Library programs and services.
4. Staff will be introducing several **new collections**, including a vinyl record collection, a Library of Things, and a core collection of well-loved books for adults.
5. The addition of a second **part-time IT Technician position** will allow the Library to have full IT coverage, redundancy, and extra talent to maintain and upgrade Library technology as demands increase.
6. The **Idea Lab** continues to excite the public and bring in people who would otherwise have never used the Library. Users continue to be excited about this resource and share their experiences with word-of-mouth marketing.
7. Baldwin has a **strong, skilled, and enthusiastic staff** that has managed, among other things, to deliver Library services in new ways and adapt to changes and health risks during a two years of unprecedented change. Baldwin's staff is talented, dedicated, unified, and capable of great things.

SUMMARY

The Library appreciates the strong support it receives from Birmingham and its contract communities.

The 1.1 mills it collects for operating expenses—along with its other revenue sources, such as income from its three contract communities—is currently adequate to fund the Library’s services, programs, and collections.

With the success of the Adult Services and Youth Services projects, the Library is on track to begin construction on the final phase of its long-range building plan in FY2023-24. The Library wishes to continue pre-funding Phase 3 with an additional millage of 0.2315 mills in FY 2022-23.

The City is scheduled to review the Library’s millage request at its budget hearing on May 7, 2022.

Baldwin Public Library
Budget Overview for FY 2020-21 through FY 2024-25
Budget Hearing: March 21, 2022

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Changes to Budget	FY 2021-22 Projected Year-End Revenue	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget
Library Fund Balance at Beg of Fiscal Year	\$783,159	\$1,080,631		\$1,210,627	\$1,882,172	\$2,363,319	\$128,670

REVENUE

Birmingham Tax Revenue (1.1 mills)	\$2,888,685	\$3,018,212	\$31,730	\$3,049,942	\$3,197,047	\$3,351,488	\$3,519,249
Birmingham Tax Revenue (extra 0.2567 mill in FY 2020-21; extra 0.2380 mill in FY 2021-22; extra 0.2315 mill in FY 2022-23; extra 0.2250 mill in FY 2023-24; extra .2185 in FY 2024-25)	\$671,052	\$628,338	\$0	\$628,338	\$672,833	\$685,532	\$699,051
Provision for Tax Loss	-\$8,132	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
County/State Revenue	\$100,098	\$100,000	\$1,000	\$101,000	\$106,000	\$111,000	\$111,000
Local Grants	\$29,770	\$0	\$0	\$0	\$0	\$0	\$0
Bev Hills, Bing Farms & Bloomfield Hills Contracts	\$983,889	\$965,715	-\$4,294	\$961,421	\$992,393	\$1,018,481	\$1,043,907
Patron use revenue	\$6,712	\$21,400	\$4,500	\$25,900	\$27,000	\$27,000	\$27,000
Investment income	\$927	\$30,000	-\$15,000	\$15,000	\$30,000	\$30,000	\$30,000
Total	\$4,673,000	\$4,748,665	\$17,936	\$4,766,601	\$5,010,273	\$5,208,501	\$5,415,207

EXPENSES

Personnel	\$2,481,213	\$2,672,390	\$99,401	\$2,572,989	\$2,844,010	\$2,950,820	\$3,052,510
Supplies	\$133,236	\$119,500	\$2,500	\$122,000	\$143,000	\$145,000	\$147,000
Contracted Services	\$266,690	\$383,830	-\$25,713	\$358,117	\$499,586	\$286,630	\$290,960
Technology & Maintenance	\$140,830	\$149,780	\$29,470	\$179,250	\$139,000	\$142,000	\$143,000
Utilities	\$87,944	\$96,000	\$0	\$96,000	\$105,000	\$112,000	\$119,000
Fees & Dues; Communication; Other Charges	\$19,357	\$82,260	-\$17,760	\$64,500	\$81,480	\$82,870	\$82,480
Capital Outlays (Bldg/Furn/Equip)	\$651,479	\$64,300	\$3,000	\$67,300	\$67,300	\$3,313,580	\$72,300
Collections	\$624,121	\$640,700	-\$5,800	\$634,900	\$649,750	\$660,250	\$680,750
Total	\$4,404,872	\$4,208,760	\$85,098	\$4,095,056	\$4,529,126	\$7,693,150	\$4,588,000

Variance Between Revenue and Expenses	\$268,128	\$539,905	-\$67,162	\$671,545	\$481,147	-\$2,484,649	\$827,207
(Transfer To/From Fund Balance)							

Transfer from Baldwin Public Library Trust	\$0	\$0		\$0	\$0	\$250,000	\$0
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Library Fund Balance at End of Fiscal Year	\$1,210,627			\$1,882,172	\$2,363,319	\$128,670	\$955,877
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Baldwin Public Library
Revenue Budget for FY 2020-21 through FY 2024-25
Budget Hearing: March 21, 2022

		FY 2020-21 Actual	FY 2021-22 Budget	FY 2021- 22 Changes to Budget	FY 2021-22 Projected Year-End Revenue	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget
402.0001	Birmingham Tax Revenue (1.1 mills)	\$2,888,685	\$ 3,018,212	\$31,730	\$3,049,942	\$3,197,047	\$3,351,488	\$3,519,249
402.0001	Birmingham Tax Revenue (extra 0.2567 mill in FY 2020-21; extra 0.2380 mill in FY 2021-22; extra 0.2315 mill in FY 2022-23; extra 0.2250 mill in FY 2023-24; extra .2185 in FY 2024-25)	\$671,052	\$ 628,338	\$0	\$628,338	\$672,833	\$685,532	\$699,051
402.004	Provision for Tax Loss	-\$8,132	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
	Total B'ham Tax Rev.	\$3,551,605	\$3,631,550	\$31,730	\$3,663,280	\$3,854,880	\$4,022,020	\$4,203,300

564.0000	State Grant	\$30,659	\$28,000	\$1,000	\$29,000	\$29,000	\$29,000	\$29,000
569.0000	Local Community Stabilization Authority	\$7,020	\$7,000	\$0	\$7,000	\$7,000	\$7,000	\$7,000
581.0001	Penal Fines - County	\$62,419	\$65,000	\$0	\$65,000	\$70,000	\$75,000	\$75,000
	Total County/State Rev.	\$100,098	\$100,000	\$1,000	\$101,000	\$106,000	\$111,000	\$111,000

599.0000	Local Grants	\$29,770	\$0	\$0	\$0	\$0	\$0	\$0
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585.0001	Beverly Hills Contract	\$511,561	\$530,153	-\$7,199	\$522,954	\$543,940	\$561,059	\$577,336
585.0002	Bingham Farms Contract	\$120,817	\$121,663	\$0	\$121,663	\$125,313	\$127,819	\$130,376
585.0003	Bloomfield Hills Contract	\$351,511	\$313,899	\$2,905	\$316,804	\$323,140	\$329,603	\$336,195
	Total Contract Revenue	\$983,889	\$965,715	-\$4,294	\$961,421	\$992,393	\$1,018,481	\$1,043,907

648.0001	Sale of Items	\$6	\$200	\$1,400	\$1,600	\$1,000	\$1,000	\$1,000
648.0002	Vending machine fees	\$542	\$500	-\$400	\$100	\$200	\$200	\$200
653.0006	Fines	\$4,240	\$3,000	\$1,500	\$4,500	\$6,000	\$6,000	\$6,000
653.0007	Room Rentals	\$0	\$12,000	\$4,000	\$16,000	\$16,000	\$16,000	\$16,000
653.0009	Proctor fees	\$0	\$600	-\$500	\$100	\$200	\$200	\$200
653.0010	Program fees	\$107	\$400	-\$300	\$100	\$100	\$100	\$100
653.0011	Copy machine fees	\$422	\$600	\$200	\$800	\$800	\$800	\$800
653.0012	Computer printer fees	\$1,395	\$4,000	-\$1,400	\$2,600	\$2,600	\$2,600	\$2,600
653.0013	Fax fees	\$0	\$100	\$0	\$100	\$100	\$100	\$100
	Total Patron Use Rev.	\$6,712	\$21,400	\$4,500	\$25,900	\$27,000	\$27,000	\$27,000

664.0000	Investment income	\$927	\$30,000	-\$15,000	\$15,000	\$30,000	\$30,000	\$30,000
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Total revenue	\$ 4,673,000	\$ 4,748,665	\$17,936	\$ 4,766,601	\$ 5,010,273	\$ 5,208,501	\$ 5,415,207
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Baldwin Public Library
Expenditures Budget for FY 2020-21 through FY 2024-25
Budget Hearing: March 21, 2022

		FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Changes to Budget	FY 2021-22 Projected Year-End Revenue	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget
PERSONNEL								
702.0001	Salaries & Wages	\$1,711,556	\$1,850,360	\$0	\$1,850,360	\$2,082,660	\$2,165,970	\$2,247,940
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$127,999	\$141,550	\$0	\$141,550	\$159,320	\$165,700	\$171,970
706.0002	Hospitalization	\$321,709	\$366,540	\$99,401	\$267,139	\$285,130	\$293,680	\$302,490
706.0003	Life Insurance	\$6,419	\$8,000	\$0	\$8,000	\$8,000	\$8,000	\$8,000
706.0004	Retirement Health Care	\$93,600	\$48,270	\$0	\$48,270	\$55,310	\$44,360	\$41,800
706.0005	Dental/Optical Insurance	\$14,724	\$17,470	\$0	\$17,470	\$18,090	\$18,810	\$19,490
706.0006	Long/Short Term Disability	\$9,759	\$10,480	\$0	\$10,480	\$11,850	\$12,330	\$12,780
706.0007	Worker's Compensation	\$6,260	\$6,830	\$0	\$6,830	\$7,850	\$8,170	\$8,480
706.0010	Retirement Employer Contrb.	\$93,852	\$128,010	\$0	\$128,010	\$102,600	\$114,820	\$117,300
706.0011	HRA Benefit	\$2,000	\$1,500	\$0	\$1,500	\$1,500	\$1,500	\$1,500
706.0012	Retirement-Def. Contr. Emplr.	\$70,115	\$68,680	\$0	\$68,680	\$89,210	\$92,780	\$96,060
706.0013	Ret Hlth Svgs Contr Emplr.	\$23,220	\$24,700	\$0	\$24,700	\$24,700	\$24,700	\$24,700
Subtotal		\$2,481,213	\$2,672,390	\$99,401	\$2,572,989	\$2,846,220	\$2,950,820	\$3,052,510

