

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

APRIL 18, 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



LEARN.CONNECT.DISCOVER.

# AGENDA



## **Baldwin Public Library Board Meeting**

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

Rotary Tribute & Donor Rooms

Per the CDC, COVID-19 Community Level for Oakland County is currently Low. The City continues to recommend the public wear masks while attending city meetings. These precautions are recommended while risks for COVID-19 transmission remain from new variants. All City employees, commissioners and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained.

### *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://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 March 21, 2022 Board Meeting Minutes p. 7
- B. Approval of March 2022 vendor payments in the amount of \$90,269.13,  
including payments in excess of \$6,000. p. 12
- C. Approval of total expenses in the amount of \$297,372.69. p. 17

#### II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Jennifer Wheeler) p. 52
- D. Upcoming events of interest (Jaclyn Miller) p. 78

III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 16
<b>Suggested Board action:</b> To make a motion to adopt changes to the Trust Investment Policy, as found on pages 25 to 29 of the April 2022 Board packet.	
B. Policy Committee (Jennifer Wheeler)	p. 30
<b>Suggested Board action:</b> To make a motion to adopt changes to the Gift and Donation Policy, as found on pages 33 to 34 of the April 2022 Board packet.	
C. Strategic Planning Committee (Karen Rock)	p. 35
<b>Suggested Board action:</b> To make a motion to approve the Library's strategic plan for 2022-2025.	
IV. Library Report – Rebekah Craft and Jaclyn Miller	p. 45
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 55
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	p. 57
Suggested motion: Motion to approve a payment of up to \$_____ to _____ for design development, construction drawings, bidding assistance, and construction administration for the expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 901.0600 (Architectural Services)	
VII. Unfinished Business	
VIII. Items Removed from Consent Agenda	
IX. Information Only	
A. Upcoming events of interest	p. 78
B. 'Learn.Connect.Discover.' April 2022 Newsletter	p. 80
C. <i>Birmingham-Bloomfield Eagle</i> , "Birmingham Museum highlights historical Birmingham women during Women's History Month"	p. 84

- D. *The Birmingham Beat*, Baldwin Public Library clip p. 86
- E. *Birmingham-Bloomfield Eagle*, "First year for Poetry Project begins at Baldwin Public Library" p. 87
- F. *Book Links*, "Talking with Carter Higgins" p. 89

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.

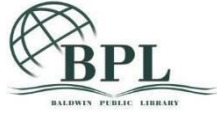
XI. Adjournment

The next regular meeting of the Library Board will be on Monday, May 16, 2022 at 7:30 p.m.

***Motion:*** *To adjourn the April 18, 2022 Board Meeting.*

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
March 21, 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, Jennifer Wheeler, and Student Representative Olivia Clark.

Absent and excused: Jim Suhay.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: One.

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** Rock

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano thanked new Student Representative Olivia Clark for contributing her time and experience to the Library Board.

**Board comments:** None.

**New Student Representative Introduction:** Oliva Clark is a Junior at Bishop Foley High School and serves on her school's Drama and Music Department boards as secretary and as a member of their National Honor Society chapter. She also sings for Bishop Foley's choir and works as a student ambassador.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries from February and March: Julie Beckwell (3 years of service), Lisa Christie (16 years), Syntha Green (6 years), Theresa Hart (26 years), Dennis Kabel (9 years), Wesleyann Johnson (5 years), Sue Kalisky (6 years), Elisabeth Phou (17 years), Angela Shinozaki (6 years), and David Stewart (4 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 94-95 of the March Board packet.

### 3. Board Committee Reports

#### **Finance Committee:**

Rumple reported that the Finance Committee met on March 14 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 18 of the March 2022 Board packet.

The next meeting of the Finance Committee will take place on Monday, April 11, 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:**

Mark reported that the Building Committee met on January 28 in the Delos Board Room. Present were Mark, Pisano, Suhay, Craft, and Miller. Full minutes from this meeting can be found on pages 21 of the March 2022 Board packet.

Mark added that a mandatory pre-bid meeting was held on March 15 to review the RFP for design development and construction drawings with prospective firms. Four firms attended the pre-bid meeting. Bids are due on March 31 and will be reviewed thereafter.

#### **Policy Committee:**

Wheeler reported that the Policy Committee last met on Thursday, January 27 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. The Committee reviewed and edited the ADA Compliance Policy, the Idea Lab User Agreement and Waiver, the Financial Policy, and the Naming Rights Policy. The Policy Committee made recommendations to approve updates to these policies.

#### **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.**

**1st** Wheeler

**2nd** Rock

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

#### **Motion to adopt changes to the Idea Lab User Agreement and Waiver, as found on pages 36-38 of the March 2022 Board packet.**

**1st** Wheeler

**2nd** Mark

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

#### **Motion to adopt changes to the Financial Policy, as found on pages 42-44 of the March 2022 Board packet.**

**1st** Wheeler



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

**Motion to adopt changes to the Naming Rights Policy, as found on pages 49-52 of the March 2022 Board packet.**

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

The next meeting of the Policy Committee will take place on Tuesday, March 22 at 1:00 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 53-67 of the March Board packet.

Melissa Behrens was promoted from Substitute Librarian to Part-Time Youth Services Librarian. Two new Substitute Librarians were hired: Sofia Dabrowski and Jessica Biebuyck. Two new IT Assistants were hired: Andrew Forbes and Tiffany Griffin.

Craft will be appointed to the board of the Friends of Michigan Libraries on April 7.

A Library Open House event will be held on May 22 from 2:00 p.m. to 4:00 p.m. to commemorate former Director Doug Koschik's retirement, Martha Baldwin's induction into the Michigan Women's Hall of Fame, and to celebrate the completion of Phase 2 Youth Room renovations, the installation of the Michigan Spring sculpture, and the Van Dragt Trust renovations. This open house event had been rescheduled from prior planned dates due to COVID pandemic concerns.

The Woodward Dream Drive, in part coordinated with Baldwin's IDEA Task Force, raised \$615, 13 new hoodies, and 8 pairs of new shoes for Oakland County Children's Village.

Battle of the Books 2022 took place on March 5. A total of 369 students on 70 teams competed virtually. Miller thanked the Friends of the Library and Book Beat in Oak Park for supplying gift cards for the winning teams.

The Library's annual fire inspection occurred on March 16 with only minor issues to be resolved. The Library will be inspected again on March 31.

Access to Consumer Reports and Creative Bug have been renewed.

5. Liaisons

Friends: Ryndee Carney reported the Friends held a book sale in February and raised more than \$1,850 from sales. The next Friends book sale will be held May 13 through May 16. Friends will trial a partnership with an online bookseller to help increase revenue and inventory control. There are currently 261 paid memberships with an average contribution of around \$75, for a combined total of over \$20,000 in memberships and gifts.

Friends Board Member Jerry Dreer has resigned due to health concerns. Carney notes this brings the Board to seven members, the minimum required by their bylaws, and so Friends are looking to recruit new Board members.

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:

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

Markus and Kucharek emphasized following due process in the Board's adherence to the Open Meetings Act toward the goal of maximizing transparency and engagement with the community. They instructed the Board to restrain from any decision making during Committee meetings and instead bring all decision-making items to the Board in full. They emphasized that a Committee's purpose is to gather and disseminate information for the Board, and that it would be best generally to utilize Library staff for gathering and sharing information.

**Public Budget Hearing for fiscal years 2022-23, 2023-24, & 2024-25:**

Craft presented the Proposed Budgets for Fiscal Years 2022-23, 2023-24 & 2024-25 as found on pages 71 to 90 of the March 2022 Board packet. On May 7, Craft will present the Proposed Budget 2022-23 to City Commission.

Birmingham resident David Bloom provided comment: that community contracts with Beverly Hills, Bingham Farms, and Bloomfield Township should be renegotiated in terms of population, and commented that a one-time bonus could be given to employees in lieu of a 5% cost-of-living adjustment to their wages.

**Motion to approve the FY 2022-23 budget as stated in the budget resolution on page 91 of the March 2022 Board packet.**

**1st** Rumple

**2nd** Mark

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

**Email from Russell Dixon:**

Dixon had sent an email appeal to all Library Board members asking to arrange a workshop with Merritt Cieslak Design to review Dixon's suggestions for the planned Phase 3 design. The Board agreed that it was too late in the process, as the Library Board had approved the schematic design created by Merritt Cieslak Design, the terms of the contract with Merritt Cieslak Design had been fulfilled, and an RFP for design development and

construction drawings for architectural services had already been issued.

8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 94-116 of the March Board packet.
10. General Public Comment Period: Birmingham resident David Bloom commented that while he understands the RFP for design development and construction drawings prohibits changes to the planned design, the Board should defer to Dixon's request to propose changes.
11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Rumple

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 10:04 p.m. The next regular meeting is scheduled for Monday, April 18, 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
	006638	ACTION MAT & TOWEL RENTAL, INC	35.36
	009440	ALLIANCE ENTERTAINMENT, LLC	285.90
	009126	AMAZON CAPITAL SERVICES INC	1,706.24
	009202	AQUARIUM DESIGN INC	240.00
	MISC	ASHLEY PAINTER	2.97
	000843	BAKER & TAYLOR BOOKS	8.86
	003904	CAPITAL ONE BANK	8,120.29
	000902	CENGAGE LEARNING INC	91.95
	000605	CINTAS CORPORATION	209.05
	000627	CONSUMERS ENERGY	1,092.00
	000575	DEMCO, INC	128.48
	005651	FINDAWAY WORLD, LLC	56.94
	008164	GARY EISELE	69.62
	001090	INGRAM LIBRARY SERVICES	11,503.28
	009037	INNOVATIVE INTERFACES INC	700.00
	MISC	JACLYN MILLER	3,158.33
	008827	KANOPY, INC	554.40
	003527	LOWER HURON SUPPLY CO INC	73.82
	007927	MICHELLE HOLLO	1,172.50
	MISC	MICHIGAN GARDENER	120.00
	002013	MIDWEST TAPE	16,706.37
	009261	NICOLSON ASSOCIATES INC	90.00
	MISC	NORTHVILLE DISTRICT LIBRARY	27.00
	000678	OCLC, INC.	306.83
	000481	OFFICE DEPOT INC	155.49
	006785	OVERDRIVE, INC.	15,573.28
	009024	THE D.M. BURR GROUP	2,347.76
	000797	THE LIBRARY NETWORK	3,617.46
	007408	T-MOBILE	188.12
	000158	VERIZON WIRELESS	102.62
284589	000525	BIRMINGHAM PUBLIC SCHOOLS	151.16
284675	007408	T-MOBILE	149.30
284686	MISC	WEST BLOOMFIELD TOWNSHIP PUBLIC LIB	18.53
284692	006638	ACTION MAT & TOWEL RENTAL, INC	66.11
284693	008751	ADOBE INC	3,325.32
284695	007745	ALL COVERED	1,724.25
284730	004493	ELITE IMAGING SYSTEMS, INC	957.16
284733	000249	GUARDIAN ALARM	244.04
284739	MISC	IMPRINT PLUS	193.42
284766	008336	NBS COMMERCIAL INTERIORS	856.00
284791	009026	WELLS FARGO VENDOR FIN SERV	726.33
284798	000843	BAKER & TAYLOR BOOKS	554.83
284801	000433	BRODART COMPANY	79.95
284803	003786	C & G PUBLISHING INC.	396.60
284812	008486	CONNECTEDSIGN, LLC	598.00
284820	000179	DTE ENERGY	5,110.78
284839	003613	EBSCO INFORMATION SERVICES, INC	203.13
284849	006666	GRID 4 COMMUNICATIONS INC	224.85

**Register of Claims**

Page: 2/2

Baldwin Public Library

300 W. Merrill Street  
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
284862	000481	OFFICE DEPOT INC	162.17
284874	007907	SP+ CORPORATION	1,852.00
284879	MISC	USA TODAY	339.17
4991	009126	AMAZON CAPITAL SERVICES INC	177.66
5019	000517	BEIER HOWLETT P.C.	701.25
5038	005861	UNIQUE MGMT SERVICE, INC	17.90
5054	002013	MIDWEST TAPE	2,994.30
Total:			90,269.13

**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

Policy Committee

Strategic Planning Committee

---

## **April 2022 Finance Committee Report**

---

The Baldwin Public Library Board's Finance Committee met on Monday April 11, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Danielle Rumble, Rebekah Craft, Jaclyn Miller, Paul Gillin, and Jim Cummins from Raymond James.

- Jim Cummins, our new investment advisor from Raymond James, introduced himself and gave the Committee and update on the Trust Performance and holdings. He does not think any significant changes are necessary with our current holdings and noted that the allocation is good where it stands. Cummins reported that T. Rowe Price International Discovery will liquidate its Russian holdings (currently at 0.14%) once the Russian market reopens.
- Cummins will send his suggestions for cash disbursement to Director Craft for Trust Board discussion and approval.
- Craft gave an update on the FY 2021-22 budget. After nine months, the budget is tracking well. Large payments were issued to Midwest Tape, Overdrive and Ingram for library materials; and large Capital One payments to note were for the cleaning of the Ram sculpture, renewal of our subscription to iStock for marketing images, and for TeamViewer, which allows remote access to workstations for staff.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$957.79 in March at the in-lobby book sale.
- The Committee reviewed potential changes to the Trust Investment Policy. It will be presented to the Library Board for consideration and approval.
- Pisano reported on his attendance at two meetings of the City Retirement Board.
- The next meeting of the Finance Committee will take place on Monday, May 9, 2022, at 4:00 p.m. in the Delos Board Room.

## FINANCIAL REPORT: March 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 75.0% of the way through fiscal year 2021-2022, the Library has spent 66.1% of its budget and received 93.1% of its revenue. By this point of the year, the Library was budgeted to have spent 75.0% of its budget and to have received 94.2% of its revenue.

Two pay periods were recorded in March.

### Vendor payments in excess of \$6,000:

Midwest Tape (Audio Visual Materials)	\$	19,700.67
Overdrive (Electronic Materials)	\$	15,573.28
Ingram Library Services (Print Materials)	\$	11,503.28
Capital One Bank (Sculpture Cleaning Deposit, Istock Photo, TeamViewer)	\$	8,120.29
Total vendor payments in excess of \$6,000	\$	<b>54,897.52</b>
Balance of vendor payments less than \$6,000	\$	35,371.61
<b>Total vendor payments</b>	\$	<b>90,269.13</b>

### City of Birmingham allocations:

Payroll Period Ending 03/05/22	\$	90,748.18
Payroll Period Ending 03/19/22	\$	91,910.46
Employee Health Care Payroll Deduction 03/19/22	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
<b>Total Payroll</b>	\$	<b>196,158.47</b>

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
<b>Total City of Birmingham allocations</b>	\$	<b>205,614.16</b>

### Reconciling adjustments:

Library Program Receipts	\$	(87.30)
Office Depot Credits	\$	(26.34)
Credit Card Processing Fees (July - Feb)	\$	855.06
Water Bill	\$	747.98
<b>Total Recon Adjustments</b>	\$	<b>1,489.40</b>

<b>Total expenses for the month</b>	\$	<b>297,372.69</b>
-------------------------------------	----	-------------------

BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2021-22  
March 2022

	Approved 2021-2022 Budget	Current Month Budget March 2022	Current Month Actual March 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	9th Month of the year 75.00%
<b>REVENUES</b>										
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	(\$11,250)	(\$839)	\$10,411	5.6%	(\$1,390)	9.3%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$75,000	\$7,058	(\$67,942)	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	\$111,245	\$30,769	\$724,283	\$723,595	(\$687)	74.9%	\$668,845	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$3,881	\$2,098	\$16,050	\$23,510	\$7,460	109.9%	\$5,338	8.5%
INVESTMENT INCOME	\$30,000	\$2,500	\$3,891	\$1,391	\$22,500	\$17,175	(\$5,325)	57.3%	\$16,690	32.1%
TOTAL REVENUE	\$4,780,390	\$91,843	\$119,016	\$27,174	\$4,504,863	\$4,448,780	(\$56,083)	93.1%	\$4,251,979	90.5%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$196,158	(\$26,541)	\$2,004,293	\$1,786,268	(\$218,024)	66.8%	\$1,813,433	71.2%
SUPPLIES	\$119,500	\$9,958	\$11,216	\$1,257	\$89,625	\$90,252	\$627	75.5%	\$109,937	102.7%
CONTRACTED SERVICES	\$383,830	\$31,986	\$23,877	(\$8,109)	\$287,873	\$241,007	(\$46,865)	62.8%	\$210,092	71.6%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$1,591	(\$10,890)	\$112,335	\$81,786	(\$30,549)	54.6%	\$94,582	67.6%
UTILITIES	\$96,000	\$8,000	\$6,951	(\$1,049)	\$72,000	\$72,076	\$76	75.1%	\$68,581	71.4%
OTHER CHARGES	\$82,260	\$6,855	\$6,464	(\$391)	\$61,695	\$47,143	(\$14,552)	57.3%	\$14,385	17.3%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$0	(\$5,358)	\$48,225	\$10,194	(\$38,031)	15.9%	\$600,022	119.3%
COLLECTIONS	\$640,700	\$53,392	\$51,115	(\$2,276)	\$480,525	\$454,500	(\$26,025)	70.9%	\$455,668	69.4%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$297,373	(\$53,357)	\$3,156,570	\$2,783,227	(\$373,343)	66.1%	\$3,366,699	76.1%
VARIANCE	\$571,630	(\$258,888)	(\$178,356)	\$80,531	\$1,348,293	\$1,665,553	\$317,261			
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$2,876,179.94				

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 Phase 3 expansion and renovation.