SUPPLIES

727.0000	Postage	\$10,295	\$16,500	-\$4,500	\$12,000	\$16,500	\$16,500	\$16,500
729.0000	Operating Supplies	\$83,245	\$22,000	\$2,000	\$24,000	\$25,000	\$25,000	\$25,000
753.0000	Idea Lab Supplies	\$0	\$29,000		\$29,000	\$30,000	\$31,000	\$32,000
742.0000	Computer Software	\$25,256	\$29,000	\$0	\$29,000	\$33,000	\$34,000	\$35,000
746.0000	Maintenance Supplies	\$5,408	\$8,000	\$0	\$8,000	\$8,500	\$8,500	\$8,500
748.0000	Technical Services Supplies	\$6,786	\$15,000	-\$5,000	\$10,000	\$15,000	\$15,000	\$15,000
799.0000	Equipment Under \$5,000	\$2,246	\$0	\$10,000	\$10,000	\$15,000	\$15,000	\$15,000
Subtotal		\$133,236	\$119,500	\$2,500	\$122,000	\$143,000	\$145,000	\$147,000

CONTRACTED SERVICES

801.0200	Legal	\$6,940	\$5,000	\$5,000	\$10,000	\$10,000	\$10,000	\$10,000
802.0100	Audit	\$11,342	\$11,340	\$162	\$11,502	\$3,910	\$3,990	\$4,070
805.0100	Landscape Services	\$1,500	\$3,100	-\$875	\$2,225	\$2,500	\$2,500	\$2,500
811.0000	Other Contracted Services	\$80,670	\$151,000	-\$80,000	\$71,000	\$98,500	\$76,000	\$76,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
816.0100	Janitorial Contract	\$43,094	\$47,000	\$5,000	\$52,000	\$70,000	\$72,000	\$76,000
901.0200	Marketing & Design Services	\$18,255	\$16,500	\$0	\$16,500	\$17,250	\$17,250	\$17,500
901.0600	Architectural Services	\$0	\$45,000	\$45,000	\$90,000	\$192,536	\$0	\$0
Subtotal		\$266,690	\$383,830	-\$25,713	\$358,117	\$499,586	\$286,630	\$290,960

Baldwin Public Library
Expenditures Budget for FY 2020-21 through FY 2024-25
Budget Hearing: March 21, 2022

		FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Changes to Budget	FY 2021-22 Projected Year-End Revenue	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget
TECHNOLOGY & MAINTENANCE								
830.0200	ILS Services	\$54,772	\$57,750	\$0	\$57,750	\$59,000	\$59,000	\$59,000
830.0300	Cataloging & ILL Services	\$12,748	\$15,000	\$42,000	\$57,000	\$15,000	\$15,000	\$15,000
851.0000	Telephone	\$15,447	\$19,000	-\$12,500	\$6,500	\$7,000	\$10,000	\$11,000
933.0200	Equipment Maintenance	\$57,863	\$58,030	-\$30	\$58,000	\$58,000	\$58,000	\$58,000
	Subtotal	\$140,830	\$149,780	\$29,470	\$179,250	\$139,000	\$142,000	\$143,000

UTILITIES

920.0000	Electricity	\$73,985	\$70,000	\$0	\$70,000	\$80,000	\$85,000	\$90,000
921.0000	Gas	\$8,981	\$16,000	\$0	\$16,000	\$14,000	\$15,000	\$16,000
922.0000	Water & Sewage	\$4,978	\$10,000	\$0	\$10,000	\$11,000	\$12,000	\$13,000
	Subtotal	\$87,944	\$96,000	\$0	\$96,000	\$105,000	\$112,000	\$119,000

FEES & DUES; COMMUNICATION; OTHER CHARGES

861.0000	Transportation	\$844	\$2,000	-\$1,000	\$1,000	\$2,500	\$2,500	\$2,500
901.0000	Printing	\$909	\$8,550	-\$3,550	\$5,000	\$11,000	\$11,000	\$11,000
907.0000	Programs	\$0	\$500	\$0	\$500	\$1,000	\$1,200	\$1,200
955.0100	Training	\$2,127	\$14,300	-\$6,300	\$8,000	\$15,000	\$15,800	\$15,000
955.0300	Memberships & Dues	\$6,902	\$8,310	\$90	\$8,400	\$8,100	\$8,200	\$8,300
956.0200	Parking	\$2,300	\$40,000	-\$7,000	\$33,000	\$35,000	\$35,000	\$35,000
957.0400	MML Insurance	\$4,570	\$5,600	\$0	\$5,600	\$5,880	\$6,170	\$6,480
957.0600	Unemployment Insurance	\$0	\$1,000	\$0	\$1,000	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$1,705	\$2,000	\$0	\$2,000	\$2,000	\$2,000	\$2,000
	Subtotal	\$19,357	\$82,260	-\$17,760	\$64,500	\$81,480	\$82,870	\$82,480

CAPITAL OUTLAYS

971.0100	Equipment	\$72,104	\$62,300	\$0	\$62,300	\$62,300	\$62,300	\$62,300
972.0000	Furniture	\$2,315	\$1,000	\$4,000	\$5,000	\$2,500	\$2,500	\$5,000
977.0000	Building Improvements	\$577,060	\$1,000	-\$1,000	\$0	\$2,500	\$3,248,780	\$5,000
	Subtotal	\$651,479	\$64,300	\$3,000	\$67,300	\$67,300	\$3,313,580	\$72,300

COLLECTIONS

987.0500	Books: Adult	\$131,363	\$140,000	-\$20,000	\$120,000	\$130,000	\$120,000	\$120,000
987.0700	Books: Youth	\$78,617	\$80,000	\$0	\$80,000	\$80,000	\$80,000	\$80,000
987.0900	Subscriptions: Adult	\$23,539	\$24,000	\$0	\$24,000	\$24,000	\$24,000	\$24,000
987.1000	Subscriptions: Youth	\$1,729	\$1,700	\$200	\$1,900	\$1,750	\$1,750	\$1,750
987.1100	Audiovisual: Adult	\$53,873	\$60,000	-\$5,000	\$55,000	\$60,000	\$60,000	\$60,000
987.1200	Audiovisual: Youth	\$31,684	\$25,000	-\$1,000	\$24,000	\$24,000	\$24,500	\$25,000
987.1800	Online Services	\$303,316	\$310,000	\$20,000	\$330,000	\$330,000	\$350,000	\$370,000
	Subtotal	\$624,121	\$640,700	-\$5,800	\$634,900	\$649,750	\$660,250	\$680,750

Total expenses	\$4,404,872	\$4,208,760	\$85,098	\$4,095,056	\$4,531,336	\$7,693,150	\$4,588,000
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Baldwin Public Library

LEARN. CONNECT. DISCOVER.



BUDGET HEARING

Board of Directors: March 21, 2022

MISSION STATEMENT



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.

Baldwin Public Library
LEARN. CONNECT. DISCOVER.

BUDGETARY GOALS



- Offer high-quality materials, programs & services
- Provide inclusive and equitable customer service
- Hire, train, and retain high-quality personnel
- Develop accessible and user-friendly website
- Attract new users to the Library
- Keep technology current & effective
- Improve functionality & aesthetics of building

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BPL Trust 501(c)(3)



- Total value of Trust: \$2,330,665
- Donations in FY 2020-21: \$453,444
- Expenditures in FY 2020-21: \$154,800
- Baldwin Trust consists of:
 - Gifts & tribute funds
 - Donations from Friends of the Library: \$22,175 in FY 2020-21
 - 27 named endowment funds totaling \$1,294,345
 - Distributions from endowments in 2021: \$61,376
 - \$369,334 is available as unrestricted General Spendable funds
 - \$345,711 is available for Building Renovations
- Trust revenues & expenditures are not included in following budget

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BALDWIN'S MILLAGE RATE

- 1998: Birmingham voters reinstated 1.75 mills
- Headlee has reduced maximum to:
 - FY 2022-23: 1.3315 mills
 - FY 2023-24: 1.3250 mills
 - FY 2024-25: 1.3185 mills
- For FY 2022-23 Baldwin is requesting 1.3315 mills
 - 1.1 mills for operating expenses
 - 0.2315 mills for Phase 3
- For FY 2023-24 Baldwin is requesting 1.3250 mills
 - 1.1 mills for operating expenses
 - 0.2250 mills for Phase 3
- For FY 2024-25 Baldwin is receiving 1.3185 mills
 - 1.1 mills for operating expenses
 - 0.2185 mills for Phase 3

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BALDWIN'S FUND BALANCE

- Library shall maintain an unassigned fund balance of not less than 25% and not more than 35% of annual expenditures (Policy approved on September 21, 2015)

	Operating Exp. (excl. Phase 3)	Min. Fund Balance (25% of Oper. Exp.)	End-of-Year Fund Balance
• FY 2021-22	\$4,000,056	\$1,000,014	\$1,882,172
• FY 2022-23	\$4,336,590	\$1,084,148	\$2,365,819
• FY 2023-24	\$4,444,370	\$1,111,093	\$128,670
• FY2024-25	\$4,588,800	\$1,147,000	\$955,877

- The fund balance at the end of FY 2023-24 and FY2024-25 will be lower than the prescribed minimum because the Library will be paying for the Phase 3 renovations.

Baldwin Public Library
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BUDGET OVERVIEW

	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Projected	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget
Fund Balance at Start of Year	\$783,159	\$1,080,631	\$1,210,627	\$1,882,172	\$2,363,319
Revenues (incl. extra 0.2567 mill in FY 2020-21; extra 0.2380 mill in FY 2021-22; extra 0.2315 mill in FY 2022-23; extra 0.2250 mill in FY 2023-24; extra .2185 in FY 2024-25)	\$4,673,000	\$4,748,665	\$4,766,601	\$5,010,273	\$5,208,501
Expenses (incl. Phase 3 in FY 2023-24)	\$4,404,872	\$4,208,760	\$4,095,056	\$4,529,126	\$7,693,150
Variance	\$268,128	\$539,905	\$671,545	\$481,147	-\$2,484,649
Fund Balance at End of Year	\$1,210,627		\$1,882,172	\$2,363,319	\$128,670

Baldwin Public Library
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REVENUE SUMMARY

- In FY 2022-23 through FY 2024-25 the Library is asking for the Birmingham millage rate to remain at 1.1 mills for operating expenses.
- Baldwin will maintain a balanced operating budget.
- Library is asking for
 - Additional 0.2315 mills in FY 2022-23 for Phase 3
 - Additional 0.2250 mills in FY 2023-24 for Phase 3
 - Additional 0.2185 mills in FY 2024-25 for Phase 3
- Contract community contributions provide 19.8% of operating revenue.
- Penal fines & state aid will decrease slightly

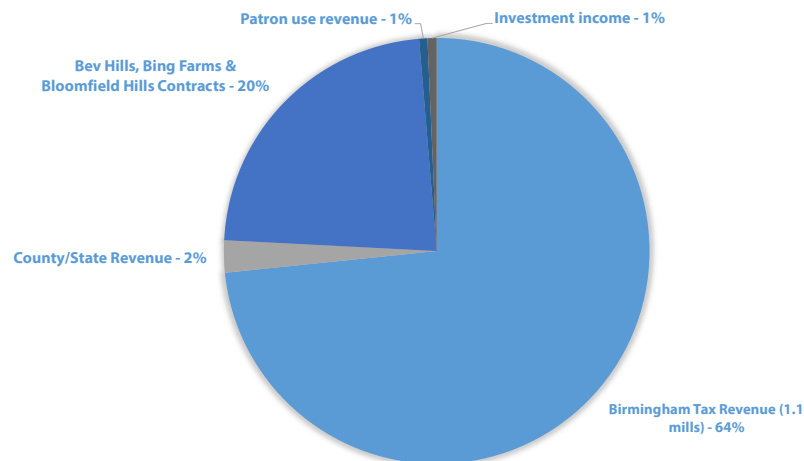
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REVENUE SUMMARY (incl. addl. millage)

Revenues	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Projected	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget
Birmingham Tax Revenue at 1.1 mills	\$2,880,552	\$3,003,212	\$3,034,942	\$3,182,047	\$3,336,488
Addl Millage (0.2567 mill in FY 2020-21; 0.2380 mill in FY 2021-22; 0.2315 mill in FY 2022-23; 0.2250 mill in FY 2023-24; .2185 in FY 2024-25)	\$671,052	\$628,338	\$628,338	\$672,833	\$685,532
County/State Revenue	\$100,098	\$100,000	\$101,000	\$106,000	\$111,000
Local Grants	\$29,770	\$0	\$0	\$0	\$0
Beverly Hills, Bingham Farms & Bloomfield Hills Contracts	\$983,889	\$965,715	\$961,421	\$992,393	\$1,018,481
Patron Use Revenue	\$6,712	\$21,400	\$25,900	\$27,000	\$27,000
Investment Income	\$927	\$30,000	\$15,000	\$30,000	\$30,000
Total	\$4,673,000	\$4,748,665	\$4,766,601	\$5,010,273	\$5,208,501

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OPERATING REVENUES FY 2022-23



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EXPENSE SUMMARY

- Personnel expenses will account for 65.7% of operating budget
 - Includes 5% pay raises for all staff to counteract inflation
 - Adds a part-time IT Technician position
- Collection expenditures will account for 15% of operating budget
- Increases in electronic resources
- Included in budget:
 - Updated website
 - Staff continuing education
 - Computer equipment & technology
 - Architectural services for Phase 3

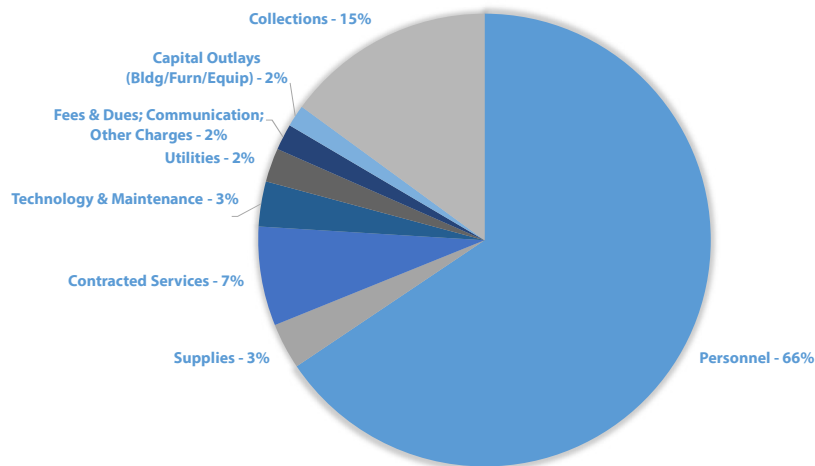
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EXPENSE SUMMARY (incl. addl. millage)

Expenses	FY 2020-21 Actual	FY 2021-22 Budget	FY 2021-22 Projected	FY 2022-23 Proposed Budget	FY 2023-24 Proposed Budget
Personnel	\$2,481,213	\$2,672,390	\$2,572,989	\$2,844,010	\$2,950,820
Supplies	\$133,236	\$119,500	\$122,000	\$143,000	\$145,000
Contracted Services	\$266,690	\$383,830	\$358,117	\$499,586	\$286,630
Technology & Maintenance	\$140,830	\$149,780	\$179,250	\$139,000	\$142,000
Utilities	\$87,944	\$96,000	\$96,000	\$105,000	\$112,000
Fees & Dues; Communication; Other Charges	\$19,357	\$82,260	\$64,500	\$81,480	\$82,870
Capital Outlays	\$651,479	\$64,300	\$67,300	\$67,300	\$3,313,580
Collections	\$624,121	\$640,700	\$634,900	\$649,750	\$660,250
Total	\$4,404,872	\$4,208,760	\$4,095,056	\$4,526,126	\$7,693,150

Library
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OPERATING EXPENSES FY 2022-23



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THREATS & OPPORTUNITIES



Threats

COVID-19 Pandemic continues
Inflation
High rate of job turnover in libraries

Opportunities

New Strategic Plan
New Collections
Additional P/T IT Technician
Children's Garden
Idea Lab popularity
Strong, skilled, and enthusiastic staff

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FINAL REMARKS



Baldwin is in good shape, thanks to support from Birmingham & contract communities

Budget requests include additional millage needed for Phase 3

City Commission hears Baldwin's budget requests on May 7, 2022

**BUDGET RESOLUTION
OF
THE BOARD OF DIRECTORS
OF THE BALDWIN PUBLIC LIBRARY
ADOPTED THIS 21st DAY OF MARCH, 2022**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2022-2023 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 21, 2022, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the *Birmingham Eccentric* newspaper on March 6, 2022 and in the *Birmingham-Bloomfield Eagle* on March 9, 2022; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 18, 2022; and

WHEREAS, the Board of Directors has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Directors has determined that the proposed budget accurately represents the amount of money necessary for the support and maintenance of the Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2022-2023.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED THIS 21st DAY OF MARCH, 2022.

Karen Rock, Secretary, Board of Directors, Baldwin Public Library

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.

Idea Lab LIVE: Car Things

Wednesday, March 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: CAR THINGS.

Music and Movement Outdoor Family Story Time

Saturday, March 26 — 11:00 a.m. to 11:30 a.m.

Clap your hands, stomp your feet, and sing along at this musical story time with Ms. Caroline. A craft will be available at the end of each story time for you to do at home. Registration required so Ms. Caroline knows how many crafts to prepare.

A Pressing Matter: Making Seed & Nut Oils at Home

Monday, March 28 — 7:00 p.m. to 8:00 p.m.

Bevin Cohen returns to discuss growing, foraging, harvesting, and processing various seeds and nuts for freshly pressed oils. Taste some of the seed and nut oils he created, then make them at home! Bevin is an herbalist, educator, author, and cofounder of [Small House Farm](#). His latest book is *The Complete Guide to Seed and Nut Oils: Growing, Foraging, and Pressing* and is due to be released on April 5th. This is a virtual event. Registration is required to receive the Zoom link.

Poetry Project

Starting Friday, April 1 — All Day

Best for Grade 3 to 6. April is Poetry month! Pick up a packet with a few fun poetry activities to do at home. Bring your poems back to the library to display in the Youth Room during the month of April. First come, first served.

Volunteering with Oakland Literacy Council

Monday, April 4 — 3:30 p.m. to 4:30 p.m.

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

Gardening for the Birds: Strategies for Optimizing Habitat

Tuesday, April 5 — 7:00 p.m. to 8:30 p.m.

Most of our native songbirds rely on native insects to raise their young. Join Cheryl English to learn how to make a safe and welcoming oasis for them through plant selection, garden design and maintenance protocols.

Historical Lecture Series - Birmingham: America's Shetland Pony Capital

Thursday, April 7 — 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. From the late 19th through early 20th century, the quiet village of Birmingham was the place to buy the highly desirable Shetland breed of pony. The gentle and sturdy ponies were not only in demand on farms, but were featured summertime amusements at Detroit's Belle Isle, Boblo Island and Palmer Park. Don't miss this chance to hear more about Birmingham's pony tales! This is a virtual event. Registration is required to receive the Zoom link.