# Trust Investment Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## **Purpose**

The purpose of this policy is to establish investment parameters for all investment assets designated as Endowment under control of the members of the Baldwin Public Library (BPL) Board serving as Trustees of the Baldwin Public Library Trust (BPLT), which exists to support the operations of BPL.

The parameters established will serve to set investment objectives for all applicable assets as defined by this policy; to limit investment risk associated with managing these assets; to create sound operating procedures in order to assure prudent, safe and legal investment practices; and to establish clear lines of investment authority, for the control and review of such investment assets.

This Policy is meant to accurately convey BPLT's investment objectives, strategies and restrictions in light of its financial needs. Furthermore, it is meant to be flexible and reflective of the current as well as longer term financial needs of BPL. As such, it will be reviewed, at a minimum, on an annual basis by the Finance Committee of the Baldwin Public Library Board (hereinafter the "Committee") and revised if necessary.

Finally, this Policy establishes standards by which the Committee can judge the investment performance of BPLT's various financial assets.

## **Overview of Investment Philosophy and Strategy Policy**

### Philosophy

It is the philosophy of BPLT that its Endowment assets exist to provide long-term range benefits to BPL to assist it in achieving its overall goals of providing a first class library to its users.

Because the philosophy stresses long-term ~~is toward long range~~ benefits, BPLT believes it is responsible, to the best of its abilities, to protect, nurture, and increase the corpus of these assets rather than use them for any short term benefits that may be inconsistent with its long range objectives.

### Strategy Policy

It is the investment strategy policy of BPLT to manage its Endowment in a manner consistent with optimizing its long term value with a focus on total return (capital appreciation plus dividend and interest income). Asset management will be conservative by nature in order to protect BPLT's long term objectives. It will emphasize the control of investment risk; comply with safe, sound, and legal investment practices; and maintain strict accountability for investment activity.

### Accepted Forms of Investment Management

The financial assets will be managed by a specialized investment manager and/or financial custodian selected by the Committee and approved by the Trustees of BPLT. BPLT may obtain such services from a commercial bank, a trust company, an investment advisory firm or other financial professionals. In choosing such an outside manager/advisor, the Committee will perform a prudent due-diligence review as to expenses, performance history, and general professional reputation. The Committee will review the expenses and performance of such manager/advisor ~~at least annually~~ biannually.

### Responsibility of External Investment Manager

An external investment manager retained by BPLT will be expected to use investment strategies and investment vehicles consistent with this Policy. Each element of the Policy is of equal importance. If any conflict or inconsistency is perceived by the investment manager, it shall be his or her responsibility to discuss and resolve it with the Committee as soon as possible.

BPLT expects the investment manager to actively and prudently manage its assets in order to obtain stated investment goals **and objectives**. Such management will include ongoing review of methods as well as recurring evaluation of investment opportunities.

~~BPLT and the Committee expect the investment manager to initiate investment strategy and tactics designed to achieve the goals set forth in this Policy.~~

~~Therefore,~~ BPLT and the Committee grant investment discretion to the investment manager within stated Policy restrictions. It will be the specific responsibility of the investment manager to adhere to all Policy parameters and restrictions.

## **General Investment **Goals & Objectives****

BPLT's overall goal is total return (capital appreciation plus dividends and interest income). Specific investment ~~objectives~~ **objectives** of BPLT include capital preservation, income (~~i.e., rate of return~~), growth of principal, and liquidity.

~~Because BPLT's Policy is long term in nature, the specific objectives for each of these areas will have a measurement basis against the prevailing inflation and economic levels. In this way, BPLT intends to measure and preserve the current relative value of its investment capital and related income.~~

~~The Committee will annually review and adjust the specific targets in each of these areas of investment management. In this manner, BPLT and the Committee intend to keep their investment objectives consistent with realistic and prevailing conditions.~~

Appropriate investment performance indices will be established against which to measure overall Trust return ~~and the and evaluate actual~~ returns of the various financial assets. These ~~specific~~ investment targets will be pursued while strictly adhering to all statutory and institutional guidelines. ~~Actual investment returns and the performance of each investment~~  
*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

~~manager will be measured against these targets.~~

### **Endowment Spending Policy**

It is the general intent of and policy of BPLT to promote the internal growth of its Endowment assets in such a manner so that the potential income which can be generated from the increased size of this portfolio will represent a significant contribution to BPL's fiscal well being. This internal portfolio growth will be reinforced whenever possible by the appropriate reinvestment of income and capital gains.

It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market period a 25 percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values in order to be given full weight in the payout calculation.

In no way is this general policy meant to unduly deplete portfolio assets or to impair the preservation of the purchasing power of the invested funds. In order to protect against this asset depletion, it shall be the responsibility of the Committee to, at a minimum, annually review and adjust this policy to fit current budgetary conditions, actual returns of the portfolio, and the needs of BPL.

### Specifically Designated Endowment Assets

Nothing in this investment policy for BPLT's general endowment funds shall be deemed to detract from specific spending guidelines which pertain to designated or restricted donations to BPL.

It must be noted that regarding the Endowment, only dividend, interest income and market appreciation may be withdrawn and spent—provided, however, that if a distribution from a separately named Endowment fund is required by the terms of the gift agreement and such gift agreement permits the withdrawal of the principal to satisfy the required distribution, then principal may also be withdrawn from such fund and spent.

### Spending of Endowment and Other BPLT Assets

All BPLT assets must be spent strictly to support the operations of BPL. Trust expenditures will be reported monthly to the Committee and to the Trustees of BPLT.

### **Investment Quality and Asset Allocation Criteria**

It shall be the policy of BPLT to protect the value of its investment assets. Toward this end, it will establish parameters limiting the nature of its investments. These parameters include the

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

following asset allocations:

Equities:	<del>45% to 75%</del> 50% to 75%
Fixed Income, Cash and Cash Equivalents:	<del>25% to 55%</del> 25% to 50%

A separate account for general spendable funds may be established with different investment allocations.

Because BPLT's objectives are conservative in nature, it will not initially invest in or sustain investments in assets the credit rating of which is below investment grade. Furthermore, all investments will be limited to securities that can be liquidated into a ready market without causing noticeable market distortions.

It is the intent of BPLT that, as endowment portfolio asset growth occurs, the practicality and advisability of alternative asset allocation structures be regularly examined and presented to the Committee for consideration.

#### Prohibited Investments

Approved investments are limited to those specifically listed below. None other are currently authorized. While this Investment Policy is meant to be flexible and reflective of the changing needs of BPL as well as new developments in financial market conditions, no changes may be made to the approved list of investments without prior consideration and authorization by the Committee.

Investments in real estate, issues denominated in foreign exchange, and issues tied to futures, options and derivatives contracts are currently deemed inappropriate and are specifically prohibited by this Policy, except mortgage derivative securities that are not classified as high risk securities as defined by the Federal Financial Institution Examination Council ("FFIEC") high risk mortgage securities test.

#### **Investment Performance Evaluation**

Investment objectives are intended to provide quantified benchmarks against which the progress toward long-range investment goals can be measured. Primary and secondary objectives have been established.

Primary objectives are those which should be attained if the assets are well invested. Well invested means that, within the framework of BPLT's Investment Policy, the assets are generating returns sufficient to insure that long range goals will be met.

Secondary objectives are measured over a shorter time span than primary objectives. BPLT recognizes the short time horizon provided by the secondary objectives. The investment manager should not infer this is an appropriate time frame in which to develop and implement investment strategy. Secondary objectives are not considered of equal importance and for this reason have been prioritized.

Meeting secondary objectives will not necessarily ensure all long range goals will be met.

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

However, these objectives can serve as an early indication of the progress toward meeting the more fundamental primary objectives. Meeting long-term investment objectives is of first concern.

#### Primary Objectives

The total fund returns should equal or exceed a composite market index comprised of equity, fixed income and cash equivalent indices weighted in the same monthly proportions as the portfolio or a comparable measurement.

#### Secondary Objectives

~~The annual returns generated by the equity portion of the invested Endowment assets should equal or exceed the return of the respective indices of the investment classes. The annual return of the fixed income portion of the invested Endowment assets should exceed the return of the Lehman Intermediate Bond Index.~~

### **Endowment Assets**

#### Qualifying Investments:

- U.S. Treasury Securities
- U.S. Agency Securities
- Commercial Paper (rated A-1/P-1)
- Certificates of Deposit (not to exceed \$250,000 in value from any one institution)
- Bankers Acceptances (from qualifying \$2 billion commercial banks)
- Money Market Mutual Funds
- Repurchase Agreements
- Corporate Debt Securities (investment grade)
- Equity Securities (listed on N.Y.S.E. or N.A.S.D.A.Q.)
- Mutual funds whose asset size exceeds \$250 million
- Mortgage Back Securities not classified as high risk securities by FFIEC

#### Maturity:

Maturities will be established to meet anticipated cash needs of the Endowment funds. In no instance will average maturity for all Endowment assets exceed 7 years. In no instance will final maturity of Endowment assets exceed 30 years.

#### Liquidity:

No investments will be made which are not liquid in nature and for which a secondary market does not exist at time of purchase.



## Concentration:

No more than 10% of the assets taken at cost shall be invested in the securities of any one issuing corporation at the time of purchase.

No more than 30% of the assets taken at cost shall be invested in any one industry at the time of purchase.

No more than 15% of stocks taken at cost can be invested in companies with a market capitalization of less than \$250 million.

No limitations are placed on investments in U.S. Government guaranteed obligations.

No more than 10% of the assets taken at cost shall be invested in investments guaranteed by the Government National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Housing Administration, or Veterans Administration.

## Asset Allocation:

It is BPLT's intent to pursue an endowment portfolio mix of assets which generally targets:

Equities:	<del>45% to 75%</del> 50% to 75%
Fixed Income, Cash and Cash Equivalents:	<del>25% to 55%</del> 25% to 50%

## Administrative Items

### Review of Policies:

The Committee will review investment policies and investment management guidelines no less than once a year.

### Review of Investment Performance:

Investment manager(s) and the Committee will meet no less than once a year to review investment results. The Committee will determine if more frequent reviews are required.

### Reporting:

Investment advisors will provide a written report on investment results in a form acceptable to the Committee on a quarterly basis.

# Trust Investment Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

## **Purpose**

The purpose of this policy is to establish investment parameters for all investment assets designated as Endowment under control of the members of the Baldwin Public Library (BPL) Board serving as Trustees of the Baldwin Public Library Trust (BPLT), which exists to support the operations of BPL.

The parameters established will serve to set investment objectives for all applicable assets as defined by this policy; to limit investment risk associated with managing these assets; to create sound operating procedures in order to assure prudent, safe and legal investment practices; and to establish clear lines of investment authority, for the control and review of such investment assets.

This Policy is meant to accurately convey BPLT's investment objectives, strategies and restrictions in light of its financial needs. Furthermore, it is meant to be flexible and reflective of the current as well as longer term financial needs of BPL. As such, it will be reviewed, at a minimum, on an annual basis by the Finance Committee of the Baldwin Public Library Board (hereinafter the "Committee") and revised if necessary.

Finally, this Policy establishes standards by which the Committee can judge the investment performance of BPLT's various financial assets.

## **Overview of Investment Philosophy and Strategy**

### Philosophy

It is the philosophy of BPLT that its Endowment assets exist to provide long-term benefits to BPL to assist it in achieving its overall goals of providing a first class library to its users.

Because the philosophy stresses long-term benefits, BPLT believes it is responsible, to the best of its abilities, to protect, nurture, and increase the corpus of these assets rather than use them for any short term benefits that may be inconsistent with its long range objectives.

It is the investment strategy policy of BPLT to manage its Endowment in a manner consistent with optimizing its long term value with a focus on total return (capital appreciation plus dividend and interest income). Asset management will be conservative by nature in order to protect BPLT's long term objectives. It will emphasize the control of investment risk; comply with safe, sound, and legal investment practices; and maintain strict accountability for investment activity.

### Accepted Forms of Investment Management

The financial assets will be managed by a specialized investment manager and/or financial custodian selected by the Committee and approved by the Trustees of BPLT. BPLT may obtain

such services from a commercial bank, a trust company, an investment advisory firm or other financial professionals. In choosing such an outside manager/advisor, the Committee will perform a prudent due-diligence review as to expenses, performance history, and general professional reputation. The Committee will review the expenses and performance of such manager/advisor biannually.

#### Responsibility of External Investment Manager

An external investment manager retained by BPLT will be expected to use investment strategies and investment vehicles consistent with this Policy. Each element of the Policy is of equal importance. If any conflict or inconsistency is perceived by the investment manager, it shall be his or her responsibility to discuss and resolve it with the Committee as soon as possible.

BPLT expects the investment manager to actively and prudently manage its assets in order to obtain stated investment goals and objectives. Such management will include ongoing review of methods as-well as recurring evaluation of investment opportunities.

BPLT and the Committee grant investment discretion to the investment manager within stated Policy restrictions. It will be the specific responsibility of the investment manager to adhere to all Policy parameters and restrictions.

### **General Investment Goals & Objectives**

BPLT's overall goal is total return (capital appreciation plus dividends and interest income). Specific investment ~~objectives~~ objectives of BPLT include capital preservation, growth of principal, and liquidity.

Appropriate investment performance indices will be established against which to measure overall Trust return and the returns of the various financial assets. These investment targets will be pursued while strictly adhering to all statutory and institutional guidelines.

#### **Endowment Spending Policy**

It is the general intent of and policy of BPLT to promote the internal growth of its Endowment assets in such a manner so that the potential income which can be generated from the increased size of this portfolio will represent a significant contribution to BPL's fiscal well being. This internal portfolio growth will be reinforced whenever possible by the appropriate reinvestment of income and capital gains.

It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market period a 25

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values in order to be given full weight in the payout calculation.

In no way is this general policy meant to unduly deplete portfolio assets or to impair the preservation of the purchasing power of the invested funds. In order to protect against this asset depletion, it shall be the responsibility of the Committee to, at a minimum, annually review and adjust this policy to fit current budgetary conditions, actual returns of the portfolio, and the needs of BPL.

#### Specifically Designated Endowment Assets

Nothing in this investment policy for BPLT's general endowment funds shall be deemed to detract from specific spending guidelines which pertain to designated or restricted donations to BPL.

It must be noted that regarding the Endowment, only dividend, interest income and market appreciation may be withdrawn and spent—provided, however, that if a distribution from a separately named Endowment fund is required by the terms of the gift agreement and such gift agreement permits the withdrawal of the principal to satisfy the required distribution, then principal may also be withdrawn from such fund and spent.

#### Spending of Endowment and Other BPLT Assets

All BPLT assets must be spent strictly to support the operations of BPL. Trust expenditures will be reported monthly to the Committee and to the Trustees of BPLT.

#### **Investment Quality and Asset Allocation Criteria**

It shall be the policy of BPLT to protect the value of its investment assets. Toward this end, it will establish parameters limiting the nature of its investments. These parameters include the following asset allocations:

Equities:	50% to 75%
Fixed Income, Cash and Cash Equivalents:	25% to 50%

A separate account for general spendable funds may be established with different investment allocations.

Because BPLT's objectives are conservative in nature, it will not initially invest in or sustain investments in assets the credit rating of which is below investment grade. Furthermore, all investments will be limited to securities that can be liquidated into a ready market without causing noticeable market distortions.

It is the intent of BPLT that, as endowment portfolio asset growth occurs, the practicality and advisability of alternative asset allocation structures be regularly examined and presented to the Committee for consideration.

#### Prohibited Investments

Approved investments are limited to those specifically listed below. None other are currently

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

authorized. While this Investment Policy is meant to be flexible and reflective of the changing needs of BPL as well as new developments in financial market conditions, no changes may be made to the approved list of investments without prior consideration and authorization by the Committee.

Investments in real estate, issues denominated in foreign exchange, and issues tied to futures, options and derivatives contracts are currently deemed inappropriate and are specifically prohibited by this Policy, except mortgage derivative securities that are not classified as high risk securities as defined by the Federal Financial Institution Examination Council ("FFIEC") high risk mortgage securities test.

### **Investment Performance Evaluation**

Investment objectives are intended to provide quantified benchmarks against which the progress toward long-range investment goals can be measured. Primary and secondary objectives have been established.

Primary objectives are those which should be attained if the assets are well invested. Well invested means that, within the framework of BPLT's Investment Policy, the assets are generating returns sufficient to insure that long range goals will be met.

Secondary objectives are measured over a shorter time span than primary objectives. BPLT recognizes the short time horizon provided by the secondary objectives. The investment manager should not infer this is an appropriate time frame in which to develop and implement investment strategy. Secondary objectives are not considered of equal importance and for this reason have been prioritized.

Meeting secondary objectives will not necessarily ensure all long range goals will be met. However, these objectives can serve as an early indication of the progress toward meeting the more fundamental primary objectives. Meeting long-term investment objectives is of first concern.

The total fund returns should equal or exceed a composite market index comprised of equity, fixed income and cash equivalent indices weighted in the same monthly proportions as the portfolio or a comparable measurement.