Unicorn Day

Saturday, April 9 – All Day

Celebrate National Unicorn Day with take and make unicorn crafts and activities. First come, first served.

April in Paris - Piano Concert

Monday, April 11 — 7:00 p.m. to 8:00 p.m.

Join pianist, Dan Fogel while he musically whisks you away to the Champs-Élysées and April in Paris. Enjoy the moment and immerse yourself in the music while he plays a mixture of folk tunes, standards, classical works as well as others that evoke the feeling of love and Paris in the spring. Dan has enjoyed performing for music lovers, for over 30 years, throughout Long Island, NYC, New Jersey, and virtually from coast to coast. This is his third time performing for BPL. This is a virtual event. Registration is required to receive the Zoom link.

Tracking Stocks in Google Sheets

Wednesday, April 13 — 7:00 p.m. to 8:15 p.m.

In this class we will learn how to track your Stock Portfolio using Google Sheets. This class meets on Zoom. You will receive an email a half hour before class with login instructions.

Genealogy 101: Decoding Death Records

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

Join professional archivist Robbie Terman as you move beyond the basics. Death certificates, obituaries, and even burial location can reveal much about your ancestors. This session will take a deep dive into all that death records can reveal. *Virtual event. Registration Required.*

LEARN CONNECT DISCOVER

MARCH 2022 NEWSLETTER

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

A girl should be two things: who and what she wants.

COCO CHANEL, FASHION DESIGNER AND BUSINESSWOMAN

We must reject not only the stereotypes that others hold of us, but also the stereotypes that we hold of ourselves.

SHIRLEY CHISHOLM, AMERICAN CONGRESSWOMAN

We realize the importance of our voices only when we are silenced.

MALALA YOUSAFZAI, PAKISTANI ACTIVIST FOR FEMALE EDUCATION AND NOBEL PEACE PRIZE WINNER

It's really a wonder that I haven't dropped all my ideals, because they seem so absurd and impossible to carry out. Yet I keep them, because in spite of everything, I still believe that people are really good at heart.

ANNE FRANK, HOLOCAUST VICTIM AND DIARIST

Love yourself first and everything else falls into line. You really have to love yourself to get anything done in this world.

LUCILLE BALL, ACTRESS AND COMEDIAN

No matter who you are, no matter what you did, no matter where you've come from, you can always change, become a better version of yourself.

MADONNA, SINGER-SONGWRITER AND ACTRESS

I'll be the first one to step on any organization, any politician's toes if I have to, to get the rights for my community.

SYLVIA RIVERA, GAY AND TRANSGENDER RIGHTS ACTIVIST

The beauty of a woman is not in the clothes she wears, the figure that she carries, or the way she combs her hair. The beauty of a woman is seen in her eyes, because that is the doorway to her heart, the place where love resides. True beauty in a woman is reflected in her soul. It's the caring that she lovingly gives, the passion that she shows, and the beauty of a woman only grows with passing years.

AUDREY HEPBURN, ACTRESS AND HUMANITARIAN

If you don't like the road you're walking, start paving another one.

DOLLY PARTON, SINGER-SONGWRITER, ACTRESS, BUSINESSWOMAN, AND HUMANITARIAN

Always work hard and have fun in what you do because I think that's when you're more successful. You have to choose to do it.

SIMONE BILES, OLYMPIC GYMNAST

I'm a very strong believer in listening and learning from others.

RUTH BADER GINSBURG, SUPREME COURT JUSTICE

It's nice to know there's a big world with many perspectives. I tend to get stuck in my own small world easily, and going out into the world reminds me that I'm not the center of the world — in a good way."

MITSKI, SINGER-SONGWRITER

Anybody can be a role model.

SELENA QUINTANILLA, SINGER



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

MARCH 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.

WEEKLY STORY TIMES

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

BOOK SCAVENGERS

We've hidden pictures all over the Youth Room. How many can you find?

KIDS LIBRARY SOCIETY CONTEST MARCH 1 TO 15

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

PAPER BAG PRINCESS DAY SATURDAY, MARCH 5

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.*

PUZZLE CLUB THURSDAY, MARCH 10

Pick up a kit of paper puzzles to do at home. Best for upper elementary. *First come, first served.*

YOUTH TAKE AND MAKE CRAFTS MONDAY, MARCH 14

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

BEDTIME TALES | ALL AGES | VIRTUAL WEDNESDAY, MARCH 16 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, MARCH 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 programs? Share your ideas and we'll strive to turn them into reality! **Registration required.**

LITTLE EXPLORERS WEDNESDAY, MARCH 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.*

MUSIC AND MOVEMENT FAMILY STORY TIME | AT BEVERLY PARK SATURDAY MARCH 26 AT 11:00 A.M.

Clap your hands, stomp your feet, and sing along at this musical story time with Ms. Caroline. A craft will be available at the end of each story time for you to do at home. **Registration required.**

BOOK CLUBS

FOR CHILDREN

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

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

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

INDIAN NO MORE BY CHARLENE WILLING MCMANIS
Email Susan.Dion@baldwinlib.org to register.

BEYOND THE BOOK

GRADES 2 TO 4

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

SWIMMING WITH SHARKS BY HEATHER LANG
Email Rosemary.Isbell@baldwinlib.org to register for this non-fiction book club.

BOOKS AND BAGELS | GRADES 4 TO 6

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

THE REMBRANDT CONSPIRACY BY DERON HICKS
Email Susan.Dion@baldwinlib.org to register.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

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

MINSHA'S NIGHT ON ELLIS ISLAND BY PAMELA BERKMAN
Email Donna.Smith@baldwinlib.org to register.

MOMS BOOK CLUB

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

THE DUTCH HOUSE BY ANN PATCHETT
Email Susan.Dion@baldwinlib.org to register for this book club for moms that meets every other month.

PANELS AND FRAMES | GRADES 3 TO 6

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

GIANTS BEWARE BY JORGE AGUIRRE AND RAFAEL ROSADO
Email Caroline.Salucci@baldwinlib.org to register.

MARCH PROGRAMS FOR TEENS

GRADES 6 TO 12

BOOKS UNBOXED | GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other goodies. Visit www.baldwinlib.org/teen to subscribe now. *Sign up by the 3rd Tuesday of the month to receive your box on the fourth Tuesday of the month. Subscriptions last for 3 months.*

PIZZA AND PAGES | GRADES 7 TO 12

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

THE DOWNSTAIRS GIRL BY STACEY LEE
The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. **Virtual event. Registration required.**

CRAFTS TO GO

TINY ART SHOW | GRADES 6 TO 12

Starting March 7, pick up a kit with a mini canvas, paint, and paintbrush. Create your masterpiece at home, then bring it back by April 4 to be displayed in our tiny art show! Public voting will take place to determine 1st, 2nd, and 3rd place prize winners. *Limit one kit per teen. First come, first served, as supplies last. If you wish to keep your artwork after the art show, please pick it up by May 2.*

BALDWIN PUBLIC LIBRARY



TEEN ADVISORY BOARD MEETING

GRADES 7 TO 12

THURSDAY, MARCH 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. **Virtual event. Registration required.**

BOOK CLUBS

FOR ADULTS

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



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

BAD BLOOD BY CARREYROU AND "THE INVENTOR"
(NR- 2019)



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

THE LINCOLN HIGHWAY BY AMOR TOWLES



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

THE YELLOW HOUSE
BY SARAH M. BROOM



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

SUCH A FUN AGE BY KILEY REID



FRIENDS DON'T LET FRIENDS READ ALONE TUESDAY, MARCH 22 AT 7:00 P.M.

ORDINARY GRACE
BY WILLIAM KENT KRUEGER



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

THEIR EYES WERE WATCHING GOD
BY ZORA NEALE HURSTON

CRAFTS & GO

DIY CANDLE

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

MARCH PROGRAMS FOR ADULTS

HISTORICAL LECTURE SERIES: BIRMINGHAM WOMEN IN AVIATION THURSDAY, MARCH 3 AT 7:00 P.M.

From the earliest pilots to the first female astronaut, Birmingham has been at the forefront of females in flight. Experience the joy of aviation through the eyes of some of Birmingham's most adventurous women, presented by Donna Casaceli of The Birmingham Museum. *Virtual event. Registration required.*

STILL MISSING: MICHIGAN'S MYSTERIOUS DISAPPEARANCES MONDAY, MARCH 7 AT 7:00 P.M.

Learn the exciting history of Michigan's missing planes, ships and people, from author and shipwreck hunter Ross Richardson. *Virtual event. Registration required.*

GENEALOGY 101: NAVIGATING NEWSPAPERS FOR GENEALOGY RESEARCH THURSDAY, MARCH 10 AT 7:00 P.M.

Finding ancestors in old newspapers isn't always easy. But with these tips and tricks you'll maximize your search results! Archivist Robbie Terman will teach you which newspapers are the best for your searches and how to maximize your search. *Virtual event. Registration required.*

SARAH E. RAY: DETROIT'S OTHER ROSA PARKS MONDAY, MARCH 14 AT 7:00 P.M.

75 years ago, 24-year-old African American secretary Sarah Ray was denied a seat on a segregated Boblo boat. Like Rosa Parks, she refused to back down, and took her fight for integration all the way to the U.S. Supreme Court. Join journalist Desiree Cooper & filmmaker Aaron Schillinger as they present "The Sarah E. Ray Project". *Virtual event. Registration required.*

A PRESSING MATTER: MAKING SEED AND NUT OILS AT HOME MONDAY, MARCH 28 AT 7:00 P.M.

Herbalist, educator, and author Bevin Cohen returns to Baldwin to discuss growing, foraging, harvesting, and processing various seeds and nuts for freshly pressed oils. Learn how to make your own oils at home! *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.

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. This group meets weekly 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, MARCH 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

MARCH 2 AT 6:45 P.M.: *MOBY DICK: CHAPTERS 1-63*
BY HERMAN MELVILLE

MARCH 16 AT 6:45 P.M.: *MOBY DICK CHAPTERS 63-135, AND EPILOGUE* BY HERMAN MELVILLE

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.

CREATE A WEBSITE

WEDNESDAYS, MARCH 2 & 9 AT 7:00 P.M.

Create a basic website with text, sound, images, hyperlinks, and more in this two-session class

GOOGLE DOCS

THURSDAY, MARCH 3 AT 2:00 P.M.

Learn about Google Docs for free word processing and group collaboration.

MICROSOFT WORD

THURSDAY, MARCH 10 AT 2:00 P.M.

Learn document creation and word processing with Microsoft Word

CHECK OUT EBOOKS FROM THE LIBRARY

WEDNESDAY, MARCH 16 AT 7:00 P.M.

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

FACEBOOK

THURSDAY, MARCH 17 AT 2:00 P.M.

Learn the essentials of Facebook for safe social networking.

NYT & WSJ FROM HOME

THURSDAY, MARCH 24 AT 2:00 P.M.

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

THE IDEA LAB

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

IDEA LAB PROJECT CUSTOM LASER-CUT JIGSAW PUZZLE MONDAY, MARCH 14

Register by March 7 to create your own custom laser-cut jigsaw puzzle! Use our online tool to upload your image of choice. Then come to the library and collect your printed image, backer board and glue. Take them home, glue the image onto the backer board, then bring them back to the library to have them cut into a jigsaw pattern. **Complete instructions provided upon registration.**

IDEA LAB LIVE: CAR THINGS WEDNESDAY, MARCH 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: CAR 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, MARCH 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

HONORING MARTHA DURING WOMEN'S HISTORY MONTH



Martha Baldwin (1840-1913), our library's namesake, was a trailblazer devoted to the Birmingham community and improving the lives of her fellow citizens.

Martha became a teacher and educator in the Birmingham area after attending Kalamazoo Baptist College in the 1860s. She worked in the Detroit Public School system from 1872-1898 and eventually

became principal at Norvell School, an impressive accomplishment for a woman at the time. Martha was devoted to the Birmingham community and improving the lives of her fellow citizens. Martha also left funds in her will to build a new school with a female locker room to encourage girls in athletics.

She started the Library Association in 1869 with 48 books. Through hard work and dedication, the Library Association grew, changed its name to the Ladies Literary Society, moved locations several times, and raised money to build a permanent building where the Library stands today.

After being nominated by Birmingham resident Linda Buchanan, Martha Baldwin was inducted into the Michigan Women's Hall of Fame at the 36th Annual Michigan Women Forward Induction Celebration on November 7, 2019. To commemorate this honor, we have placed a plaque in our lobby that shares a bit about Martha's life. It says:

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.

Martha Baldwin worked tirelessly to meet the expanding needs of Birmingham's citizens and we are grateful for her lasting legacy.

Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681

BEHIND THE SCENES LIBRARY TOUR THURSDAY, MARCH 10 AT 10:00 A.M.

Join Director Rebekah Craft for a behind the scenes tour of the library. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The tour will meet in the vestibule. **Registration required.**



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



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.



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



**MICHIGAN.COM – Serving the
OBSERVER & ECCENTRIC and HOMETOWN WEEKLY NEWSPAPERS
6200 Metropolitan Pkwy, Sterling Heights, MI 48312**

BE IT MADE KNOWN THAT THE FOLLOWING ADVERTISEMENT APPEARED IN:

**Publication: Birmingham Eccentric
Placed By: Baldwin Public Library
Subject: Public Hearing - Budget
Date of Publication: March 6, 2022**

Susan Totoraitis (Susan Totoraitis), being duly sworn, deposes
and says that the advertising illustrated above/attached was published in the
Birmingham Eccentric Newspaper on the following date/s/: March 6, 2022,
INVOICE number 361443, and as an authorized employee of the Observer and
Eccentric Media, she knows well the facts stated/herein. Cost: \$141.18

STATE OF MICHIGAN

NOTARIZED BY:

Gina Anne Huff

March 7, 2022

DATED:

Acting in County of Macomb

GINA ANNE HUFF
NOTARY PUBLIC - STATE OF MICHIGAN
COUNTY OF LIVINGSTON
My Commission Expires March 09, 2023

**STATE OF MICHIGAN
COUNTY OF OAKLAND
VILLAGE OF FRANKLIN
32325 Franklin Road, Franklin, Michigan 48025**

Village Grass and Noxious Weeds Ordinance
Property Owners and or Parties of Interest:

Notice is hereby given to all persons occupying or owning any property within the Village of Franklin that pursuant to Chapter 1479.01, as amended in the Village Code of Ordinances, it shall be the duty of such owners or occupants to keep all grass and weeds cut below a height of eight (8) inches. If the provisions of the Ordinance are not complied with, the Village shall cause such grass to be cut. The actual cost of such cutting, plus twenty percent (20%) for administration charge, shall be charged to and paid by the owner. If necessary, the Village shall have a lien for the cutting expenses, costs and twenty percent (20%) administration charge, which lien shall be enforced in the manner prescribed by state law for the enforcement of tax liens.

Heather Mydlowski
Village Clerk

Publish: March 06, 2022

**NOTICE OF PUBLIC HEARING
CITY OF BIRMINGHAM
PUBLIC HEARING OF NECESSITY
PUBLIC HEARING OF CONFIRMATION**

Meeting Date, Time, Location:	HEARING OF NECESSITY FOR SPECIAL ASSESSMENT DISTRICT Monday, Monday, March 14, 2022, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Meeting Date, Time, Location:	HEARING OF CONFIRMATION FOR SPECIAL ASSESSMENT DISTRICT Monday, April 11, 2022, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Project Location:	S. Old Woodward Avenue, from Brown St. to Landon St.
Nature of Improvement:	Construction of sidewalk and streetscape improvements adjacent to all properties within the project area
City Staff Contact:	Scott Zielinski, Assistant City Engineer szielinski@bhamgov.org , (248)530-1838
Notice Requirements:	Mail to affected property owners Publish February 27, 2022 & March 6, 2022
Approved minutes may be reviewed at:	City Clerk's Office

Should you have any statement regarding the above, you are invited to attend the meeting in person or virtually through ZOOM: <https://zoom.us/j/655079760> Meeting ID: 655 079 760

You or your agent may appear at the hearings to express your views; however, if you fail to protest either in person or by letter received on or before the date of the hearing, you cannot appeal the amount of the special assessment to the Michigan Tax Tribunal. Mail any correspondence to: City Clerk, P.O. Box 3001, Birmingham, MI 48012.

The property owner may file a written appeal of the special assessment with the State Tax Tribunal within 30 days after the confirmation of the special assessment roll if that special assessment was protested at the hearing held for the purpose of confirming the roll.

All special assessments, including installment payments, shall, from the date of the confirmation thereof, constitute a lien on the respective lots or parcels assessed, and until paid shall be charged against the respective owners of the lots or parcels assessed.

Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk's Office at 248.530.1880 (voice) or 248.644.5115 (TDD) at least one day in advance to request mobility, visual, hearing or other assistance.

Publish: February 27 & March 6, 2022

**NOTICE OF PUBLIC HEARINGS
BIRMINGHAM CITY COMMISSION
PUBLIC HEARING OF NECESSITY
PUBLIC HEARING OF CONFIRMATION**

Meeting Date, Time, Location:	HEARING OF NECESSITY FOR SPECIAL ASSESSMENT DISTRICT Monday, Monday, March 14, 2022, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Meeting Date, Time, Location:	HEARING OF CONFIRMATION FOR SPECIAL ASSESSMENT DISTRICT Monday, April 11, 2022, 7:30 PM Municipal Building, 151 Martin, Birmingham, MI 48009
Project Location:	S. Old Woodward Avenue, from Brown St. to Landon St.
Nature of Improvement:	Replacement and improvement of water and sewer leads meeting the requirements for assessment, for all properties within project area
City Staff Contact:	Scott Zielinski, Assistant City Engineer szielinski@bhamgov.org , (248)530-1838
Notice Requirements:	Mail to affected property owners Publish February 27, 2022 & March 6, 2022
Approved minutes may be reviewed at:	City Clerk's Office

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Publish: February 27 & March 6, 2022

OBSERVER & ECCENTRIC
hometownlife.com

Find what you need

**INVITATION TO BID
BID NO. 9941
ERGOTRON LEARN FIT SIT-STAND DESK
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing, delivering, and assembling/ installing new Ergotron Learn Fit Sit-Stand Desks to 12 different locations within the Troy School District.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and scroll down to locate and access the bid documents.

Your proposal and two copies marked "Bid 9941 Ergotron Desks" must be delivered no later than 10:00 a.m., Tuesday, March 15, 2022, Troy School District, Services Building/ Technology Department, 4420 Livernois Road, Troy, MI 48098 ATTN: Beth Soggs, Technology Director, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

All questions regarding the bid specified, or the bid terms and conditions will be accepted in writing ONLY and subsequently answered through an addendum to all interested parties. Questions must be received no later than noon, Wednesday, March 9, 2022, and may be emailed to: bsoggs@troy.k12.mi.us At no other time prior to the bid opening will questions/concerns be addressed or accepted.

All bidders must provide familial disclosure in compliance with MCL 380.1267 and attach this information to the bid proposal. The bid proposal will be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Troy School Board or the Troy School Districts Superintendent. Also, a sworn and notarized Affidavit of compliance for the Iran Economic Sanctions Act certifying the vendor does and will comply with Public Act 517 of 2012 shall accompany all proposals. Both forms will be enclosed in the specification's booklet that shall be used for this purpose. The District will not accept a bid proposal that does not include these sworn and notarized disclosure statement.

The Troy Board of Education reserves the right to accept or reject any or all bids, either in whole or in part; to award contract to other than the low bidder; to waive any irregularities and/or informalities; and in general to make awards in any manner deemed to be in the best interest of the owner.

Technology Department
Troy School District
4420 Livernois Road
Troy, MI 48098

Publish: March 6, 2022

**INVITATION TO BID
BID NO. 9942
AVER DOCUMENT
CAMERAS
TROY SCHOOL DISTRICT**

The Troy School District will receive firm, sealed bids for furnishing and delivering new Aver document cameras.