### **Endowment Assets**

Qualifying Investments:

- U.S. Treasury Securities
- U.S. Agency Securities
- Commercial Paper (rated A-1/P-1)
- Certificates of Deposit (not to exceed \$250,000 in value from any one institution)
- Bankers Acceptances (from qualifying \$2 billion commercial banks)
- Money Market Mutual Funds
- Repurchase Agreements

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

Corporate Debt Securities (investment grade)  
Equity Securities (listed on N.Y.S.E. or N.A.S.D.A.Q.)  
Mutual funds whose asset size exceeds \$250 million  
Mortgage Back Securities not classified as high risk securities by FFIEC

**Maturity:**

Maturities will be established to meet anticipated cash needs of the Endowment funds. In no instance will average maturity for all Endowment assets exceed 7 years. In no instance will final maturity of Endowment assets exceed 30 years.

**Liquidity:**

No investments will be made which are not liquid in nature and for which a secondary market does not exist at time of purchase.

**Concentration:**

No more than 10% of the assets taken at cost shall be invested in the securities of any one issuing corporation at the time of purchase.  
No more than 30% of the assets taken at cost shall be invested in any one industry at the time of purchase.  
No more than 15% of stocks taken at cost can be invested in companies with a market capitalization of less than \$250 million.  
No limitations are placed on investments in U.S. Government guaranteed obligations.  
No more than 10% of the assets taken at cost shall be invested in investments guaranteed by the Government National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Housing Administration, or Veterans Administration.

**Asset Allocation:**

It is BPLT's intent to pursue an endowment portfolio mix of assets which generally targets:

Equities:	50% to 75%
Fixed Income, Cash and Cash Equivalents:	25% to 50%

### **Administrative Items**

**Review of Policies:** The Committee will review investment policies and investment management guidelines no less than once a year.

**Review of Investment Performance:** Investment manager(s) and the Committee will meet no less than once a year to review investment results. The Committee will determine if more frequent reviews are required.

**Reporting:** Investment advisors will provide a written report on investment results in a form acceptable to the Committee on a quarterly basis.

*Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022*

---

## **March 2022 Policy Committee Report**

---

The Baldwin Public Library Board's Policy Committee met on Tuesday, March 22, 2022 at 1:00 p.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, and Rebekah Craft.

- The Committee reviewed and edited the Gift and Donation Policy, as provided by Jaclyn Miller.
- The Committee reviewed the Code of Ethics and Conflict of Interest Policy. Craft will contact the City's HR Director and City Attorney for further guidance on the policy and report back to the Library Board.

The Policy Committee recommends that the Library Board approve updates to the the Gift and Donation Policy, as submitted.

The next meeting of the Policy Committee will take place on a later date to review the Purchasing Policy, which is the final BPL policy to be reviewed and updated.

# Gift and Donation Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

The Baldwin Public Library, ~~hereafter referred to as "Library",~~ BPL, encourages gifts and donations, which will enhance library services. Monetary contributions are added to The Baldwin Public Library Trust for purchases beyond the means of the regular budget.

## I. Gifts of Materials, Artwork, Furnishings, **Technology**, or Personal Property

- A. Offers of gifts of materials for the collection shall be reviewed with the donor prior to acceptance. Gifts are accepted with the understanding that they become the property of ~~the Baldwin Public Library~~ BPL upon receipt and that ~~the Library~~ BPL shall make all necessary decisions according to its Collection Development Policy as to their retention, placement, cataloging and other considerations relating to their use and disposition. ~~The Library~~ BPL does not accept textbooks, books in poor physical condition, or used magazines. ~~Library~~ Materials such as books and other items may be donated in honor of a friend or relative. These items will be marked with a special plate.
- B. While gifts of art and other collectibles are welcome, ~~the Library~~ BPL reserves the right to determine the placement and display of these objects. The decision to accept the gift will be based on the suitability to ~~the Library's~~ BPL's mission, and the availability of space for display. Such gifts are accepted only on the condition that the use and disposition are up to the discretion of the Library Trust Board and/or the Library Director. ~~The Library~~ BPL may request that an artwork be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work, and reputation of the artist. ~~The Library~~, BPL, at its discretion, may also request from the donor evidence of provenance and present title to the artwork. A deed of gift, or similar document transferring sole and exclusive ownership of the artwork to ~~the library~~ BPL will be required.
- C. Gifts of technological equipment shall be reviewed with the BPL Director or designee and may be accepted with the understanding that they become the property of BPL. The decision to accept the gift will be based on the suitability to BPL's mission and need for the type of equipment offered.

## Gifts of Money

- General gift funds – Unrestricted monetary gifts will be used at the discretion of the ~~the library~~ BPL Trust Board to the best advantage of ~~the library~~ BPL. Restricted monetary gifts will be accepted on the condition that the specific use requested is



consistent with the mission of ~~the Library~~ BPL and the BPL Collection Development Policy.

Gifts of money to purchase tribute or memorial items are always welcome. A minimum of \$25.00 is needed to purchase an item. These gifts will be expended for the designated purpose with appropriate recognition. Proper notification will be sent on receipt of the gift, in advance of the item being ordered.

- Endowment Funds – A named endowment fund may be established the continuing support of ~~the library~~ BPL. These funds are established in perpetuity, and the use of funds will be guided by the wishes of the donor with the annual income used in accordance with the fund restrictions. A minimum amount of \$10,000.00 is needed to establish an Endowment Fund.

Those interested in establishing a fund should contact the ~~library~~ BPL Director to discuss options. A minimum amount of \$5,100.00 must be physically secured by ~~the Library~~ BPL before the ~~Library~~ BPL Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years. In the event that the flow of funds agreed upon does not reach a minimum of \$10,000 within five years, the named Endowment Fund shall be dissolved and the funds will be co-mingled with other ~~Library~~ BPL gift monies.

## **Sponsorships**

~~The Library~~ BPL welcomes sponsorships of programs, projects and events from individuals and groups, including but not limited to businesses and organizations. Sponsorships will be accepted at the discretion of the ~~Library~~ BPL Director. Sponsorships and gift items will be formally acknowledged in the manner the donor wishes.

## **Appraisals for Tax Purposes**

Neither the BPL Trust Board nor the BPL Director will assess or suggest a value for non-monetary gifts for income tax or other purposes. The letter of acknowledgment will not contain a statement of value for donated items. All donations to BPL ~~the Library~~ are tax deductible and provide tax benefits to the fullest extent of state and federal law. BPL ~~The Library~~ will provide a descriptive receipt upon request.

## **Gifts to Staff**

Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies, candy, etc. which can be placed in the department and shared with staff. All other gifts shall be refused or returned to sender except at the discretion of the BPL Director.

*Gift and Donation Policy adopted by the BPL Board on April 17, 2006. Revised June 18, 2012, June 20, 2016, April 18, 2022*

## Gift and Donation Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | [www.baldwinlib.org](http://www.baldwinlib.org)

The Baldwin Public Library (BPL) encourages gifts and donations, which will enhance library services. Monetary contributions are added to The Baldwin Public Library Trust for purchases beyond the means of the regular budget.

### **I. Gifts of Materials, Artwork, Furnishings, Technology, or Personal Property**

- A. Offers of gifts of materials for the collection shall be reviewed with the donor prior to acceptance. Gifts are accepted with the understanding that they become the property of BPL upon receipt and that BPL shall make all necessary decisions according to its Collection Development Policy as to their retention, placement, cataloging and other considerations relating to their use and disposition. BPL does not accept textbooks, books in poor physical condition, or used magazines. Materials such as books and other items may be donated in honor of a friend or relative. These items will be marked with a special plate.
- B. While gifts of art and other collectibles are welcome, BPL reserves the right to determine the placement and display of these objects. The decision to accept the gift will be based on the suitability to BPL's mission, and the availability of space for display. Such gifts are accepted only on the condition that the use and disposition are up to the discretion of the Library Trust Board and/or the Library Director. BPL may request that an artwork be accompanied by a current appraisal of value and may request evidence of artistic importance, merit of the work, and reputation of the artist. BPL, at its discretion, may also request from the donor evidence of provenance and present title to the artwork. A deed of gift, or similar document transferring sole and exclusive ownership of the artwork to BPL will be required.
- C. Gifts of technological equipment shall be reviewed with the BPL Director or designee and may be accepted with the understanding that they become the property of BPL. The decision to accept the gift will be based on the suitability to BPL's mission and need for the type of equipment offered.

### **Gifts of Money**

- General gift funds – Unrestricted monetary gifts will be used at the discretion of BPL Trust Board to the best advantage of BPL. Restricted monetary gifts will be accepted on the condition that the specific use requested is consistent with the mission of BPL and the BPL Collection Development Policy.

Gifts of money to purchase tribute or memorial items are always welcome. A minimum of \$25.00 is needed to purchase an item. These gifts will be expended for the designated purpose with appropriate recognition. Proper notification will be sent on receipt of the gift, in advance of the item being ordered.

- Endowment Funds – A named endowment fund may be established the continuing support of BPL. These funds are established in perpetuity, and the use of funds will be guided by the wishes of the donor with the annual income used in accordance with the fund restrictions. A minimum amount of \$10,000.00 is needed to establish an Endowment Fund.

Those interested in establishing a fund should contact the-BPL Director to discuss options. A minimum amount of \$5,100.00 must be physically secured by BPL before the BPL Director recommends the establishment of the named Endowment Fund. The remainder must be pledged and received within five (5) years. In the event that the flow of funds agreed upon does not reach a minimum of \$10,000 within five years, the named Endowment Fund shall be dissolved and the funds will be co-mingled with other BPL gift monies.

## **Sponsorships**

BPL welcomes sponsorships of programs, projects and events from individuals and groups, including but not limited to businesses and organizations. Sponsorships will be accepted at the discretion of the BPL Director. Sponsorships and gift items will be formally acknowledged in the manner the donor wishes.

## **Appraisals for Tax Purposes**

Neither the BPL Trust Board nor the BPL Director will assess or suggest a value for non-monetary gifts for income tax or other purposes. The letter of acknowledgment will not contain a statement of value for donated items. All donations to BPL are tax deductible and provide tax benefits to the fullest extent of state and federal law. BPL will provide a descriptive receipt upon request.

## **Gifts to Staff**

Staff will not accept gifts of any kind from members of the public except for plants or edible gifts such as cookies, candy, etc. which can be placed in the department and shared with staff. All other gifts shall be refused or returned to sender except at the discretion of the BPL Director.

---

## January 2022 Strategic Planning Committee Report

---

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

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

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

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

### Core Values:

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

### Strategic Goals

1. *Programs & Services* - Adapt programs and services to meet the needs of the changing population (Goal champion: H Jennings and Stephanie Klimmek)
  - a. Determine the wants and needs of users for Library services and programs and adjust services and programs in response to user feedback
  - b. Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds
  - c. Create a technology plan to support existing programs and services
2. *Facility* - Create a welcoming, safe, and accessible building that meets the needs of our staff and users (Goal Champion: Jaclyn Miller)
  - a. Develop and plan for long-term facility needs
  - b. Develop and complete expansion and renovation of front entrance and circulation area
  - c. Maintain a safe and accessible environment

- d. Continue to monitor and make improvements to facility
- 3. *Diversity & Equity* - Provide and promote equitable and inclusive resources and opportunities for all populations (Goal Champion: Rosemary Isbell)
  - a. Prioritize diversity, equity, and inclusion practices
  - b. Develop and implement a training and education plan
  - c. Review and improve recruitment, hiring, retention, and promotion methods
  - d. Assess and document progress
- 4. *Community Outreach & Partnerships* - Develop and strengthen BPL connections within the community (Goal Champion: Jaclyn Miller)
  - a. Identify and develop new community relationships and partnerships
  - b. Maintain and strengthen existing community relationships and partnerships
  - c. Develop an external marketing and communication plan
- 5. *Personnel & Organization* - Train, empower, and equip members of the organization to best support users and each other (Goal Champion: Rebekah Craft)
  - a. Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.
  - b. Attract and retain well-qualified staff who are inclusive and welcoming to all
  - c. Identify and provide opportunities for staff growth
- 6. *Financial* - Maintain and improve financial health (Goal Champion: Rebekah Craft)
  - a. Analyze current and future expenses and identify cost-saving opportunities
  - b. Analyze current and future revenue and identify potential revenue streams
  - c. Maintain awareness of economic trends

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

---

## **February 2022 Strategic Planning Committee Minutes**

---

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

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

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

---

## Baldwin Public Library Strategic Plan & Objectives: 2022-2025

---

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

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

### Core Values:

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

### Strategic Goals

1. **Programs & Services** - Adapt programs and services to meet the needs of the changing population (Goal champion: H Jennings and Stephanie Klimmek)
  - a. Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback
  - b. Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds
  - c. Develop a technology plan to support existing programs and services
2. **Facility** - Create a welcoming, safe, and accessible building that meets the needs of our staff and users (Goal Champion: Jaclyn Miller)
  - a. Develop and plan for long-term facility needs
  - b. Develop and complete expansion and renovation of front entrance and circulation area
  - c. Maintain a safe and accessible environment
  - d. Continue to monitor and make improvements to facility
3. **Diversity & Equity** - Provide and promote equitable and inclusive resources and opportunities for all populations (Goal Champion: Rosemary Isbell)
  - a. Prioritize diversity, equity, and inclusion practices
  - b. Develop and implement a training and education plan
  - c. Review and improve recruitment, hiring, retention, and promotion methods
  - d. Assess and document progress
4. **Community Outreach & Partnerships** - Develop and strengthen BPL connections within the community (Goal Champion: Jaclyn Miller)
  - a. Identify and develop new community relationships and partnerships
  - b. Maintain and strengthen existing community relationships and partnerships
  - c. Develop an external marketing and communication plan
5. **Personnel & Organization** - Train, empower, and equip members of the organization to best support users and each other (Goal Champion: Rebekah Craft)
  - a. Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.
  - b. Attract and retain well-qualified staff who are inclusive and welcoming to all
  - c. Identify and provide opportunities for staff growth
6. **Financial** - Maintain and improve financial health (Goal Champion: Rebekah Craft)
  - a. Analyze current and future expenses and identify cost-saving opportunities
  - b. Analyze current and future revenue and identify potential revenue streams
  - c. Maintain awareness of economic trends

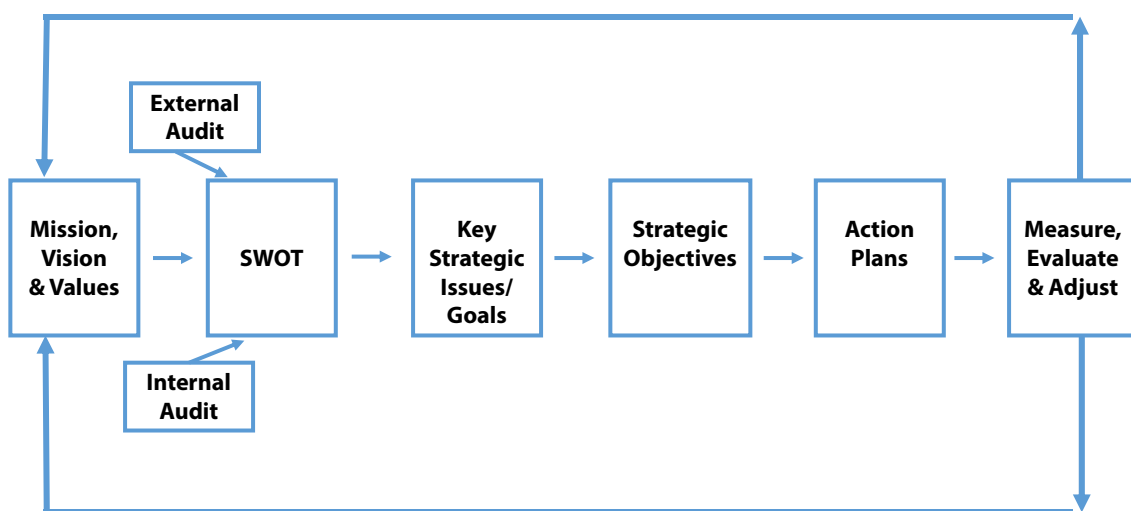
# Baldwin Public Library

LEARN. CONNECT. DISCOVER.