Specifications and proposal forms can be obtained online at <http://www.troy.k12.mi.us>. From the main page click the "Business Services" tab listed under "Departments", then click "Purchasing" and scroll down to locate and access the bid documents.

Your proposal and two copies marked "Bid 9942 Aver Document Cameras" must be delivered no later than 10:00 a.m., Tuesday, March 15, 2022, Troy School District, Services Building/Technology Department, 4420 Livernois Road, Troy, MI 48098 ATTN: Beth Soggs, Technology Director, at which time all bids will be publicly opened and read aloud immediately thereafter. Bid proposals received after this time will not be considered or accepted.

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Technology Department
Troy School District
4420 Livernois Road
Troy, MI 48098

Publish: March 6, 2022



Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009
248-647-1700

**NOTICE OF PUBLIC HEARING
Monday, March 21, 2022 at 7:30 p.m.
2022-2023 Budget Hearing**

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 21, 2022, at 7:30 p.m., in the Rotary Tribute and Donor Rooms of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI. Members of the public may attend in person or via Zoom.

This public hearing is being held to consider the 2022-2023 budget for the Baldwin Public Library.

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Topic: Baldwin Public Library 2022-2023 Budget Hearing
Time: Mar 21, 2022 07:30 PM Eastern Time

The public may participate via Zoom:
Join Zoom Meeting: <https://us02web.zoom.us/j/88033156263>
Meeting ID: 880 3315 6263

One tap mobile: +13017158592,88033156263# US (Washington DC)
+13128626679,88033156263# US (Chicago)

Public comments may be presented either in person or in writing.

By 5:00 p.m. on Friday, March 18, 2022 you may obtain a copy of the proposed budget by going to the Library's website (www.baldwinlib.org), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Robert Stratton (248-554-4684).

Approved minutes of this hearing may be reviewed on the Library's website or at its Business Office.

THIS NOTICE IS GIVEN in accordance with Act 261, 1968 Public Act 267.
DATE POSTED: February 18, 2022

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) 644-0115 (for the hearing impaired) at least one day before the meeting to request help in mobility, visual, hearing, or other assistance.
Las personas con discapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del servicio de la biblioteca en el número (248) 647-1700 o al (248) 644-0115 para las personas con discapacidad auditiva por lo menos un día antes de la reunión para solicitar ayuda en la movilidad, visual, audición, o de otras asistencia. (Title VI of the Civil Rights Act of 1964).

Publish: March 6, 2022

OBSERVER & ECCENTRIC
hometownlife.com

BIRMINGHAM-BLOOMFIELD EAGLE, March 9, 2022 — 31A



Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009
248-647-1700

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Published: Birmingham-Bloomfield Eagle 03/09/2022

0081-2211

Local Libraries hold book sales

Published on February 18, 2022

The Friends of the Baldwin Public Library will hold a special sale of used books and media on Saturday, February 19, and Sunday, February 20, and Bloomfield Township Public Library will hold its Second Saturday book sale Saturday, February 19.

The Friends of Bloomfield Township Public Library will hold its book sale Saturday, February 19, from 10 a.m. to 3:30 p.m., featuring gently used books, movies, music and other media.

The sale will be held in its usual location on the lower level of the library. The first hour of the sale, 10 a.m. to 11 a.m., will be reserved for Friends of the Library members only. Memberships are available for purchase at the door on the day of the sale. For the safety of visitors and volunteers, masks and social distancing are strongly encouraged.

The Friends of the Baldwin Public Library will hold a special sale of used books and media on Saturday, February 19, from 10 a.m.-3 p.m. and Sunday, February 20 from 12-2 p.m. on the lower level of the Baldwin Public Library.

Special advance access will be available Friday to a limited number of people who pre-purchase a ticket via the library events calendar at baldwinlib.org/calendar. All proceeds benefit the library's programs and services.

Friends President Ryndee Carney said "For the first time we are giving shoppers access to a treasure trove of recently donated items that are kept in the Friends 'Secret Room' at the BPL. Patrons will be able to make selections directly from shelves, just as they do at the library or their favorite book stores."

The New York Times

The Battle for the Soul of the Library

Published on February 24, 2022 | Guest Essay by Stanley Kurtz



Recent news stories covering clashes over what books students should read in class and have access to in their school libraries have overlooked a major player in our unfolding scholastic drama. We've been reading about traditionalist parents, progressive teachers and politicians of various stripes. Missing, however, has been the figure of the woke librarian.

What in the world is a woke librarian? After all, through venerable proclamations like the [Library Bill of Rights](#), America's librarians have long pledged to "provide materials and information presenting all points of view on current and historical issues." The declaration adds, "Materials should not be proscribed or removed because of partisan or doctrinal disapproval." This professional stance is known as "neutrality."

By vowing ideological neutrality in the provision of knowledge, librarians ideally enable readers to develop opinions based on broad consideration of the available alternatives. In contrast, librarians who allow their personal politics to control or curtail the provision of information violate neutrality and betray the public trust. A woke librarian, then, is a contradiction in terms.

Contradiction or not, woke librarians — by which I mean librarians who see it as their duty to promote progressive views on race, policing, sexuality and other issues — are everywhere. Yet the Library Bill of Rights has it right: The library should remain sacred ground — a neutral sphere above the fray — precisely because libraries leaven and inform the fray itself.

The story of increasing challenges to library neutrality reflects a broader national pattern of polarization and declining trust in institutions. This story also offers an opportunity: By recapturing library neutrality, we can provide a model for coping with our broader national conflicts.

Library neutrality shares the classically liberal presuppositions that informed America's founding. Human beings enjoy equal rights. Free individuals can be trusted to make their own decisions about what to read and believe. By promoting the intellectual formation of independent citizens, libraries make liberal democracy possible. Public funding for libraries is still justified on these terms.

Yet this ideal of neutrality is increasingly [rejected](#) by librarians. This skepticism traces the trajectory of our cultural battles. Challenges to library neutrality occurred amid the radicalism of the late 1960s and early 1970s, and in the early 1990s, as '60s veterans rose through the library's ranks. By 2004 David Brooks [noted](#) that for librarians "the ratio of Kerry to Bush donations was a whopping 223 to 1." In 2020, a [Bloomberg News analysis](#) of political donations through two online platforms found that 93 percent of donors who reported being librarians gave to Joe Biden.

Regardless of their personal politics, librarians can strive for neutrality in the performance of their professional duties. Yet by the early 2000s, the profession had become politicized. From a 2004 [resolution](#) calling for unconditional withdrawal from Iraq to today's [activism](#) in support of the new woke [orthodoxy](#), the American Library Association lends institutional support to the American left.

Around 2008, according to an analysis by the dean of libraries at California State University East Bay, John Wenzler, challenges to neutrality started appearing with lopsided frequency in the librarians' professional literature. It built to a crescendo during the Trump administration. At a 2018 American Library Association event, speakers [debated](#) questions including, "Are libraries neutral?" "Have they ever been?" "Should they be?" In a 2020 [article](#), "The Moral Arc of the Library," two librarians described "the role whiteness and white privilege has played in the history of the library profession" and declared that "it is time for libraries and librarians to do away with arguments about 'neutrality' and instead reorient ourselves toward social justice in a more intentional way."

Some critics of neutrality draw on critical race theory to argue that neutrality is an illusion because everything is political. "Choosing neutrality (or disengagement) in time of conflict is choosing to maintain status quo at the expense of one portion of a community," argues a 2017 [article](#) by six authors affiliated with library or research programs.

It is true, in a sense, that the librarian's apparent neutrality has a political grounding. By means of neutrality, librarians affirm their respect for individual liberty, while demonstrating the tolerance for divergent conceptions of the good upon which our constitutional system rests. In a broad sense, classical liberalism is a "political" stance. At the same time it offers far more scope for varied ways of life and faith than competing political arrangements.

Critics of neutrality often take it for granted that advocacy by libraries will advance their vision of social justice. This overlooks the extent to which a library's authority rests upon its reputation for neutrality. When they adopt the role of political actors, librarians cast into doubt public funding,

hands-off policies toward book collections and parents' willingness to entrust their children to the public school system. This is where we are, particularly in conservative states and school districts, where librarians' open embrace of leftist activism is out of step with the public mood.

Neither in libraries nor anywhere else can the classically liberal principles foundational to our institutions be reconciled with the premises of the woke ascendancy. This is the battle of our day. With the fundamental character of American society hanging in the balance, the struggle between these incompatible perspectives must necessarily be waged in localities and states, where K-12 content is set. Blue states like [Illinois](#), with new standards for teacher training, and [California](#), by way of a model curriculum for a newly adopted ethnic studies requirement, are promoting the new progressive orthodoxy on ethnicity and race. Red states like [Texas](#) are barring promotion of the most controversial progressive understandings of race and ethnicity in K-12 public school classrooms.

The battle over what books to include in the curriculum must and will continue. I [favor](#) state laws that bar promotion of critical race theory ideology. Prohibiting the endorsement of a concept in the classroom, however, leaves room for discussion of the concept.

Students will be aware of the clashes around them. They need resources to explore the alternatives further. That is where school libraries can help. Whether the official curriculum promotes classical liberalism, woke orthodoxy or other important perspectives, students should be free to compare, contemplate and debate them all.

There is a complication here: sexual content. Battles over explicit sexual content in school library books raise issues of age-appropriateness that can be settled only through a combination of community standards and the courts. That battle includes yet goes beyond ideology, and will not be resolved any time soon.

Setting aside the issue of sexual content, however, the solution for school libraries is clear. Parent groups shouldn't fight to ban contentious books from the library, even when they don't make the official curriculum. They should balance controversial books instead. Don't dump Howard Zinn's leftist "[A People's History of the United States](#)" from the shelf. Add a real alternative, like Wilfred McClay's "[Land of Hope](#)," instead. Don't hurl the "[The 1619 Project](#)" out the library window. Instead, add Peter Wood's "[1620](#)" to the library's collection, along with writings from Robert Woodson's group, [1776 Unites](#).