## STRATEGIC PLAN: 2022-2025

### STRATEGIC PLANNING PROCESS



Baldwin Public Library  
SARASOTA COUNTY, FLORIDA



## DATA GATHERING & ANALYSIS

### Data Gathering

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

### Data Analysis

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

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## MISSION STATEMENT



### Current

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

### Proposed

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

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## VISION STATEMENT



### Current

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

### Proposed

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

Baldwin Public Library  
SOUTH COUNTY, CONNECTICUT

## CORE VALUES



### Intellectual Freedom

Providing unfettered access to all points of view

### Equitable and Inclusive Access

Offering a wide variety of diverse resources for everyone

### Education and Lifelong Learning

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

### Innovation

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

### Welcoming Environment

Ensuring a respectful and safe space

### Integrity

Demonstrating responsible stewardship, transparency, ethical behavior, and honesty

### Collaboration

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

### Commitment to Excellence

Delivering high quality service in all we do

Baldwin Public Library  
SOUTH COUNTY, CONNECTICUT

## STRATEGIC GOALS



### **Programs & Services**

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

### **Facility**

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

### **Diversity & Equity**

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

### **Community Outreach & Partnerships**

Develop and strengthen BPL connections within the community

### **Personnel & Organization**

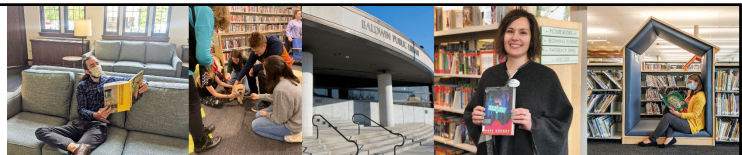
Train, empower, and equip members of the organization to best support users and each other

### **Financial**

Maintain and improve financial health

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## IMPLEMENTATION



**Library Board approves proposed plan**

**Plan published to Library website**

**Goal Champions organize teams to complete the action items**

**BPL Management Team will review progress quarterly**

**Director will report quarterly updates to the Library Board**

**Library Report in Board Packet will be updated with new plan**

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

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



## 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

March 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q3 Target	Better/ (Worse) Target	Off Target Cautionary On Target
<b>Financials</b>							
Revenues	\$ 119,106	\$ 1,077	\$ 4,448,780	\$ 4,250,172			
Expenses	\$ 350,730	\$ 400,267	\$ 2,783,227	\$ 3,366,604			
<b>Circulation</b>							
Circ (Charges & Renewals)	50,183	47,857	429,102	379,133	296,105	132,997	On Target
Self-Check Usage	49.8%	40.3%	48.9%	36.4%			
% of Circ by Residents*	92.6%	93.7%	92.8%	94.6%	92.0%	1%	On Target
% of Circ by Non-Residents	7.3%	6.3%	7.2%	5.4%	8.0%	-1%	On Target
<b>Interlibrary Loans</b>							
Items borrowed	760	802	7,319	6,805			
Items loaned	973	846	7,264	5,671			
<b>Technology Usage</b>							
Database Sessions	3,339	3,070	25,732	25,732	17,472	8,260	On Target
Downloadable Content	13,065	13,477	105,719	112,786	95,515	10,204	On Target
Public Computer Usage	338	251	2,608	3,208		2,608	
Wireless Sessions	4,369	4,064	39,363	40,424	45,000	(5,637)	Off Target
<b>Program Attendance</b>							
Program Attendance for Adults	347	448	2,989	4,004			
# of Programs for Adults	22	18	159	213			
Program Attendance for Teens	129	77	1,349	765			
# of Programs for Teens	4	3	42	36			
Program Attendance for Youth	1,046	1,382	6,910	6,932			
# of Programs for Youth	20	29	228	289			
Computer Classes	30	64	212	526			
# of Computer Programs	6	8	46	57			
Online Video Views	100	155	1,649	3,056			
Idea Lab Visits	163	-	317	-			
<b>Total Program Attendance</b>	<b>1,815</b>	<b>2,126</b>	<b>13,426</b>	<b>15,283</b>	<b>18,537</b>	(5,111)	Off Target
<b>Total # of Programs</b>	<b>52</b>	<b>58</b>	<b>475</b>	<b>595</b>	<b>470</b>	5	On Target
<b>Outreach Attendance</b>	230	-	1,555	-			
<b># of Outreach Programs</b>	13	-	33	-			
<b>Gate Count</b>	<b>14,959</b>	<b>8,069</b>	<b>117,817</b>	<b>66,713</b>	<b>111,912</b>	<b>5,905</b>	<b>On Target</b>
<b>Volunteer Hours</b>	<b>86</b>	<b>12</b>	<b>317</b>	<b>91</b>	<b>508</b>	<b>(191)</b>	<b>Off Target</b>
<b>Social Media</b>							
	New Users	New Users					
Website Hits/Pageviews	21,601	20,016	194,859	171,505	179,639	15,220	On Target
e-Newsletter Subscribers**	-28	-33	11378	11519	11000		On Target
Facebook Page Likes	15	14	2688	2609	2684	4	Cautionary
Twitter Followers	3	1	1331	1323	1399	(68)	Off Target
Instagram Followers	8	11	1974	1844	1969	5	Cautionary

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

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

---

## Strategic Plan Status Report

---

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

### Key Metrics Explanation: March 2022

- On Target = Met or exceeded goal, or no more than 0.1% below goal
- Cautionary = 0.1% to 3% beneath goal
- Off Target = More than 3% beneath goal

At the end of the third quarter:

- Circulation: For the first nine months of the fiscal year, circulation is up about 11.7% over last year, which aligns with our gate count rising.
- Technology Statistics: The Library's database sessions and downloadable content usage are on target for the year, and higher than our target for the quarter. We regularly promote usage of our electronic resources, and the online newspapers are featured in monthly computer classes. Wi-fi usage is below our target for this point in the year and compared to last year. However, it was discovered that previously our Wi-Fi counts could have been inaccurate, so it's possible this is in line with actual use. We will have more accurate comparisons in 2023.
- Program Attendance: Program attendance has been lower than last year, likely related to offerings being primarily online. As City buildings must adhere to both State and OSHA requirements, we continue to require 6 feet of space at indoor programs, which limits our in-person capability. Library staff continue to evaluate offerings, and are moving to something closer to fully-hybrid programming and more outdoor in-person offerings for summer, which will likely lead to increased participation as we can offer additional registration spots outdoors and online.
- Gate Count: Gate count (i.e., the number of people entering the Library) is well above our targets for the year, owing to operations being closer to pre-COVID levels this year as compared to last year.
- Volunteer Hours: are off target, but steadily increasing. The majority of time is due to Friends of the Library volunteers who come by the Library to restock the sale carts and process incoming donations. One Youth volunteer continues to work on remote Library projects, when available. We've also seen an increase in requests from teen volunteers, who are assisting with program preparation when needed. We anticipate an increase over the summer when the Baldwin Boosters are reinstated to assist with Summer Reading.
- Social Media: in all but one category, we are on target or in the cautionary range. Website usage is on target, and up from this time last year. E-newsletter subscribers remain steady if very slightly down. Facebook likes, and Instagram show a slight increase in followers, while Twitter followers is slightly below the target for the quarter.



---

## Diversity and Inclusion

---

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

The IDEA Committee met on April 13. 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 March, we celebrated Women's History Month. April's cover promoted Autism Acceptance Month.
- Our next staff book club meeting will be May 4, to discuss "Interior Chinatown" by Charles Yu.
- Updating 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.*

---

### *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.

Despite low transmission rates in Oakland County, during the period of April 8 through April 12, we had 4 staff members test positive for COVID-19. They were required to isolate at home for a period of 7 days before returning to work.

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 resumed in person programs for Teens in March and resumed outdoor in person story times at Barnum Park in April. Once the new children's garden is installed, we will be able to use the new outdoor space for youth programming.

#### *Speed Dating with a Book*

H Jennings joined 5 other area librarians to present book talks at the Village Club of Bloomfield Hills. Each table had a group of people sitting together. The librarians set a timer and had 6 minutes to talk about 5 books. Each librarian chose their own books to chat about. In all, H was able to share books with 42 attendees.



---

## **Financial Stability**

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

---

Craft continues to monitor the both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility as we work to fully resume pre-COVID operations. Craft will present the Library's FY2022-23 budget to the City Commission at their May 7, 2022 Budget Hearing.

---

## **Marketing and Public Relations**

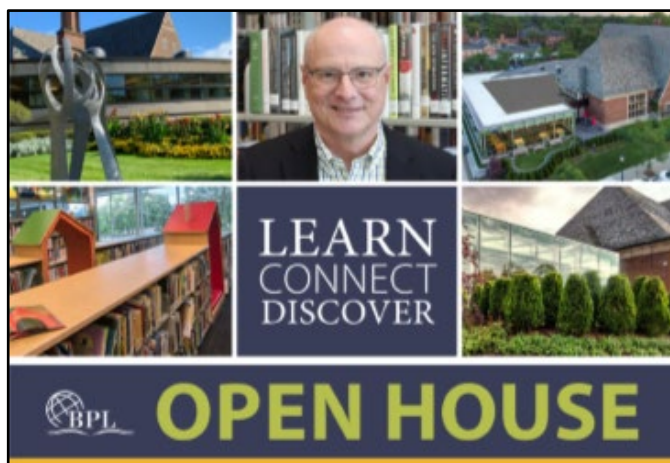
*Strategic goal: Improve marketing tools to ensure that the community is more aware of what the Baldwin Library has to offer and comes to view the Library as its first choice for accessing the world's knowledge.*

---

#### *Marketing*

Michelle Hollo continues to work with Jaclyn Miller designing projects and marketing materials for the Library. She has completed or is working on the following:

- *Learn.Connect.Discover* April and Summer editions
- Display and directional signage
- Youth Program posters and fliers
- Teen bulletin board poster
- YMCA event bookmarks
- Open House invitations and programs
- Summer reading marketing drafts
- Updated Book Club promotional material



#### *eNewsletters*

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

We will resume sending out quarterly *Learn.Connect.Discover* newsletters in June 2022.

---

## **Personnel and Organization**

*Strategic goal: Provide the most effective governing framework, and maintain a flexible, efficiently organized management structure staffed by multi-talented professionals with active support from well-trained volunteers.*

---

#### *PLA National Conference Update*

Jaclyn Miller, H Jennings, Elisabeth Phou and Megan Novak attended the Public Library Association National Conference in Portland, OR from March 23-25, 2022. With keynote speakers, how-to sessions, and eleven timeslots for continuing education sessions, the conference offered not just tips and tricks from library professionals across the country, but the opportunity to network with library staff from a variety of cities and states.



Congratulations to Elisabeth and Megan for receiving continuing education stipends from the Library of Michigan, which each covered \$1,600 of their conference costs and travel.

**From H:** As always, I'm grateful that our institution values and supports the opportunities for continuing education and professional development that is gained when one attends professional conferences, whether they are local or national. There were two experiences specifically that reiterated to me how fortunate our library is. The first was a session that was led by two librarians from the Baltimore, Maryland area. Their presentation was titled Policing and Social Justice in Libraries. The librarians shared their stories and insights on the positive aspects of their relationship with law enforcement and suggestions on ways to create a positive working relationship with our fellow public servants. The second experience was during a networking opportunity when Ms. Miller and I were able to hear about a library system in West Virginia. The librarians were discussing their system, the ways in which they are able to connect with their community, and the difficulties they've been addressing while serving in a part of the country that has been ravaged by the opioid epidemic. Neither of these interactions were what I was expecting but they did in several ways bring home the importance of the work that our library is doing, additional ways that we can improve our library, and how fortunate I am to work here.

**From Elisabeth:** I am very thankful for the opportunity to attend my first PLA conference. I tried to go to all of the sessions that related to teens, since that is my focus at BPL. My two favorite sessions were Teens' Perspective on Positive Youth Development and The Library's Role in Equitable College Prep for Teens. I enjoyed learning about Positive Youth Development, which is an established philosophical and practical approach to teen services. There are five principles of PYD, which we had to interpret amongst ourselves in groups, and then we watched video clips of real teens from a Teen Advisory Board in Denver talking about what the principles meant to them. The session on college prep for teens was helpful because I have been wanting to do more consistent college prep at BPL. I recently began to order and weed Baldwin's test collection books, and I'm now in the process of making sure we have what our teens need. I would like to do more programming around getting ready for college, and this gave me some ideas for ways we can do that. I look forward to implementing everything that I learned in Portland.

**From Megan:** I was very excited and grateful for the opportunity to travel to a new city (Portland) and to be able to attend a large, national-level conference on librarianship for the very first time. Although I attended many interesting sessions while at PLA 2022, two of my favorite sessions were a session I attended on offering programming for persons living with dementia (PLWD) and another session from the Indianapolis Public Library on how they run their Home Delivery service. In the first session I learned a lot in a short amount of time about Dementia as well as tips for running library programming for persons living with Dementia. I also learned of many helpful and interesting resources and programming models which included things like memory cafes, Time Slips ([timeslips.org](http://timeslips.org)), [musicandmemory.org](http://musicandmemory.org), Ageless Grace, MoMA Alzheimer's project, the Alzheimer's Poetry Project, Dementia Friendly America, Dementia Friends USA, and the Alzheimer's Association. In the second session I learned about a different way Home Delivery can be done by utilizing library volunteers to deliver and choose books for patrons that they are "matched" with based on geographical location, reading interests, etc. Volunteers could also choose less commitment by only delivering books to patrons in their geographic area. The end of this session ended with some fun

ideas from the librarians on what they wanted to see in the "funky" future of Home Delivery, including drones delivering books and 24/7 book pickup lockers for patrons.

**From Jaclyn:** As always, PLA was a flurry of education sessions, idea sharing, networking, and information gathering. While I found value in all of the presentations, I especially enjoyed the sessions I attended on programming for seniors and on further utilization of deselected materials. There was also an especially interesting series of 20-minute how-to discussions, with librarians who have implemented unique programs and services. From one of these, I hope to offer an official Voter Registration Day event at BPL, which will help to assist residents in determining if they are already registered to vote, or to help them register for the next election cycle. The session on programming for aging adults focused on reimagined services, innovative programming, and creative spaces tailored to this population. I especially loved the comparisons to services we provide for children and teens, and how to offer similar options for seniors. For example we offer a teen advisory board so they can help guide future program offerings, so why not do something similar for older adults? It was an inspiring presentation, full of clever ideas that I look forward to considering for BPL patrons. During the session on using deselected materials in other ways, the presenters shared successful ways they have distributed books through partnerships with clinics, transit centers, Head Starts, laundromats, foodbanks, Little Free Libraries, and during houseless outreach. It was interesting to consider the various ways they were extending the life of books that were no longer needed on the library shelves, or those donations not part of a book sale. Beyond that, it was motivating to hear about the success they had in displaying and sharing the books beyond traditional library use. I've said before that PLA is my favorite professional development opportunity, and this one did not disappoint. I'm grateful I was able to participate; many thanks to Director Craft and the Library Board for seeing the value in budgeting for training each year.

#### *Volunteer Hours*

85 volunteer hours were utilized in March.

#### *Staff Anniversaries*

**Elaine Asher**, Adult Services Substitute Library, reached 3 years of service on April 7.

**Cameron Crawford**, Circulation Substitute, will reach 7 years of service on April 21.

**Carri Fritz-Gvozdich**, Circulation Supervisor I, reached 13 years of service on April 13.

**Bob Glenn**, Operations Assistant, will reach 10 years of service on April 23.

**Rosemary Isbell**, Youth Librarian, will reach 4 years of service on April 29.

**George Kasparian**, Page and Technical Services Assistant, reached 25 years of service on April 15.



---

## **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*

Stephanie Klimmek and Elisabeth Phou hosted the BPS School Librarians on April 7 as part of their staff development day, doing a tour and demonstration of resources. They also had the opportunity to review the library card registration process for all students of BPS. Thank you to the Friends of the Baldwin Public Library for sponsoring the catered lunch for this professional development session.

### *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](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the meeting.

### *Birmingham Museum*

Museum staff shared a presentation on Birmingham as America's Shetland Pony Capital on April 7. The historical lecture series will continue until June 2022.

### *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, and collect material donations on Tuesdays and Thursdays. In March \$953.74 was donated at the sale-by-donation in the lobby. The Friends will hold a book sale from May 13-16 on the lower level of the library. A postcard reminder is being sent to the membership, which includes a notice of their Annual Meeting on May 24.

### *Oakland Literacy Council*

On April 4, Baldwin hosted two informational sessions for the Oakland Literacy Council to discuss the benefits of volunteering for their organization.

---

## **Facilities and Technology**

*Strategic goal: Adapt the existing facility for more flexible use and employ technology more effectively in order to improve internal operating efficiency and better serve Library patrons.*

---

### *Electronic Resource Updates*

We have renewed our contract with Innovative, maintaining Polaris as our ILS for three more years.

### *Elevator*

The passenger elevator has been out of order while we wait for a new control panel. The estimated date for replacement is unknown.

### *Magazine and Newspaper Shelving – Grand Hall*

The end panels and tops were reinstalled after the backs and undersides were stained to match the outside surfaces.



<b>Baldwin Public Library: Friends Funds</b>	
<b>March 2022 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees	\$ 400.00
Crafts to go	\$ 292.27
Returns	\$ (128.82)
Books Unshelved, Nov-Jan	\$ 606.56
Total	\$ 1,170.01
<b>Teen Services</b>	
Crafts to go	\$ 369.13
Teen Advisory Board Pizza	\$ 38.98
Photo Contest Prints & Prizes	\$ 94.66
Book Club Books & Pizza	\$ 122.66
Total	\$ 625.43
<b>Youth Services</b>	
Books Unboxed	\$ 128.20
Programs	\$ 155.27
Battle of the Books Prizes	\$ 472.50
Filament, Idea Lab	\$ 162.94
Program Supplies	\$ 294.25
Little Explorers	\$ 169.62
School Librarians meeting lunch	\$ 282.75
Play Table	\$ 5,000.00
Total	\$ 6,665.53
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 8,460.97</b>
<b>March 2022 Balances</b>	
Adult Services	\$ 2,412.56
Teen Services	\$ 1,049.56
Youth Services	\$ 1,054.13
Outreach & Equipment	\$ 7,438.44
<b>Total Balance</b>	<b>\$ 11,954.69</b>
<b>March In-Library Book Sale Donations</b>	\$953.79
Submitted by Jaclyn Miller on April 11, 2022	





## NEW BUSINESS

# MEMORANDUM

---

DATE: April 15, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Selection of Firm for Phase 3 Architectural Services

---

At the April 18, 2022 Board Meeting, members of the Library Board of Directors will have the opportunity to discuss and select the architectural firm to design the expansion and renovation of Baldwin's front entrance and circulation area. This memo outlines the process followed for issuing the RFP and evaluating the bids.

After review by the City Attorney and approval by the Library Board and City Commission, I issued an RFP on the Michigan Inter-Governmental Trade Network (MITN) on March 1, 2022 for architectural services *For the Expansion and Renovation of Front Entrance and Circulation Area of Baldwin Public Library*. A pre-bid meeting was held on March 15, 2022. The following people attended the pre-bid meeting:

- John Gardner Luckenbach Ziegelman Gardner Architects
- Casey Leach Kieft Engineering
- Jon Crosby Roofers Local 149
- Steven Schneemann Merritt Cieslak Design
- Dianne Schurg Merritt Cieslak Design
- Ron Cieslak Merritt Cieslak Design
- Patrick Calhoun Stantec

Bids were due on March 31, 2022 at 3:30 p.m. Two firms submitted bids for the project and both bids fell within the project budget. The full bids from each bidder can be read at the following links:

- [Luckenbach Ziegelman Gardner Architects bid](#) - \$254,000
- [Merritt Cieslak Design bid](#) - \$264,000

The **abbreviated bids**, which include each firm's cover letter, statement of work, timeline, Attachment B, Attachment C, and Attachment D are included on the following pages.

After reviewing the bids, I recommend that the Board select **Merritt Cieslak Design** for the next phase of architectural work.

LZG's bid is \$10,000 lower than MCD's bid. Based on past experience I am concerned that the total cost of LZG's architectural fees would end up being higher than their initial bid due to design changes. In past projects, Baldwin paid LZG \$29,522 more in change order fees than their Phase 2 bids and \$11,111 more in change order fees than their Phase 1 bids. While some of these change orders were due to items beyond anyone's control being uncovered during the construction process, many were due to late-stage design changes prompted by LZG.

Additionally, once the Youth Room was completed, staff and patrons found parts of the room to be inadequately lit, as designed by LZG. I first emailed LZG about the low visibility in the Beginning to Read books area on March 12, 2021. After 13 months of communication about the lighting issues, on April 2, 2022 John Gardner sent me a quote to install 4 additional can lights in the ceiling to better illuminate the space. It took 13 months from the time we requested the lighting to be fixed to receive the quote to complete the work.

In my opinion, the \$10,000 price differential between the two bids does not outweigh MCD's positives, which include:

- Creating initial schematic designs that satisfy all requirements of the project and connect the 1980s addition to the 2020 Youth Room and create a welcoming, street-level entrance
- Having in-depth and varied experience designing projects for more than 35 libraries and fully understanding best practices for designing public libraries
- Responsiveness to staff and patron feedback
- Quality of renderings and drawings
- Attention to detail, especially when recording meeting minutes
- Being prompt, on-time, and well-prepared for all meetings
- Providing thoughtful suggestions for improving the design and value-engineering the project to satisfy all parties

The next five pages include a comparison of the two bids that we received for this RFP that will also help you in determining “the most responsive and responsible bidder with the lowest price.”

Question		Merritt Cieslak Design		Luckenbach Ziegelman Gardner	
Bid Submission		11:45 am on 3/31/2022		1:30pm on 3/31/2022	
INSTRUCTIONS TO BIDDERS					
3. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.		No interlineations, excisions, or special conditions were made or included in the RFP.		No interlineations, excisions, or special conditions were made or included in the RFP.	
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. The Baldwin Public Library is a sub-unit of the City of Birmingham, a tax-exempt municipal government located in Oakland County. Do not include such taxes in the proposal figure. The Client will furnish the successful company with tax exemption information.		No tax included.		No tax included.	
6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, and telephone number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by Library should be directed as part of their proposal.		All requested information included.		All requested information included.	
EVALUATION PROCEDURE AND CRITERIA					
1. Experience and qualifications of the proposed team members, including interior design staff and partners, who will be assigned to the Project.		Firm established in 1930. For the last 50 years, the firm has focused on the design of public library facilities		Designed the first two phases of Baldwin's renovation projects and 29 buildings in Birmingham's central business district. Ziegelman has 60+ years of experience as an architect.	
2. Experience and demonstrated ability in the design of libraries and similar public projects, with priority given to experience and ability in the design of libraries.		Project team includes: Architectural design team: Steven G Schneemann, Ronald A. Cieslak Site/Landscape Design: Paul R. Andreiese of Grissim Metz Andrieese Associates Lighting Design: Robert M. White of Illuminart Mechanical Engineering: Salim Sessine of MA Engineering Electrical Engineering: Scott Wheller of MA Engineering Cost Estimating: Jason Rewold of Frank Rewold and Sons  Experience and qualifications of each member are all included. Each project team member has worked on at least three different public libraries.		Project team includes: Luckenbach Ziegelman Gardner Architects PLLC - Executive architect and landscape architects Peter Basso Associates - Mechanical and electrical engineering consultant IMEG - Structural engineering consultant  Resumes and contact information for each member of the project team is included. All members have experience working on public libraries.	

3. Demonstrated understanding of the expectations of Birmingham and/or similar communities that place high value on aesthetics of public spaces, as well as an understanding of the importance of the Library as part of Birmingham's civic center.	Has worked with Baldwin successfully for the Phase 3a schematic designs.	Has completed numerous projects in Birmingham and understands the requirements of working for the City and designing for the civic center.
4. Bid price for design development, preparation of construction documents, bidding assistance, and construction administration for the project.	\$264,000	\$254,000
5. Demonstrated performance in execution of projects on time and within budget.	Completed the first phase of schematic design work for Baldwin on time and with no additions to the budget.	BPL Phase I - completed on time and under budget BPL Phase II - completed under budget
6. Quality and completeness of proposal	The packet was designed well and they went above and beyond showing that they understand the design of public libraries. <b>Emails and phone numbers of each project member were not included.</b>	The packet was designed well, followed the order of the RFP specifications, and the project highlights show a depth of experience and understanding of downtown Birmingham and the Library.
<b>ARCHITECT'S RESPONSIBILITIES</b>		
1. Complete and sign all forms requested for completion within this RFP. a. Bidder's Agreement (Attachment B) b. Cost Proposal (Attachment C) 6. Iran Sanctions Act Vendor Certification Form (Attachment D) 7. Agreement (Attachment A - only if selected by the Client)	Bidder's Agreement, Cost Proposal, Iran Sanctions Act Vendor all included and forms were filled out correctly, signed, and dated.	Bidder's Agreement, Cost Proposal, Iran Sanctions Act Vendor all included and forms were filled out correctly, signed, and dated.

<p>2. Provide a description of completed projects (including library projects) that demonstrate the firm's ability to complete projects of similar scope, size, and purposed, and in a timely manner, and within budget.</p>	<p>10 projects listed, with 2 in progress.</p> <p>Pinckney Community Public Library - feasibility study, developing a master plan and schematic design. Designed to have a historical connection to the 1880s high school originally located on the site and to provide the new services needed in a modern public library.</p> <p>Completed in 2013, 12,200 SF Reno, 2,000 SF addition, Cost of \$2.2 million</p> <p>Redford Township District Library - designed new 65,000 SF library facility.</p> <p>Initial project completed in 2004, construction cost \$8.4 million</p> <p>Additions set to start in Fall 2021 which includes covered drive through and exterior public gathering/program area with a cost of \$1 million</p> <p>Salem South Lyon District Library Expansion - added a new program room, tween area, restrooms, and entrance for after hours use.</p> <p>Expansion completed in 2019, 2,000 SF New, 3,000 SF Renovation, Cost \$950K</p> <p>Inkster Public Library - completed a needs assessment, purchased a neighboring building to expand into, added a Career Resource Center, group study rooms, dedicated young adult area</p> <p>Completed in 2020, 3,000 SF New, 7,000 SF Renovation, Cost \$2.1M</p>	<p>Baldwin Public Library - Phase I, completed on time and under budget</p> <p>Baldwin Public Library - Phase II, completed under budget, but delayed due to COVID-19</p> <p>Farmington Hills Community Library - designed by Robert Ziegelman, \$12 million project</p> <p>Ann Arbor District Library - Mallets Creek Branch - designed by Carl Luckenbach, \$4.25 million project</p> <p>555 Woodward, Munder Building, Bank of Birmingham, Chester Street Parking Structure, William Bell Townhouses, Birmingham Fire Station (a total of 45 projects completed in the central business district) - Birmingham, MI</p>
--	---	---

3. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project, as well as all others associated with the firm that are assigned to the project and include names, titles, phone numbers, email addresses and assigned role for the project.	Project team includes: Architectural design team: Steven G Schneemann, Ronald A. Cieslak and Interior Designer Dianne Schurg Site/Landscape Design: Paul R. Andreiese of Grissim Metz Andriese Associates Lighting Design: Robert M. White of Illuminar Mechanical Engineering: Salim Sessine of MA Engineering Electrical Engineering: Scott Wheller of MA Engineering Cost Estimating: Jason Rewold of Frank Rewold and Sons <b>Emails and phone numbers of each project member were not included.</b> Experience and qualifications of each member are all included. Each project team member has worked on at least three different public libraries.	Project team includes: Luckenbach Ziegelman Gardner Architects PLLC - Executive architect and landscape architects Peter Basso Associates - Mechanical and electrical engineering consultant IMEG - Structural engineering consultant  Resumes and contact information for each member of the project team is included. All members have experience working on public libraries.
4. Provide a list of sub-architects and their qualifications, which include names, titles, phone numbers, email addresses and their respective role in this project as applicable.	Subcontractors are listed, along with their qualifications, experience, and relevant projects. They include: Site/Landscape Design: Paul R. Andreiese of Grissim Metz Andriese Associates Lighting Design: Robert M. White of Illuminar Mechanical Engineering: Salim Sessine of MA Engineering Electrical Engineering: Scott Wheller of MA Engineering Cost Estimating: Jason Rewold of Frank Rewold and Sons Experience and qualifications of each member are all included. Each project team member has worked on at least three different public libraries.	Subcontractors are listed, along with their qualifications, experience, and relevant projects. They include: Luckenbach Ziegelman Gardner Architects PLLC - Executive architect and landscape architects Peter Basso Associates - Mechanical and electrical engineering consultant IMEG - Structural engineering consultant
6. Provide three (3) client references from past projects, include name of contact, title, and current phone number. At least two (2) of the client references should be for projects of a similar size and scope for a municipal client.	6 references are included and are for projects of a similar size and scope in public libraries. References gave glowing reviews of their past work and said they were very easy to work with and responsive to requests.	3 references, including Doug Koschik (retired BPL Director), David Underdown (retired Library Board member), and Jack Reinhart (owner, 555 building)



7. Provide a project timeline addressing each section within the Scope of Work and a description of the overall project approach. Include a statement that the Architect will be available according to the proposed timeline.	Proposed work plan is listed on page 24 and includes all tasks listed in the Scope of Work.	Proposed work plan and schedule is included on pages 53-54 and includes all tasks listed in the Scope of Work. <b>Though the RFP states that the architect is responsible for meeting minutes, the project approach description states that "The Library will be responsible for detailed minutes and other documentation of all meetings associated with the project."</b> Response from Ziegelman when asked for clarification: "I was only repeating what we had actually done in our previous 4 RFP' phases. If the Library prefers us to be responsible for documentation of all meetings etc., we would be more than happy to do so."
8. The Architect will be responsible for any changes necessary for the plans to be approved by the Client.	<b>Confirmation of this was not explicitly stated in the bid but was affirmed via email on 4/4/2022</b> Response from Schneemann: Yes, we agree to both items (8 and 9) outlined below.	Included a statement affirming this in bid.
9. The Architect must receive budgetary approval before performing and billing for additional work outside the project scope. <b>Other notes:</b> <b>64</b>	<b>Confirmation of this was not explicitly stated in the bid but was affirmed via email on 4/4/2022</b> Response from Schneemann: Yes, we agree to both items (8 and 9) outlined below. For Phase 3a, MCD bid \$45,000 and we paid them \$45,000 for their work.	Included a statement affirming this in bid.
	MCD has superior professionalism. They provided detailed notes of each meeting, planned the community forum, designed the user survey, listened carefully and responsively to employee concerns and designed a schematic design of Phase 3 that meets both patron and staff needs. Their staff members show up on time to meetings and were always fully prepared. They created the powerpoints for Library Board and City Commission meetings, saving staff time.	For Phase 2a, LZG bid \$42,800 and we paid them \$44,300, or \$1,500 more than their bid. For Phase 2b, LZG bid \$161,648 and we paid them \$191,170, or \$29,522 more than their bid.  For Phase 1a, LZG bid \$31,125 and we paid them \$33,444, or \$2,319 more than their bid. For Phase 1b, LZG bid \$162,929 and we paid them \$174,040, or \$11,111 more than their bid. LZG dismissed concerns and requests from BPL staff during the first two design phases, resulting in numerous items that were not designed in the best interest of patrons and had to be changed after installation (location of blinds, sharp limestone wall in story room, inaccurate measuring/design of storage shelving, urinals in Men's room visible via mirror in restroom when door is open, ADA rules not followed with shelving spacing/canopy height/OPAC stations, etc.)
		Inadequate lighting in the Phase 2 Youth Room was brought to LZG's attention on 3/12/2021 and the remedy for this issue is still in progress. The quote for this work was emailed to Craft on 4/2/2022

**Luckenbach|Ziegelman|Gardner Architects, PLLC**

March 31, 2022

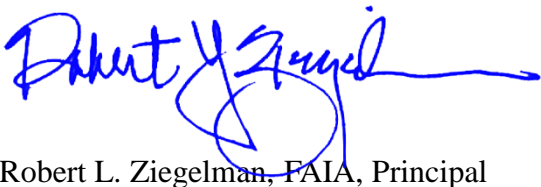
Ms. Rebekah Craft, Director  
Baldwin Public Library  
300 W. Merrill Street  
Birmingham, MI 48009

Dear Rebekah:

Please accept our Fee Proposal Submission for the Baldwin Public Library Front Entrance-Circulation Area Expansion / Renovation Project, to provide Architectural Services for Design Development, Construction Documents, Construction Bidding Assistance and Construction Administration. This work is based on the conceptual / schematic designs of January 19, 2022, per RFP Attachment E. This work will be performed in full accordance with the Scope of Work guidelines specified in the BPL Request For Proposal (RFP) dated March 1, 2022.

We are extremely pleased to submit this proposal along with the opportunity once again to participate in this very special Birmingham Community Project. If chosen, we assure you, Staff, the Board and the entire BPL Community, we will devote one hundred plus percent effort to ensure the project is a complete success for the Baldwin Public Library.

Regards,



Robert L. Ziegelman, FAIA, Principal



John Gardner, AIA, Principal

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

---

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

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

Robert L. Ziegelman, FAIA

March 31, 2022

**PREPARED BY**  
**(Print Name)**

**DATE**

Principal

March 31, 2022

**TITLE**

**DATE**



rzeigelman@lzarch.com

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

Luckenbach|Ziegelman|Gardner Architects, PLLC

**COMPANY**

555 S. Old Woodward, Suite 27L

Birmingham, MI 48009

248.644.0600

**ADDRESS**

**PHONE**

--

--

**NAME OF PARENT COMPANY**

**PHONE**

--

--

**ADDRESS**


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

---

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

COST PROPOSAL	
ITEM	BID AMOUNT
Phase 1	
Design Development	\$ 70,000
Construction Documents	\$ 120,000
Phase 2	
Bidding Assistance	\$ 12,000
Construction Administration	\$ 52,000
<b>TOTAL BID AMOUNT</b>	<b>\$ 254,000</b>

Firm Name Luckenbach/Ziegelman/Gardner Architects, PLLC

Authorized signature  Date March 31, 2022

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

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

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

Robert L. Ziegelman, FAIA

March 31, 2022

**PREPARED BY**  
**(Print Name)**

**DATE**

Principal

March 31, 2022

**TITLE**

**DATE**



rzeigelman@lzarch.com

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

Luckenbach|Ziegelman|Gardner Architects, PLLC

**COMPANY**

555 S. Old Woodward, Suite 27L  
Birmingham, MI 48009

248.644.0600

**ADDRESS**

**PHONE**

--

--

**NAME OF PARENT COMPANY**

**PHONE**

--

**ADDRESS**

38-3454414

**TAXPAYER I.D.#**

Our team's **current** approach to both design and management, especially for civic clients emphasizes collaboration and **our promise to listen**. Each organization's needs and constituencies are special, and require a carefully crafted and tailored project pre-planning approach in order to meet the central goals. At the start of each new project, we would clarify the following objectives:

### Program Confirmation

1. Assist Library in determination of responsibilities, procedures, and schedule requirements. The Library will be responsible for detailed minutes and other documentation of all meetings associated with the Project.
2. Assist Library by reviewing record drawings, assessing "as built" condition, and providing preliminary feasibility concerns, if any. The Library and the City of Birmingham possess drawings of all three parts of the Library building. The Library will provide as-built's.
3. Review existing studies, space programming, layouts and designs provided by the Library with regard to the Scope of Work of the project. Provide early advice to the Library on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.
4. Confirm with Library the professional fees and the schedules.

### Project Timeline

As a team, we will use project management, quality control, and technological capabilities to insure the smooth flow of critical information and communication throughout the project. We recognize that management has great impact on the project success and have identified the following as critical elements:

Commitment of the Principals who will have direct contact with the Client.

Will consult with the Library Committee and develop a comprehensive work Plan Schedule for all phases of the work process with key milestone dates April 25, and November 7, 2022 to perform all work detailed in Project Timeline (Scope of Work). Respond to input from the Baldwin Public Library staff, other relevant City bodies, and the general public, and will modify the drawings as agreed to by the Library Building Committee.