Supporting library neutrality by balancing books is in everyone's interest. Deep public respect for the traditional library ideal will rightly cut against conservatives who offend against it. The sins of woke librarians do not absolve the excesses of the other side. Nor does purging leftist library books comport with traditional ideals of liberty. Nothing can halt the surging conservative education movement more effectively than its own overreach.

On the left, politically one-sided collection building by avowedly nonneutral librarians would amount to book banning by other means, more insidious for being less obvious than parents with pitchforks. As conservatives capture school boards, I expect examples of this backdoor form of book banning to increasingly come to light, exacerbating an already fraught situation. Ultimately, librarians who work to balance a library's holdings will be far more persuasive advocates for intellectual freedom than those with a political ax to grind.

There is a lesson here for the professions upon whose trustworthy refereeing our society depends for its stability: judges, government bureaucrats, journalists and more. These occupations should work to recapture lost neutrality. As our political conflicts deepen, we need our traditionally fair and impartial referees far more, not less, than before.

Stanley Kurtz is a senior fellow at the Ethics and Public Policy Center, a conservative think tank, and a regular contributor to National Review Online on education and other issues. He has a doctorate in social anthropology and has taught at Harvard University and the University of Chicago.

The New York Times

Your Librarian Wants to Challenge, Not Ban

Published on March 6, 2022 | Letters to the Editor

To the Editor:

As a young child, I didn't see myself or my community reflected in my history books or in stories I read. It was as if I didn't exist. Imagine if every book in the library collection was one where you did not see yourself.

I was grateful for the dedication of my local school and public librarians, who developed collections where I learned more about my own history and that of others. I developed empathy, understanding and a greater appreciation for the freedom to choose my learning through reading.

In "[The Battle for the Soul of the Library](#)" (Opinion guest essay, Sunday Review, Feb. 27), Stanley Kurtz claims that library titles and materials support political agendas. This could not be further from the truth.

Libraries represent values that are core to democracy. Trained and certified librarians and library workers provide services and collections that inform, engage, illuminate and help people of all ages learn more about the world around them.

Libraries across the country are addressing the effects of historical inequality and systemic racism on library users, especially people of color and those who belong to historically marginalized and minority communities. Library professionals are dedicated to developing collections that allow every person to see themselves in library resources and provide a means to build understanding among all users.

The American Library Association is committed to free access to information and fair treatment of all people. We call on library colleagues at all levels and the public to promote the freedom to read and work toward addressing complex topics that affect policies, practices or behaviors.

The A.L.A. is proud to engage in ongoing and difficult conversations as we work to strengthen librarianship and improve service for all.

Patty Wong
Santa Clara, Calif.

The writer is president of the American Library Association.



To the Editor:

As the daughter of two librarians and the sister of another, I was eager to read what Stanley Kurtz had to say about the soul of libraries. His essay left me perplexed, though, as to what exactly a "woke librarian" is.

Dr. Kurtz's belief that librarians are no longer living up to their reputation for neutrality flies in the face of my sister's edict that everyone entering a library should be offended by something there. That is because one topic on which librarians have never been neutral, and never will be, is censorship.

Librarians take a dim view of censoring any work, whatever direction it is coming from. The greater danger to our democracy is not "woke librarians," whatever they are, but those who would not merely ban books, but [would burn them as well](#). Suggestions for such activities are coming only from the right these days, and everyone, woke or not, should be aghast at that idea.

Siobhan Dugan
Washington

To the Editor:

I appreciated the guest essay by Stanley Kurtz on the "woke librarian." Fifteen years ago I went to the children's section of our local library to find one of my favorite childhood books, "Calico Captive," by Elizabeth George Speare.

At that time, I didn't recall the title exactly, and the children's librarian offered to do some digging to see if she could figure it out. But she also mentioned that a librarian a few years before had attempted to purge the children's section of books that portrayed Native Americans in a poor light, so I would be unlikely to find it on the shelves.

Ultimately, I bought the book from a secondhand store, reread it, and it's true — the book doesn't portray Native Americans nicely. (It doesn't portray rich white Canadians nicely, either, for that matter.)

Nevertheless, as a liberal from a liberal town, I believe that libraries should grow, not shrink. I'm still dismayed by the actions of that "woke librarian" back then, and I would not be surprised if such purges are becoming more common.

Elizabeth Bales
Brookline, Mass.

To the Editor:

After reading "The Battle for the Soul of the Library," I was initially surprised by the statistics on how overwhelmingly liberal the librarian field is. However, the right is historically not a friend of libraries. Library funds are constantly on chopping blocks in conservative areas across the country, and lawmakers in states like mine are trying to ban books on L.G.B.T.Q. themes, critical race theory and other "woke" topics from the shelves.

It's not hard to find conservative ideas in libraries; they aren't being outlawed, and if you can't find what you're looking for, your local librarian would be happy to assist you (for what it's worth, my local library system has both of the conservative books suggested by the author to "balance controversial books").

Allowing access to a resource shouldn't be conflated with promoting it. Librarians understand that their primary role is helping do the former, which they can do only if they aren't hamstrung by laws banning certain topics. Considering this, maybe the political makeup of librarians isn't so surprising after all.

Jesse Litvin
Austin, Texas



Credit...Liana Finck

To the Editor:

["My Real Love Language Is Fear,"](#) by Lisa Taddeo (Opinion guest essay, Sunday Review, Feb. 13), reveals how sexism and gender roles are still deeply embedded in our culture.

The author, saying she believes that her love language is "acts of service," lists several things that she wishes her husband would do to show he loves her. They both work full time with busy schedules, and all the things she lists are part of the everyday household responsibilities, not acts of service showing love for her personally.

Men are still raised to be, or allowed to be, selfish and irresponsible in many small ways; even if they are taught a greater degree of personal responsibility, our culture constantly undermines it. And women still identify themselves with domestic responsibilities.

A small but meaningful act of loving service, for instance, would be to bring your partner a cup of coffee or tea when they're busy, making it exactly how they like it, no matter how fussy or ridiculous you think their preferences are (and without offering your opinion either).

Anne Caswell
Menlo Park, Calif.

To the Editor:

I would suggest to Lisa Taddeo that perhaps fundamental to, and implicit in, “the five languages of love” is *tolerance*.

Ron Kaplan
North Palm Beach, Fla.

A version of this article appears in print on March 7, 2022, Section A, Page 16 of the New York edition.

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. 120
- B. Acceptance of the January 2022 receipts of \$498.40 p. 132
- C. Approval of the January 2022 disbursements of \$1,979.45 p. 133
- D. Acceptance of the February 2022 receipts of \$81.22 p. 134
- E. Approval of the February 2022 disbursements of \$6,586.45 p. 135

II. New and Miscellaneous Business

A. Approval of purchases related to building improvements

Suggested Board action: 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. p. 121

Suggested Board action: To authorize the purchase of furniture from iscg, in the amount \$5,838.50, for the 2nd Floor and Adult Services area, using the Van Dragt Trust fund. p. 123

Suggested Board action: To authorize the purchase of electrical services from Lee & Associates, in the amount \$1,824, for the 2nd Floor area, using the Van Dragt Trust fund. p. 124

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, April 18, 2022

Motion: To adjourn the March 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
• (2) Existing poor trees				
4 Man Crew w/ Equipment - Bed Prep	10	Crw4	\$325.00	\$3,250.00
• 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.

Van Dragt Trust – Proposed Purchases

2nd Floor Vestibule

Custom cabinet for copy supplies

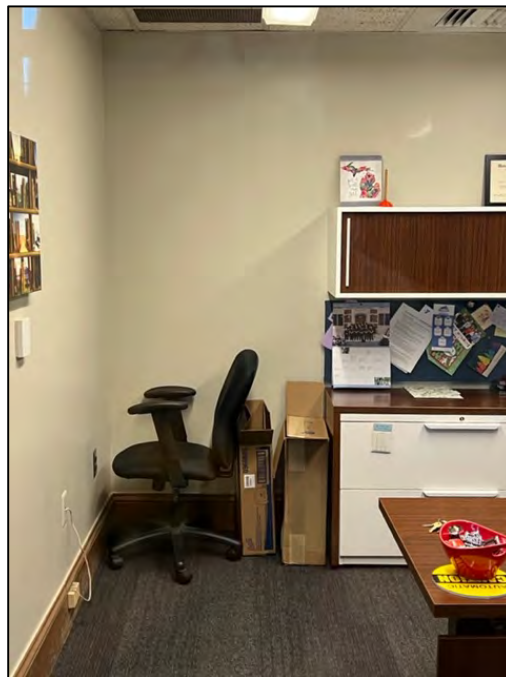
Electrical work to move the copy machine to the opposite wall to create a wider walkway



Jaclyn's office

Large cabinet to hold outreach program supplies

Additional tackboard



Idea Lab

Standing staff desk - electric (currently using repurposed computer table that is too narrow)



Adult Services Desk

2 custom locking cabinets to fit under patron print station to hold paper and toner
Cabinets and shelving to fit under AS desk work counter to hold extra supplies



Vendor	Item	Cost	Installation	Total
Lee & Associates	Move port for copy machine	\$ 1,824.00		\$1,824.00
iscg	2 nd Floor Copy Area work counter and cabinets	\$ 1,015.00	\$ 824.00	
iscg	AD office: Cabinet and Tackboard	\$ 430.00		
iscg	Idea Lab: Height Adjustable Desk	\$ 548.50	\$ 195.00	
iscg	AS Cabinets and Open Shelving at Desk	\$ 1,250.00		
iscg	AS Cabinets under Printer	\$ 1,576.00		\$5,380.50

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: February 2022

February receipts totaled \$81.22. February disbursements totaled \$6,586.45.