**Architect will have the Design Development and Construction Document elements outlined in the Scope of Work section of the RFP completed by November 7, 2022. LZG Architects will not exceed the timelines established for the completion of this work and will be available according to the proposed timelines.**

Establish design budget goals, system performance standards and methods of addressing potential scope creep.

Create a Responsibility Matrix that outlines specific tasks and deliverables and defines the responsibilities and expectations of each team member.

Assist Owners with their documentation of meetings, action items, cost and value analysis decision and various owner and agency approvals.

Project Phase	March 2022	April	May	June	July	August	September	October	November	December	Jan 2023	February	March	April	May	June	Summer/Fall 2023	Spring 2024
RFP Period	<div></div>																	
BPL Board Proposal Reviews	<div></div>																	
Birmingham City Commission Approval of Architect	<div>April 25</div>																	
Architectural Design Development			<div>A/E Design Development Phase</div>															
Design Development Construction Cost Estimate Period					<div>DD Cost Estimate</div>													
Architectural Construction Documents					<div>A/E Construction Documents Phase</div>				<div>CD Phase Date of Completion November 7</div>									
City Bham Plan Review & Permitting Process									<div>Permit Review Happy Holidays 6 Weeks</div>									
Construction & FFE Bid Phase											<div>Construction Bidding 6 Weeks</div>							
BPL Board / City & Architect Review of Construction Bids												<div>Review Team Evaluation of Bids</div>						
Award Construction Contract													<div></div>					Project Completion 2024
Architectural Construction Administration Phase														<div>Construction Administration Phase</div>				
Pre-Construction: Site Prep, Fencing, Site Demo, Protection														<div>Pre-Construction</div>				
Construction: Renovation / Expansion																<div>Begin Construction</div>		
FF & E Installation (Furniture, Fixtures + Equipment)																		FF & E
Landscape Construction																		Landscape Construction

Key

- City Birmingham / BPL Dependent
- Architect / Engineering Dependent
- Construction Contractor Dependent
- FF&E Contractor Dependent
- Landscape Contractor Dependent

March 31st, 2022

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

Dear Director Craft,

It is our distinct and sincere pleasure for Merritt Cieslak Design to be able to submit a proposal for the Design Development, Construction Documentation, and Bidding and Construction Administration phases of the expansion and renovation of the front entrance and circulation area of the Baldwin Public Library.

Following our recent work with the library on the Schematic Design phase of the project, our team is eager to continue with the excellent momentum that has been built with the library staff and building committee over the past several months. We remain very excited and committed to assisting with the realization of the Phase 3 project for the library, and we are looking forward to continuing the comprehensive and carefully considered design work that has been provided thus far.

While we understand that this project is incredibly important for many stakeholders and interested parties affiliated with the library and within the city, it is the library board, staff, and most importantly the patrons that motivate us to shepherd this project to completion. As designers of many dozens of public libraries in the state, we are absolutely delighted to have worked with the Baldwin Public Library, and be considered to come alongside again to finish what has been started. We understand clearly the importance of this project for the library, and assume this responsibility with the utmost resolve.

Thank you again for your consideration.

Sincerely,

Steven G. Schneemann,  
Principal Architect



Merritt Cieslak Design, PLC



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

---

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

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

Steven G. Schneemann, RA, LEED

03/31/2022

**PREPARED BY**  
**(Print Name)**

**DATE**

Firm Principal

03/31/2022

**TITLE**

**DATE**



ss@mcdarchitects.com

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

Merritt Cieslak Design, PLC

**COMPANY**

33610 Grand River Ave. Farmington, MI 48335 248-374-0001

**ADDRESS**

**PHONE**

**NAME OF PARENT COMPANY**

**PHONE**

**ADDRESS**

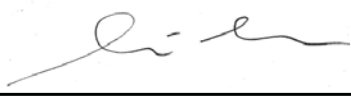
**ATTACHMENT C - COST PROPOSAL**  
**For Expansion and Renovation of Front Entry and Circulation Area of**  
**Baldwin Public Library**

---

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

COST PROPOSAL	
ITEM	BID AMOUNT
Phase 1	
Design Development	\$ 118,800
Construction Documents	\$ 118,800
Phase 2	
Bidding Assistance	\$ 6,400
Construction Administration	\$ 20,000
<b>TOTAL BID AMOUNT</b>	<b>\$ 264,000</b>

Firm Name Merritt Cieslak Design, PLC

Authorized signature  Date 03/31/2022

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

---

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

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

Steven G. Schneemann, RA, LEED

03/31/2022

**PREPARED BY**  
**(Print Name)**


**DATE**

Firm Principal

03/31/2022

**TITLE**

**DATE**



ss@mcdarchitects.com

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

Merritt Cieslak Design, PLC

**COMPANY**

33610 Grand River Ave. Farmington, MI 48335 248-374-0001

**ADDRESS**

**PHONE**

**NAME OF PARENT COMPANY**

**PHONE**

**ADDRESS**

27-2029124

**TAXPAYER I.D.#**

# Proposed Work Plan

	Tasks	Target Dates/ Durations	
		From	To
1	Project Kick-Off: Meet with Library for Program Confirmation – Determine responsibilities, procedures, and schedule requirements.	04/25/22	05/02/22
2	Review existing studies, space programming, layouts, and designs, with advice on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.	04/25/22	05/09/22
3	Design Development (DD) Phase – Based on the Merritt Cielsak Design (MCD) conceptual/schematic designs of January 19, 2022, meet with the Library staff to hear opinions and meet with the Library administration and Library Board Building committee, with a presentation to the Library Board. MCD will provide DD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design.	05/02/22	08/08/22
4	Prepare DD budget estimate update and project phasing and construction timeline (MCD w/Rewold).	07/25/22	08/08/22
5	DD drawing, specification, estimate and timeline review w/Owner.	08/08/22	08/15/22
6	Construction Documents (CD) Phase – Based on the Library's approval of the DD documents MCD will provide CD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design.	08/08/22	10/31/22
7	Construction Documents Budget Estimate update.	10/31/22	11/07/22
8	MCD will provide drawing sets as required to the city's building department for code compliance review.	11/07/22	
9	Confirm Project Funding.	11/07/22	12/2022
10	Issue for Bidding.	01/2023	02/2023
11	Evaluate Bids and work with the Library to make Contractor selection.	02/2023	03/2023
12	Construction.	05/2023	<b>03/2024</b>

*Notes: Design and construction dates and durations are estimated and may vary depending on project-related conditions. The architectural and engineering team will be available and fully engaged for the duration of the proposed timeline shown above.*



INFORMATION ONLY

---

## Upcoming Events of Interest

---

### Weekly Story Times

Visit our story time page at [www.baldwinlib.org/storytime](http://www.baldwinlib.org/storytime) for dates, locations, and more information. Registration required. Story times are being offered virtually and outdoors.

### Behind the Scenes Library Tour

*Tuesday, April 19 — 4:00 p.m. to 5:00 p.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.

### Google Sheets

*Wednesday, April 20 — 7:00 p.m. to 8:30 p.m.*

In the class, we will create and share a budget in Google Sheets, the alternative to MS Excel. This class meets on Zoom. You will receive an email a half hour before class with login instructions.

### The Legacy and Memory of Emmett Louis Till: A Story of Geography, History and Racism

*Monday, April 25 — 6:30 p.m. to 8:00 p.m.*

The story of Emmett Till was silenced for over 50 years after his brutal murder on August 28, 1955. Since 2005, new information has been discovered about what really took place after Emmett made the famous whistle to Caroline Bryant after purchasing candy at Bryant's Grocery in Money, Mississippi. Presenter Jim Herm will share his research into the post-Civil War South, the legacy of Emmett Till, and the start of the Civil Rights movement. Jim Herm is a resident of Otsego, Michigan and a retired Portage Public School history teacher and counselor. He has visited many of the recently opened historical sites that will be discussed in his presentation, which is intended for listeners 15 and up.

### Idea Lab Virtual Class: Finding 3D Models Online

*Wednesday, April 27 — 7:00 p.m. to 8:00 p.m.*

Join Jeff on Zoom where he will teach you how to navigate the complex world of online 3D model databases. Where to search, what to search for, and what to do with it once you've found it. Registration Required

### Comic Book/Manga Drawing Workshop for Teens

*Thursday, April 28 — 7:00 p.m. to 8:30 p.m.*

Are you interested in learning the fundamentals of cartooning and comic/ manga books? Local comic book artist Kamron Reynolds will introduce you to the world of comics. Learn how to draw your own characters, faces, backgrounds, lettering, and much more. The key to creating is getting started. Registration required. This program will meet in person.

### Star Wars Day Take Home Kit

*Wednesday, May 4 — All Day*

Enjoy a free Star Wars activity. May the 4th be with you! First come, first served.

### **Historical Lecture Series - Birmingham's Stories of War and Service**

*Thursday, May 5 — 7:00 p.m. to 8:00 p.m.*

From the original founding of our country, Birmingham men and women have served bravely to protect our freedom. Through their stories, we can honor them for their service and their sacrifice. Join Donna Casaceli from the Birmingham Museum in sharing the amazing stories of these courageous and committed Birmingham citizens. This is a virtual event. Registration is required to receive the Zoom link the evening of the talk.

### **Project Kidsight Vision Screening**

*Saturday, May 7 — 10:00 a.m. to 12:00 p.m.*

This free vision screening for ages 6 months and up is fast, non-invasive, and has an accuracy rating of 98%. Sponsored by the Beverly Hills Lions Club.

### **Free Comic Book Day!**

*Saturday, May 7 – All Day*

Free Comic Book Day 2022 is on Saturday, May 7th at local comic shops and at BPL! Swing by the library, pick up a comic and vote for your favorite comic book character. We'll have comics for kids, teens, and adults on a first come, first served basis. One comic book per person, please.

### **Container Gardens 101**

*Monday, May 9 — 7:00 p.m. to 8:00 p.m.*

Don't have room for a proper garden at home? Or would you like to expand the space you have? MSU Extension Consumer Horticulture Educator Lori Inmoben is here to show us how to grow veggies & flowers in containers of all shapes and sizes. She will discuss potting mediums to use, how to assess plant health, and give tips that will have your container gardens flourishing.

### **Genealogy 101: Organizing Your Family Research**

*Thursday, May 12 — 7:00 p.m. to 8:00 p.m.*

Join professional archivist Robbie Terman as you move beyond the basics. You've collected census records, death certificates, family photographs, and more. Now what do you do with it all? This class will help you sort and organize your research to keep the clutter at bay while still having everything at your fingertips.

### **Baldwin's Open House Celebration**

*Sunday, May 22 from 2:00 to 4:00 p.m., with remarks to be held at 2:30 p.m.*

The open house will celebrate the grand reopening of the expanded Youth Room and second floor renovations, honor Doug Koschik's retirement, dedicate Jim Miller-Melberg's Michigan Spring Statue, and commemorate Martha Baldwin's induction into the Michigan Women's Hall of Fame.



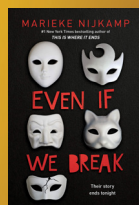
# LEARN CONNECT DISCOVER

APRIL 2022 NEWSLETTER

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



**GET A GRIP, VIVVY COHEN!**  
BY SARAH KAPIT



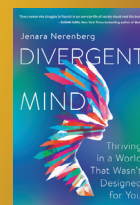
**EVEN IF WE BREAK**  
BY MARIEKE NIJKAMP



**THE BOYS IN THE BACK ROW**  
BY MIKE JUNG



**ON THE EDGE OF GONE**  
BY CORINNE DUYVIS



**DIVERGENT MIND: THRIVING IN A WORLD THAT WASN'T DESIGNED FOR YOU**  
BY JENARA NERENBERG



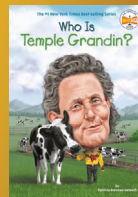
**THE WAY TO BEA**  
BY KAT YEH



**PLANET EARTH IS BLUE**  
BY NICOLE PANTELEAKOS



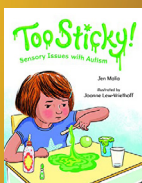
**CAN YOU SEE ME?**  
BY LIBBY SCOTT



**WHO IS TEMPLE GRANDIN?**  
BY PATRICIA BRENNAN DEMUTH



**RAIN REIGN**  
BY ANN M. MARTIN



**TOO STICKY! : SENSORY ISSUES WITH AUTISM**  
BY JEN MALIA



**CONVENIENCE STORE WOMAN**  
BY SAYAKA MURATA

BALDWIN CELEBRATES



AUTISM  
ACCEPTANCE



**A KIND OF SPARK**  
BY ELLE MCNICOLL



**THE REASON I JUMP: THE INNER VOICE OF A THIRTEEN-YEAR-OLD BOY WITH AUTISM**  
BY NAOKI HIGASHIDA

SUGGESTED READING TITLES COURTESY OF AMIGHTYGIRL.COM, AUTISTICANDUNAPOLOGETIC.COM, AND LIBRARY JOURNAL



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

# APRIL PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

REGISTER FOR PROGRAMS LISTED BELOW AT [WWW.BALDWINLIB.ORG/CALENDAR](http://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](http://www.baldwinlib.org/youth) to subscribe now.

## WEEKLY STORY TIMES

Outdoor story times have returned! Visit our story time page at [www.baldwinlib.org/storytime](http://www.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?

## POETRY PROJECT FRIDAY, APRIL 1

BEST FOR GRADES 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.*

## UNICORN FUN SATURDAY, APRIL 9

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

## YOUTH TAKE AND MAKE CRAFTS MONDAY, APRIL 11

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

## COLORING CLUB TUESDAY, APRIL 12

Receive a fun poster to color at home. This month's choice is an egg or a rabbit.  
**Registration required.**

## MUSIC AND MOVEMENT FAMILY STORY TIME | AT BEVERLY PARK SATURDAY, APRIL 16 AT 11:00 A.M.

Clap your hands, stomp your feet, and sing along at this musical story time with Ms. Caroline. Take home craft included.  
**Registration required.**

## BEDTIME TALES | ALL AGES WEDNESDAY, APRIL 20 AT 6:30 P.M. | VIRTUAL WEDNESDAY, APRIL 27 AT 6:30 P.M. | IN PERSON

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

## KIDS LIBRARY SOCIETY | GRADES 3 TO 6 THURSDAY, APRIL 21 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, APRIL 27

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.*

# BOOK CLUBS

FOR CHILDREN

Visit our Books Clubs page at [baldwinlib.org/book-clubs](http://baldwinlib.org/book-clubs) for more upcoming book selections.

## MOMS BOOK CLUB

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

*THE DUTCH HOUSE* BY ANN PATCHETT

Email [Susan.Dion@baldwinlib.org](mailto:Susan.Dion@baldwinlib.org) to register for this book club for moms that meets every other month.

## MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, APRIL 12 AT 7:00 P.M.

*RAIN REIGN* BY ANN M. MARTIN

Email [Susan.Dion@baldwinlib.org](mailto:Susan.Dion@baldwinlib.org) to register.

## BEYOND THE BOOK

GRADES 2 TO 4

THURSDAY, APRIL 14 AT 7:00 P.M.

*HOW TO BUILD A HUG* BY AMY GUGLIELMO

Email [Rosemary.Isbell@baldwinlib.org](mailto:Rosemary.Isbell@baldwinlib.org) to register for this non-fiction book club.

## 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](mailto:Caroline.Salucci@baldwinlib.org) to register.

## BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, APRIL 25 AT 7:00 P.M.

*LOVE THAT DOG* BY SHARON CREECH

Email [Donna.Smith@baldwinlib.org](mailto:Donna.Smith@baldwinlib.org) to register.

## BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, APRIL 26 AT 7:00 P.M.

*THE TINY MANSION* BY KEIR GRAFF

Email [Susan.Dion@baldwinlib.org](mailto:Susan.Dion@baldwinlib.org) to register.

# APRIL 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](http://www.baldwinlib.org/teen) to subscribe now. *Sign up by the 3rd Tuesday of the month to receive your box on the 4th Tuesday of the month. Subscriptions last for 3 months.*

## CRAFTS TO GO

## MINI CLOVER TERRARIUM | GRADES 6 TO 12

**Starting April 4,** pick up a kit with supplies and instructions. Limit one per patrons. *First come, first served, as supplies last.*

## PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, APRIL 7 AT 7:00 P.M.

*THE GRACE YEAR* BY KIM LIGGETT

The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library.  
**Registration required. This program will meet in person.**  
Email [teen@baldwinlib.org](mailto:teen@baldwinlib.org) if you would prefer to join via Zoom.

## ANIME CLUB | GRADES 6 TO 12

THURSDAY, APRIL 14 AT 7:00 P.M.

Anime Club is back and in person! Watch a different anime every month, talk about the manga you're reading, do cool stuff, and eat snacks. **Registration required.**  
**This program will meet in person.**

## TEEN ADVISORY BOARD MEETING

THURSDAY, APRIL 21 AT 7:00 P.M. | GRADES 7 TO 12

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

## MANGA/COMIC BOOK DRAWING

WORKSHOP | GRADES 6 TO 12

THURSDAY, APRIL 28 FROM 7:00 TO 8:30 P.M.

Are you interested in learning the fundamentals of cartooning and comic/manga books? Local artist Kamron Reynolds will teach you how to draw your own characters, faces, backgrounds, lettering, and much more. **Registration required.**  
**This program will meet in person.**

# BOOK CLUBS

FOR ADULTS

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



**PAGE TO SCREEN**  
SUNDAY, APRIL 3 AT 1:00 P.M.

DOLORES CLAIBORNE BY STEPHEN KING AND  
"DOLORES CLAIBORNE" (PG, 1995)



**NEXT POPULAR READS**  
MONDAY, APRIL 4 AT 1:00 P.M.  
THE VIXEN BY FRANCINE PROSE



**NEXT NONFICTION**  
TUESDAY, APRIL 12  
AT 10:00 A.M.  
WHY WE SWIM BY BONNIE TSUI



**WEDNESDAY AFTERNOON**  
WEDNESDAY, APRIL 13  
AT 2:00 P.M.  
TRANSCENDENT KINGDOM BY YAA GYASI



**FRIENDS DON'T LET FRIENDS  
READ ALONE**  
TUESDAY, APRIL 19 AT 7:00 P.M.  
BURIAL RITES BY HANNAH KENT



**BOOKS & BREWS**  
WEDNESDAY, APRIL 27  
AT 7:00 P.M.  
CITY OF THIEVES BY DAVID BENIOFF

## CRAFTS & GO

### RED IS THE NEW MICROGREEN

**Starting April 4.** Take home a kit to begin cultivating microgreens at home. *Limit one per patron. First come, first served, as supplies last.*

# APRIL PROGRAMS FOR ADULTS

## VOLUNTEER INFORMATION NIGHT: OAKLAND LITERACY COUNCIL

MONDAY, APRIL 4 AT 3:30 P.M. OR 7:00 P.M.  
Laurie Weeks of Oakland Literacy Council will explain the joys and benefits of volunteering with their organization.  
*Virtual event. Registration required.*

## GARDENING FOR THE BIRDS: STRATEGIES FOR OPTIMIZING HABITAT

TUESDAY, APRIL 5 AT 7:00 P.M.  
Learn how to plan and plant a garden to keep native birds safe with proper plant selection, garden design, and maintenance control.  
*Virtual event. Registration required.*

## HISTORICAL LECTURE SERIES - BIRMINGHAM: AMERICA'S SHETLAND PONY CAPITAL

THURSDAY, APRIL 7 AT 7:00 P.M.  
In the late 19th and early 20th century, Birmingham was the place to buy the highly desirable Shetland breed of pony. The gentle and sturdy ponies were in demand on farms, and featured at Detroit's Belle Isle, Boblo Island and Palmer Park. Don't miss these pony tales! *Virtual event. Registration required.*

## APRIL IN PARIS PIANO CONCERT WITH DAN FOGEL

MONDAY, APRIL 11 AT 7:00 P.M.  
Pianist Dan Fogel returns with a selection of songs that will whisk you away to the Champs-Élysées and April in Paris  
*Virtual event. Registration required.*

## GENEALOGY 101: DECODING DEATH RECORDS

THURSDAY, APRIL 14 AT 7:00 P.M.  
Join professional archivist Robbie Terman who will discuss death certificates, obituaries, and burial location, and what they can reveal about your ancestors. *Virtual event. Registration required.*

## THE MEMORY AND LEGACY OF EMMETT TILL

MONDAY, APRIL 25, AT 6:30 P.M.  
The story of Emmett Till was silenced for over 50 years after his brutal murder on August 28, 1955. Since 2005, new information has been discovered about what really took place after the infamous whistle in Money, Mississippi.  
*Virtual event. Registration required.*

## DISCUSSION GROUPS

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

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

### SOCIAL KNITWORKING WEDNESDAY, APRIL 20 AT 2:00 P.M.

Join Baldwin's Social "Knit workers" for some friendly knitting, crocheting and chatting. This group meets in person in the Jeanne Lloyd room.  
*Registration required.*

### GREAT BOOKS DISCUSSION GROUP

APRIL 6 AT 6:45 P.M.: ORLANDO BY VIRGINIA WOOLF  
APRIL 20 AT 6:45 P.M.: AGAMEMNON BY AESCHYLUS  
All meetings take place via Zoom.  
Email [adult.reference@baldwinlib.org](mailto:adult.reference@baldwinlib.org) to join.



# APRIL 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 BUDGET IN EXCEL WEDNESDAY, APRIL 6 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation with Microsoft Excel.

## NYT & WSJ FROM HOME THURSDAY, APRIL 7 AT 3:00 P.M.

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

## TRACKING STOCKS IN GOOGLE SHEETS WEDNESDAY, APRIL 13 AT 7:00 P.M.

Track and manage your stock portfolio within Google Sheets.

## CHECK OUT EBOOKS FROM THE LIBRARY THURSDAY, APRIL 14 AT 3:00 P.M.

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

## GOOGLE SHEETS WEDNESDAY, APRIL 20 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation with this Microsoft Excel alternative.

## SELLING ONLINE SATURDAY, APRIL 30 AT 3:00 P.M.

Declutter and make some money by selling your unwanted items online.



# THE IDEA LAB

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

## IDEA LAB LIVE: PLANT THINGS

WEDNESDAY, APRIL 20 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: PLANT THINGS.

## IDEA LAB KIT: CARAVAN BIRDHOUSE

MONDAY, APRIL 25

Give the birds a cozy home with this retro-chic 3D printed birdhouse. **Registration required.**  
**Limit one per household.**

## IDEA LAB VIRTUAL CLASS: FINDING 3D MODELS ONLINE

WEDNESDAY, APRIL 27 AT 7:00 P.M.

Join Jeff on Zoom where he will teach you how to navigate the complex world of online 3D model databases. Where to search, what to search for, and what to do with it once you've found it.  
**Complete instructions provided upon registration.**

# LIBRARY HOURS

## MONDAY TO THURSDAY

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

## SUNDAY :

12:00 to 5:00 P.M.

## FRIDAY & SATURDAY

9:30 A.M. to 5:30 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, APRIL 18 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

## ENJOY SPRING, INSIDE AND OUT!

This month, we're celebrating Autism Acceptance month at Baldwin. The cover of this newsletter shows a selection of books featuring autistic people. Hearing different perspectives and learning about how others view the world are some of the greatest benefits I've found from reading fiction. I am always so appreciative of the understanding and empathy that I gain after reading about someone who has a different lived experience than me. I hope you'll check out one of the titles that we're featuring on the cover or on our shelves during the month of April.

As of 2021, 1 in 44 children in the United States is diagnosed with an autism spectrum disorder. Our youth librarians helped to plan the design of our Youth Room to include space for sensory story times, dimmable lights, noise cancelling headphones, and quiet places to step away to help accommodate visitors with autism. If you have any additional suggestions to improve our facility or programming, I encourage you to reach out to me to share your feedback.

As the COVID-19 case counts drop, we are happy to bring back more in person programming and add more toys and imaginative play activities to our Youth Room. This month, our story times return at Barnum Park in Birmingham. We encourage you to register online for these events online so you can be notified in case of rain cancellation.

With the onset of warmer and brighter days, we now have a new book on display at the Storybook Trail at Beverly Park, in Beverly Hills. For the month of April, visit the 0.4-mile nature trail to read *The Cow Loves Cookies* by Karma Wilson. A different page of the book is displayed on the permanent posts along the trail.

We hope you'll save the date for our upcoming Open House on Sunday, May 22 from 2:00 to 4:00 p.m. We'll be celebrating many great milestones at Baldwin that have happened in the last two years, including the grand opening of the new Youth Room, the retirement of former Director Doug Koschik, the new renovations made possible by a generous donation from the Jane M. Van Dragt Trust, the installation of the Michigan Spring sculpture by Jim Miller-Melberg on the Library's southwest lawn, and a celebration of Martha Baldwin's 2019 induction into the Michigan Women's Hall of Fame.

I hope you enjoy these first few weeks of Spring.

*Rebekah Craft*

Rebekah Craft, Library Director

[rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org)

248-554-4681

## BEHIND THE SCENES LIBRARY TOUR TUESDAY, APRIL 19 AT 4:00 P.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.**



LEARN. CONNECT. DISCOVER.

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

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

[WWW.BALDWINLIB.ORG](http://WWW.BALDWINLIB.ORG)

# Birmingham Museum highlights historical Birmingham women during Women's History Month

Published on March 16, 2022 by Mary Genson

BIRMINGHAM — Some of the lives of early women settlers in Birmingham are difficult to trace because they lived in a time when women were not allowed to vote or own property, and they were often considered appendages of their husbands.

There are few historical records of these women because their own first names were not used in documents. However, this did not stop these women from making history.

The Birmingham Museum shares the stories of these women in various ways year-round through exhibits and community talks.

The “Beyond Suffrage: Empowering Birmingham’s Women” exhibit will be up until June, and it includes information and artifacts that show what women’s daily work might have been like. The artifacts relate to food, clothing and other housekeeping duties that would have been a woman’s responsibility during this time.

This exhibit was up briefly in 2020 until it had to close. It was reopened in 2021.

The exhibit begins with the story of three sisters who traveled to Birmingham with John West Hunter in 1819. One of the women was his wife, Margaret Hunter, and the other two were her unmarried sisters, Sarah Marie and Olive Prindle.

Instead of focusing on John West Hunter, this exhibit thinks about the everyday life of the Prindle sisters and their story of moving to this area of Michigan.

Birmingham Museum Assistant Caitlin Donnelly said they thought about questions such as: “How would they have interacted with the landscape? What would be their concerns? What would be their life?”

Following the history of the Prindle sisters, the exhibit moves along further into the 1800s.



“Beyond Suffrage: Empowering Birmingham’s Women” includes artifacts that tell the story of women’s lives in the 1800s. Photo provided by The Birmingham Museum

"Women still didn't have a vote or the ability to run for office, but they were very interested in making their community a better place, not just for themselves and their families, but for everyone," Donnelly said.

The exhibit shows how women began to be involved with civic organizations, particularly the Baldwin Public Library.

Martha Balwin and 19 others formed the Library Association in 1869, which eventually grew and was renamed to the "Ladies Literary Association" because there were so many more women involved than men. These are the individuals responsible for starting the library in the earliest stages of the Baldwin Public Library.

In the time moving towards attaining suffrage, libraries were seen as an equalizer. Even if people did not have access to a good education, they could still educate themselves.

"Especially women saw libraries as an opportunity to make their communities a better, more healthy and more equal place for everyone," Donnelly said. "That was one of the ways that they kind of stretched their political muscles before they were able to vote."

Other women featured in the exhibit are Ruth Shain, Hope Ferguson, Mary Utter, Bess Levin, Jane Briggs Hart and Twink Willett.

On March 3, Donna Casaceli from the Birmingham Museum talked to the community about local women in aviation through the Baldwin Public Library's lecture series.

In her lecture, Casaceli talked about several women who lived in Birmingham and made aviation history.

"At the very beginnings of flight, we had young women who were not compelled to stay home," Casaceli said.

Beginning the history of Birmingham women in aviation was Edna Ferguson, who was engaged to Harry Brooks, a pilot for Henry Ford. Ferguson was the first Birmingham woman to fly when she earned her pilot license at the age of 15.

There were also women who were high up in the Ninety-Nine's, the International Organization of Women Pilots, co-founded by Amelia Earhart. These Birmingham women were named Marge Ashton and Wilma Farrar.

Casaceli spent some time talking about the first female helicopter pilot in Michigan, Jane Briggs Hart. She earned her pilot's license when she was 18 in 1938 and was a captain in the Civil Air Patrol, the official civilian auxiliary of the U.S. Air Force during World War II.

One of the women that she talked about is still alive today and is an alumna of Wylie E. Groves High School. Lt. Allison Webster-Giddings was one of only 200 women pilots in the U.S. Navy in 1991. That was the year she also won the Outstanding Women in Aviation award.

To learn more about fascinating women from Birmingham's history, visit the Birmingham Museum at 556 W. Maple Road. They are open 1-4 p.m. Tuesdays-Fridays.

# THE BIRMINGHAM BEAT

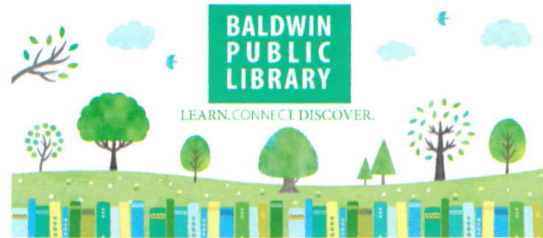
Volume 29, No. 2 – Spring 2022 City of Birmingham Newsletter

## BALDWIN PUBLIC LIBRARY

### EVENTS OF INTEREST

Visit [baldwinlib.org/calendar](http://baldwinlib.org/calendar) to view our upcoming programs for all ages. Find event descriptions, locations and registration links for each program by clicking on the titles listed on the calendar dates.

You can also have our newsletter delivered to your inbox each month by signing up at [baldwinlib.org/library-newsletter](http://baldwinlib.org/library-newsletter).



### SUMMER READING 2022: OCEANS OF POSSIBILITIES

Start your summer off right by joining our annual Summer Reading program. Enjoy crafts, games, and more! Readers of all ages are encouraged to participate to earn chances at great prizes all summer long. Find details and register at [baldwinlib.org/summer-reading](http://baldwinlib.org/summer-reading), beginning June 10.

### CURBSIDE PICKUP CONTINUES

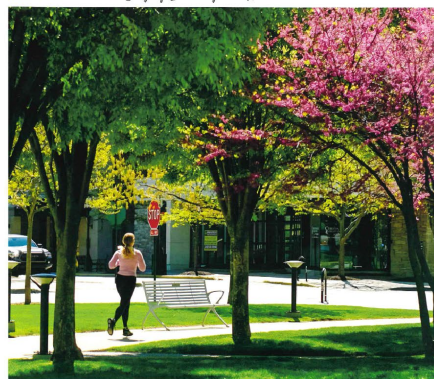
Curbside pickup remains an option for collecting your library items. Simply pull into the marked space on Bates Street, call the number on the sign and have your items delivered to your vehicle.



Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham. Visit us online at [baldwinlib.org](http://baldwinlib.org) or call 248-647-1700.

## THE BIRMINGHAM BEAT

VOLUME TWENTY-NINE, NO. 2 SPRING 2022  
City of Birmingham Newsletter



City Government of Birmingham, MI @bhamgov

MORE INFORMATION: [BHAMGOV.ORG](http://BHAMGOV.ORG) JOIN OUR MAILING LIST: [BHAMGOV.ORG/NEWS](mailto:BHAMGOV.ORG/NEWS)  
248-530-1800 1151 MARTIN STREET, BIRMINGHAM, MI 48209



## First year for Poetry Project begins at Baldwin Public Library

Published on April 6, 2022 by Mary Genson

BIRMINGHAM — In celebration of National Poetry Month, Baldwin Public Library is holding a special poetry project throughout April.

The library usually acknowledges National Poetry Month by putting out a display of poetry books and holding various programs. However, this is the first year for the Poetry Project.

"The Poetry Project is intended for kids in grades three-six. We are hoping to encourage the love of poetry and give kids an opportunity to express themselves through words," Youth Services Librarian Melissa Behrens said via email.

Children participating in the Poetry Project will receive a takeaway packet with unique activities related to the art of poetry.

One of the activities involves participants writing an original poem or their favorite poem on a leaf and returning it to the library. These leaves will then be displayed on the Baldwin Public Library "Poet-tree" in the Youth Room throughout April. Participants will also receive a prize bag when they give the library their leaf.

"We are just hoping that this gives kids an opportunity to explore their own creativity and use words in a different way," Youth Library Specialist Susan Dion said.

Another activity involves paint strip samples that may be found at hardware stores. Children can use the colors of the paint as inspiration to write an original haiku on the paint strip. Once they are finished, they can attach their haiku paint strip to a magnet.

"I don't know if all schools teach poetry as a special unit, or maybe they do it within their English curriculum, but we just think this would be a really great way to express their creativity," Dion said.



April is National Poetry Month, and the Baldwin Public Library is holding a poetry project for kids in grades three-six. Photo provided by Baldwin Public Library.



The third activity is similar to what is referred to as “refrigerator poetry” where words on magnets are arranged to form a poem. For the activity in the poetry project, the library will provide the children with a series of printed words that they can arrange and glue on a piece of black paper. If they bring it back, the library will laminate it and display their work.

“Now, it seems that more children’s fiction is in verse. That is something that we have noticed, and so we thought this would be a great idea,” Dion said.

More information about the Poetry Project at the Baldwin Public Library can be found at [baldwinlib.org](http://baldwinlib.org).

# Talking with Carter Higgins

The versatile author-illustrator discusses her recent picture book, which embraces the complexities inherent in a simple approach and can assist emergent readers in building valuable language skills. **By Kathleen McBroom**



**C**arter Higgins is a former elementary school librarian, an Emmy Award-winning visual effects and motion graphics designer, and an innovative author of books for preschool, elementary, and middle-school readers. She also admits to having a slight obsession with picture books.

Higgins published two titles in 2021 and has three more coming out in 2022 (more about these in a bit). Despite this very busy schedule, she agreed to take some time to reflect on her work and her creative inspirations with us.

**McBroom:** *Congratulations on Circle under Berry, your 2021 concept book about shapes and patterns and their relationships to each other. This is the first book you both wrote and illustrated. How did this differ from your previous experiences of authoring picture books that were then illustrated by someone else?*

**Higgins:** Thank you! I had so much fun making this book. So much magic happens in turning a text over to an illustrator—surprises, fresh ideas, and a complementary vision that didn't exist yet when it was words alone. I've been so fortunate to be paired with such incredible talent. In some ways,

"Simplicity is always one of the hardest things to get right, and this was such a tricky puzzle. Even once I'd nailed down exactly what I was trying to do conceptually, the slightest change could cascade into all kinds of trouble."

this experience was similar because the art and text evolved together in such a surprising and satisfying way. When you are the author only, the book is in the hands of an illustrator for stretches of time, off of your desk. It's sort of this delightful back-and-forth. Because both parts here were mine, it occupied a lot of uninterrupted time. I loved being able to sink into this one book from all angles, and it was certainly a joyful way to spend the early months of the pandemic.