The current value of the Trust is \$2,293,719.68, divided up in the following way:

	<i>June 2021 - EOY</i>	February 2022
Total endowment investments*	\$ 1,384,951.27	\$ 1,274,875.17
Endowment funds distributed for use	\$ 164,573.68	\$ 123,751.53
Total endowment funds	\$ 1,549,524.95	\$ 1,398,626.70
General spendable funds	\$ 360,367.54	\$ 369,333.79
Van Dragt fund	\$ 218,084.39	\$ 127,180.15
Building fund	\$ 345,470.42	\$ 345,711.17
Restricted funds**	\$ 22,369.64	\$ 28,144.33
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 969,054.33	\$ 895,092.98
Total endowment funds	\$ 1,549,524.95	\$ 1,398,626.70
Total non-endowment funds	\$ 969,054.33	\$ 895,092.98
Total of all Trust funds	\$ 2,518,579.28	\$ 2,293,719.68

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

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

As of February 2022, the amount of money in the Trust that is undesignated stands at \$450,639.90

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.

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of February 28, 2022

<u>Index</u>	<u>2022: YTD</u>	<u>2021: Entire Year</u>
S&P 500-Equity Benchmark (75%)	-8.23%	20.17%
Global Aggregate-Bond Benchmark (25%)	-3.64%	-0.12%
Blended Return of Both Benchmarks*	-7.08%	20.05%
Baldwin Endowment Funds' Portfolio	-4.23%	9.73%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	2.85%	-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 February 28, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,288,707.17
Raymond James General Funds Account	\$676,022.58
Huntington Bank Checking Account	\$3,720.33
Huntington Bank Money Market Account	<u>\$325,269.60</u>
Total	\$ 2,293,719.68

Our Huntington Bank checking account and money market account have no stock or bond investments at all, and are non-volatile. All of the funds donated for the Library's Youth Room expansion and renovation are in our Huntington Bank money market account and are therefore safe from market fluctuation.

BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
FEBRUARY 28, 2022

Investment and Cash Report										
	Prior Month Balance 01/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/22	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,226.01	\$41,094.15	\$4,226.01			\$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	\$3,720.21	\$0.12	\$0.69	\$2,318.67	\$21,442.44	\$2,318.67			\$3,720.33	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,720.21								\$3,720.33	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$41.77	\$5,804.21	\$41.77			\$0.00	
TOTAL	\$3,720.21	\$0.12	\$0.69	\$6,586.45	\$159,655.22	\$6,586.45	\$0.00		\$3,720.33	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$129,269.56	\$0.00	\$72.00			\$0.00	(\$4,226.01)		\$125,043.55	
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7.24	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$127,180.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$127,180.15	
Restricted Funds	\$35,804.65	\$0.00	\$29,787.82			\$0.00	(\$2,318.67)		\$33,485.98	
Restricted Fund - Covid	\$16.43	\$0.00	\$0.00			\$0.00	\$0.00		\$16.43	
General Spendable Funds	\$38,996.92	\$81.10	\$15,241.79			\$0.00	(\$41.77)		\$39,036.25	
TOTAL	\$331,774.95	\$81.10	\$45,101.61	\$0.00	\$0.00	\$0.00	(\$6,586.45)		\$325,269.60	
Raymond James & Associates:										
Endowment Fund Investments	\$1,236,410.11	\$0.00	\$0.00			\$0.00	\$0.00	(\$19,470.79)	\$1,216,939.32	
Endowment Cash	\$71,767.30	\$0.00	\$225.00			\$0.00	\$0.00	\$0.55	\$71,767.85	
Sub-total Endowment Funds	\$1,308,177.41	\$0.00	\$225.00			\$0.00	\$0.00	(\$19,470.24)	\$1,288,707.17	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$335,669.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,375.64)	\$330,293.80	
General Spendable Building Mutual Funds	\$350,947.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$5,595.06)	\$345,352.82	
Sub-total General Spendable Funds	\$686,993.28	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$10,970.70)	\$676,022.58	
TOTAL	\$1,995,170.69	\$0.00	\$225.00			\$0.00	\$0.00	(\$30,440.94)	\$1,964,729.75	
Total All Funds	\$2,330,665.85	\$81.22	\$45,327.30	\$6,586.45	\$159,655.22	\$6,586.45	(\$6,586.45)	(\$30,440.94)	\$2,293,719.68	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
FEBRUARY 28, 2022**

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
FEBRUARY 28, 2022**

		Prior Month Balance 01/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/22
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$374,670.10	\$81.10	\$15,241.79	\$41.77	\$5,804.21			(\$5,375.64)	\$369,333.79
Restricted Funds:										
Building Fund		\$351,306.23	\$0.00	\$0.00	\$0.00	\$0.00			(\$5,595.06)	\$345,711.17
Van Dragt Fund		\$127,180.15	\$0.00	\$0.00	\$0.00	\$90,904.24				\$127,180.15
Memorials/Tributes		\$11,256.54	\$0.12	\$2,805.69	\$0.00	\$66.89				\$11,256.66
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	\$410.18				\$7.24
2015 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends										
Adult Services Programs		\$4,315.04	\$0.00	\$11,090.00	\$1,726.75	\$8,870.42				\$2,588.29
Young Adult Programs		\$1,860.31	\$0.00	\$3,551.62	\$183.70	\$3,568.63				\$1,676.61
Youth Services Programs		\$8,302.88	\$0.00	\$7,680.00	\$408.22	\$4,542.22				\$7,894.66
Outreach & Equipment		\$4,204.44	\$0.00	\$2,500.00	\$0.00	\$4,394.28				\$4,204.44
Sub-total Restricted		\$508,949.26	\$0.12	\$27,627.31	\$2,318.67	\$112,756.86	\$0.00	\$0.00	(\$5,595.06)	\$501,035.65
Rotary Room Fund										
Naming Rights-Principal		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
Maintenance Funds		\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk										
Miranda Burnett Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
		\$9,385.65	\$0.00	\$1,961.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$908,342.90	\$81.22	\$44,830.30	\$2,360.44	\$118,561.07	\$0.00	\$0.00	(\$10,970.70)	\$895,092.98
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$69,122.02	\$0.00	\$72.00	\$3,229.54	\$15,448.02	\$0.00			\$65,892.48
Adult Large Print		\$2,552.18	\$0.00	\$0.00	\$194.25	\$1,484.90	\$0.00			\$2,357.93
Adult Services Department		\$20,482.00	\$0.00	\$0.00	\$0.00	\$615.90	\$0.00			\$20,482.00
Adult Audio Visual		(\$0.00)	\$0.00	\$0.00	\$0.00	\$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	\$718.37	\$3,529.26	\$0.00			\$5,738.23
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		\$1,486.65	\$0.00	\$200.00	\$83.85	\$1,328.70	\$0.00			\$1,402.80
Koschik Building Fund		\$183.95	\$0.00	\$0.00	\$0.00	\$811.84	\$0.00			\$183.95
Sub-total		\$127,977.54	\$0.00	\$272.00	\$4,226.01	\$41,094.15	\$0.00	\$0.00	\$0.00	\$123,751.53
Total Endowment Investments		\$1,294,345.41	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$19,470.24)	\$1,274,875.17
Total Endowment Funds		\$1,422,322.95	\$0.00	\$497.00	\$4,226.01	\$41,094.15	\$0.00	\$0.00	(\$19,470.24)	\$1,398,626.70
Total All Trust Funds		\$2,330,665.85	\$81.22	\$45,327.30	\$6,586.45	\$159,655.22	\$0.00	\$0.00	(\$30,440.94)	\$2,293,719.68

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

TRUST RECEIPTS
February-22

Trust Money Mkt General Funds:

PEO Sisterhood Chapter CG - honorarium for E. Cronkite Program	\$	25.00		
Robert D. Nicholson	\$	15.00		
David O. and Jelane N. Caspar in Memory of John W. Newmann	\$	25.00		
Money Market Interest Income	\$	16.10	\$	81.10
				<hr/>

Friends of BPL:

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

Memorial/Book Fund:

Checking Account Interest	\$	0.12	\$	0.12
				<hr/>

Miranda Burnett Youth Desk

\$	-	\$	-
			<hr/>

Trust Money Mkt Endowment Fund:

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

Total Receipts at Huntington Bank

\$	81.22	\$	81.22
			<hr/>

Raymond James

\$0.00	\$0.00
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Total Trust Receipts

<u>\$81.22</u>	<u>\$81.22</u>
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02/25/2022 09:21 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 02/01/2022 - 02/28/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
02/11/2022	LIBRY	5691	009126	AMAZON CAPITAL SERVICES INC	435.16
02/11/2022	LIBRY	5692	000902	CENGAGE LEARNING INC	53.58
02/11/2022	LIBRY	5693	001090	INGRAM LIBRARY SERVICES	945.07
02/11/2022	LIBRY	5694	MISC	JACLYN MILLER	41.77
02/11/2022	LIBRY	5695	MISC	LAST STRAW VENTURES, LLC	500.00
02/11/2022	LIBRY	5696	MISC	ROSS RICHARDSON	195.00
02/25/2022	LIBRY	5697	009126	AMAZON CAPITAL SERVICES INC	227.51
02/25/2022	LIBRY	5698	009315	FIRST NATIONAL BANK OF OMAHA	1,361.98
02/25/2022	LIBRY	5699	004604	GORDON FOOD	49.02
02/25/2022	LIBRY	5700	009030	SYNTHA GREEN	114.35
02/25/2022	LIBRY	5701	001090	INGRAM LIBRARY SERVICES	140.67
02/25/2022	LIBRY	5702	MISC	MICHIGAN OPERA THEATRE	250.00
02/25/2022	LIBRY	5703	MISC	OTC BRANDS, INC	116.82
02/25/2022	LIBRY	5704	002524	SIGNGRAPHIX INC.	1,920.00
02/25/2022	LIBRY	5705	MISC	SMALL HOUSE LLC	235.52

LIBRY TOTALS:

Total of 15 Checks:	6,586.45
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	6,586.45