**McBroom:** *Did you have a specific audience in mind when you wrote Circle under Berry? I'm already on my third personal copy because my grandchildren keep purloining grandma's books: the five-year-old studies your patterns as if they're the keys to the universe, the three-year-old finds it hysterical, and the five-month-old is absolutely mesmerized by the images.*

**Higgins:** How sweet! I love hearing how kids experience this book. Offering something for everyone was definitely in mind when I was writing and illustrating. The simplicity of colorful shapes on a contrasting background is mesmerizing for the littlest readers, like you said. Emergent readers might delight in the shifting spatial relationships or spot the repetition of newly learned words. Older readers can puzzle out the patterns and logic that create the book's foundation. And I hope the rhythmic language is engaging for everyone.

**McBroom:** *Circle under Berry also very effectively models prepositions. Was this a conscious decision or more of a natural progression?*

**Higgins:** The emphasis on prepositions was actually the earliest seed of the story. I doodled four shapes on separate Post-its and stuck them vertically in various arrangements. It



became clear rather quickly that different sets of spatial relationships could describe the same stack of pictures. There was some humor and surprise to that, and I wondered how page turns could add to the discovery. It felt like such a natural exploration of both language and visual literacy—perfect for a picture book.

**McBroom:** *You started your blog, Design of the Picture Book, back in 2011. One especially notable post was a 2019 interview with Tomie dePaola about his book Quiet (2018). At that time, you told him, “Nobody is ever alone on a page. There’s always a ladybug, a dragonfly, a friend of one kind or another.” I kept thinking about your observation when I read Circle under Berry and noticed how your shapes are always presented in relation to each other, either on the same page or in facing spreads. Was this a purposeful choice?*

**Higgins:** Talking to Tomie dePaola remains a highlight, both personally and professionally. I’d been preparing for what I assumed would be a written interview, so when his publicist gave me his telephone number, I was completely gobsmacked. When I called his studio, he answered as if we were old friends. Just before signing off, he asked me what I was working on later that day and made me promise to enjoy it. Isn’t that lovely?

As far as *Circle under Berry*, the length (52 pages) is unusual for a picture book. My editor insisted we take as much space as we needed, and I think that helped the book really open up and breathe. We created time for intentional repetition of the text. We made room for the pages to occasionally only hold a

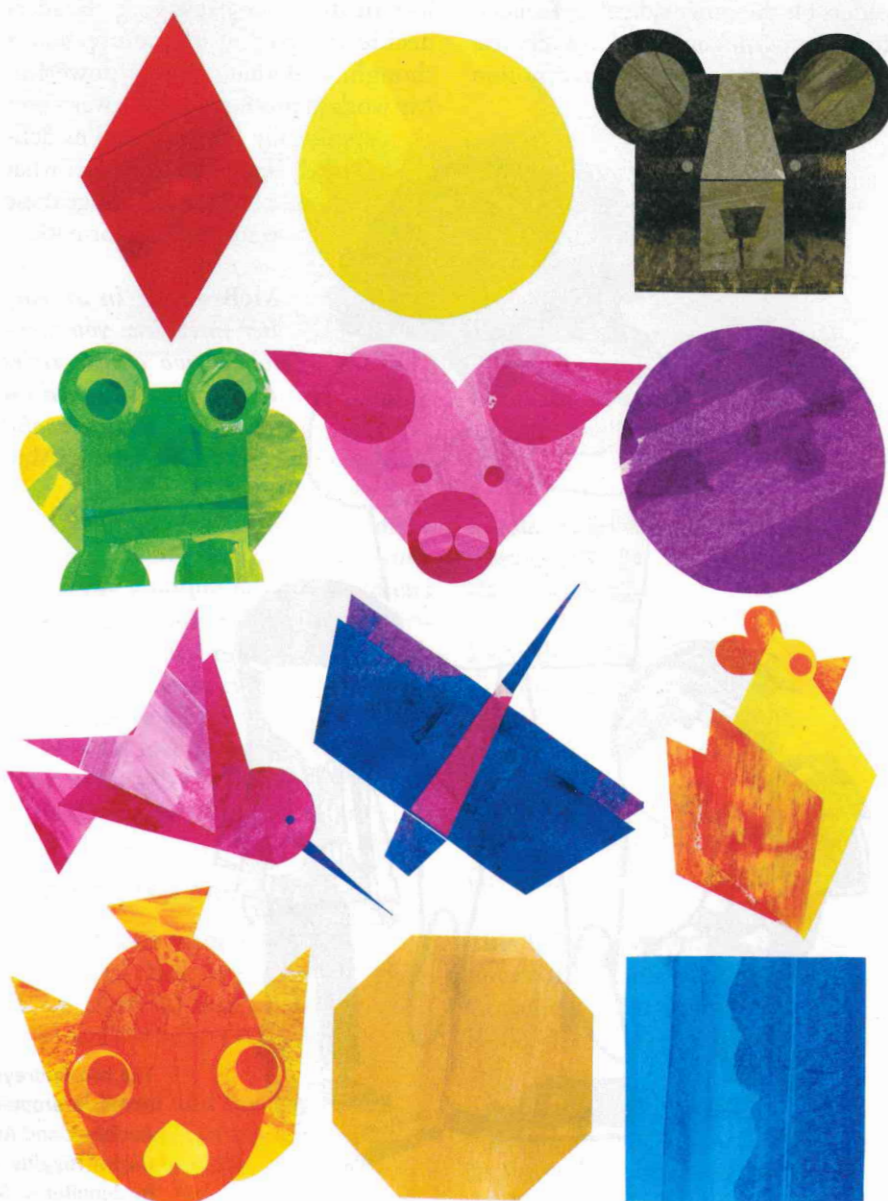
single shape at a time. Even though it’s one simple form, having that grasshopper jump over two spreads feels so big and unexpected.

I was always thinking about the way color progressed through the book for this same reason. If there are only two shapes floating on a page of white space, what is most compelling? The red and yellow of the anchor shapes are such a strong, contrasting visual. By the time you are accustomed to the way the book develops, you arrive at the hummingbird and dragonfly. They “animate” through a very different placement. I precisely picked the hummingbird and

dragonfly as objects because a berry or a house can’t fly like that.

**McBroom:** *Some people might describe Circle under Berry as a simple, straightforward picture book. How many drafts did you go through?*

**Higgins:** Simplicity is always one of the hardest things to get right, and this was such a tricky puzzle. Even once I’d nailed down exactly what I was trying to do conceptually, the slightest change could cascade into all kinds of trouble. I kept a catalog of things—shapes, colors, their corresponding object, and spatial vocabulary—to ensure that there



Shapes, colors, and patterns are explored in *Circle under Berry*, by Carter Higgins.



was enough variety in each to be both visually interesting and work within the poetry's cadence and sound. We did at least 30 full-text revisions, and thumbnail sketches for about half of those versions.

**McBroom:** *You worked as an elementary school librarian for 10 years. How do those experiences affect your writing?*

**Higgins:** What a special role in a school community, right? The biggest gift of that experience for my writing is understanding the way kids can fall wholeheartedly in love with books. They don't have to be *my* books necessarily, but knowing there are hungry readers on the other side of an isolated studio keeps me connected to a very real reader rather than some abstract notion of "an audience."

**McBroom:** *You've also worked as a visual effects and motion graphics artist (might this be an appropriate time for another mention of your Emmy?). How do these two media—illustrating static picture books and creating motion graphics—compare? For that matter, do you consider them different media?*

**Higgins:** Yes, thank you! Motion graphics and illustrating picture books are such close buddies. Composition, timing, how elements transform from shot to shot—all of that translates so closely. A picture book's text could be the equivalent of either voice-over or sound design. Both mediums are visually compelling and equally immersive, just in different packaging. Readers decide the pacing of picture books though, and that's pretty powerful. My work in motion graphics was never specifically for kids, so I'm definitely interested to explore what might happen if I bridge these two storytelling formats.

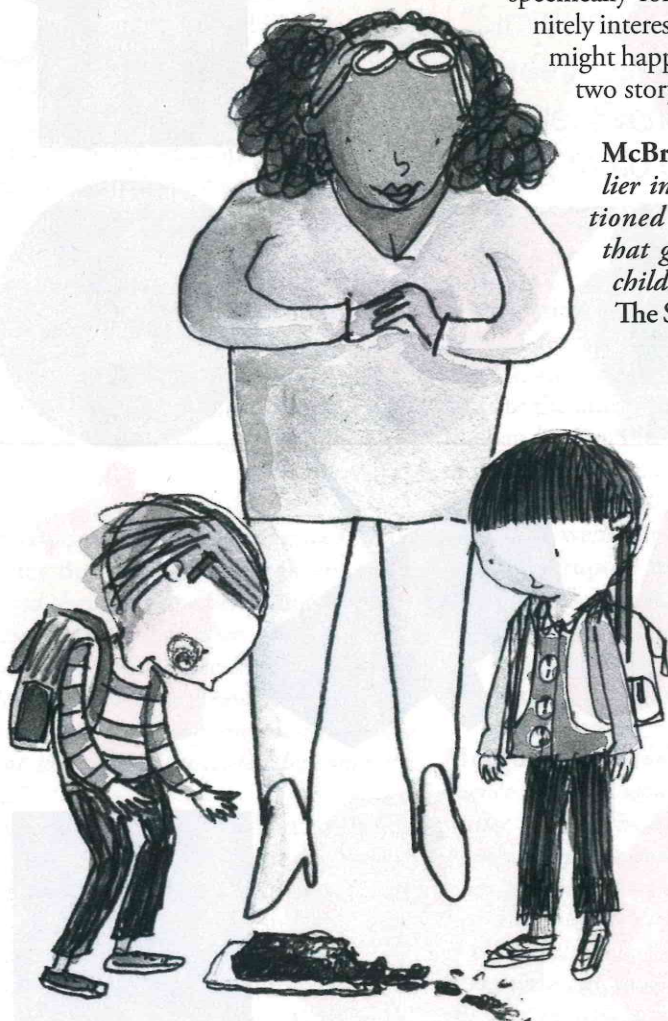
**McBroom:** *In an earlier interview, you mentioned two classic titles that got you hooked on children's picture books: The Stinky Cheese Man*

*and Other Fairly Stupid Tales, by Jon Scieszka and Lane Smith, and The Jolly Postman or Other People's Letters, by Janet Ahlberg and Allan Ahlberg. Will you share why these authors and illustrators spoke to you? Are there current writers or illustrators who inspire you today?*

**Higgins:** It's taken a while to understand why I was specifically drawn to those books, and I see clearly now that it was their design and structure. Of course, the stories were compelling as well, but I engaged with them in a way that felt exciting. But even in their most traditional form, picture books ask you to connect a lot of dots between the words, pictures, and their physicality. I take a lot of permission from other authors and illustrators who seem to have the same playful, experimental approach and shift gears with a possible *what if?* Nina Crews, Shawn Harris, and Kyo Maclear all surprise me each time they create something new. It's wholly them, but fresh each time.

**McBroom:** *You've published in multiple formats. Your first book, A Rambler Steals Home, is middle-school fiction; Bikes for Sale and This Is Not a Valentine are picture books with plots; Audrey L and Audrey W: Best Friends-ish is early elementary fiction; and Circle under Berry is a concept book for young readers. Do you like experimenting in different formats? Do you always know beforehand what your concept and final product will be?*

**Higgins:** I'm so lucky that nobody has ever said, "No, you're *this* type of author." Not even me to myself. It wasn't my intention to start a checklist and make one of everything, but it's wild to see them stretched out on the shelf like that. Anything can be a story.



The two Audreys meet across a dropped cake in *Audrey L and Audrey W*, by Carter Higgins, illustrated by Jennifer K. Mann.



A white girl has an elephant tea party in *Big and Small and In-Between*, by Carter Higgins, illustrated by Daniel Miyares.

Anything can become an interesting visual. But there's almost too much freedom in that, so it's useful to rein it in a bit. Limitations are good for a creative spark. I try not to narrow my ideas too early in the process, but one of the first steps is figuring out what it is and who it's for.

**McBroom:** *A recent review of your 2021 Audrey L and Audrey W: Best Friends-ish indicated that this is a series start-up. Is this accurate? When can we expect to see upcoming installments?*

**Higgins:** It's true! *Audrey L and Audrey W: True Creative Talents* is scheduled to be out in fall 2022. It takes place just a few weeks after the first book, and everything Audrey L knows about being a best friend is thrown out of whack by the bewildering dynamic of two friends becoming three. Jennifer K. Mann's illustrations are excruciatingly authentic to what happens in the heart and soul of a classroom family.

**McBroom:** *What else can we expect to see?*

**Higgins:** I also have two picture books coming out this year, with two illustrators I'd absolutely add to the above list as current artists whose work inspires me. These books are each exquisite, and I'm as much a fan as a cocreator.

*Big and Small and In-Between*, illustrated by Daniel Miyares, is coming next month from Chronicle and explores size relationships among things—but also among moments and feelings. It's a long picture book divided into four chapters, and Daniel created some paper-unfolding wizardry to introduce and connect each one. It's really lovely, and I'm excited to see what conversations also unfold.

And speaking of new-to-me formats,



Abrams will release my first picture-book biography this coming fall. It's called *A Story Is to Share: How Ruth Krauss Found Another Way to Tell a Tale*, and it's stunningly illustrated by Isabelle Arsenault. It follows the creative journey of my absolute favorite children's book writer, Ruth Krauss. It's an intimate portrait that reveals how being a child at heart is an exceptional way to live a creative life. A fitting handbook for how I'd love to see the rest of my time in children's books—playful, spirited, and always connected to kids.

### Sampling Higgins

**Audrey L and Audrey W: Best Friends-ish.** Illus. by Jennifer K. Mann. 2021. 184p. Chronicle (9781452183947). Gr. 1–4.

**Big and Small and In-Between.** Illus. by Daniel Miyares. Apr. 2022. 102p. Chronicle (9781452166506). PreS–K.

**Bikes for Sale.** Illus. by Zachariah OHora. 2019. 40p. Chronicle (9781452159324). PreS–K.

**Circle under Berry.** 2021. 52p. Chronicle (9781797205083). PreS–Gr. 2. 516.

**Everything You Need for a Treehouse.** Illus. by Emily Hughes. 2018. 40p. Chronicle (9781452142555). PreS–Gr. 2.

**A Rambler Steals Home.** 2017. 224p. Clarion (9780544602014). Gr. 5–8.

**This Is Not a Valentine.** Illus. by Lucy Ruth Cummins. 2017. 48p. Chronicle (9781452153742). K–Gr. 3.

**Kathleen McBroom** is the school library media practicum coordinator for the Wayne State University School of Information Sciences.

## **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 March 21, 2022 minutes

p. 95

B. Acceptance of the March 2022 receipts of \$13.77

p. 102

C. Approval of the March 2022 disbursements of \$17,110.74

p. 103

II. New and Miscellaneous Business

III. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda. The maximum time for individual speakers should not exceed two minutes.

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, May 16, 2022

***Motion:*** To adjourn the April 18, 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  
March 21, 2022**

**1. Call to Order**

The meeting was called to order by President Frank Pisano at 10:04 p.m.

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

Absent and excused: Jim Suhay.

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 Rumble

2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

**3. New and Miscellaneous Business:**

**Approval of purchases related to building improvements:**

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

1st Mark

2nd Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

**Motion to authorize the purchase of furniture from iscg, in the amount of \$5,838.50, for the 2<sup>nd</sup> Floor area, using the Van Dragt Trust fund.**

1st Mark

2nd Rumble

A roll call vote was taken.

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



Nays: None.  
Absent and excused: Suhay.  
The motion was approved unanimously.

**Motion to authorize the purchase of electrical services from Lee & Associates, in the amount of \$1,824, for the 2<sup>nd</sup> Floor area, using the Van Dragt Trust fund.**

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

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

**5.**    Adjournment:

**Motion: To adjourn the meeting.**

1st        Mark  
2nd        Rumble  
Yeas: Mark, Pisano, Rock, Rumble, Wheeler.  
Nays: None.  
Absent and excused: Suhay.

The motion was approved unanimously. The meeting was adjourned at 10:11 p.m. The next Trust Meeting will be on Monday, April 18, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

---

Karen Rock, Secretary

Date

## Baldwin Public Library Trust: March 2022

March receipts totaled \$13.77. March disbursements totaled \$17,110.74.

The current value of the Trust is \$2,278,257.77, divided up in the following way:

	<b>June 2021 - EOY</b>	<b>March 2022</b>
Total endowment investments*	\$ 1,384,951.27	\$ 1,274,543.40
Endowment funds distributed for use	\$ 164,573.68	\$ 119,811.71
Total endowment funds	\$ 1,549,524.95	\$ 1,394,355.11
General spendable funds	\$ 360,367.54	\$ 369,329.14
Van Dragt fund	\$ 218,084.39	\$ 123,452.20
Building fund	\$ 345,470.42	\$ 346,714.25
Restricted funds**	\$ 22,369.64	\$ 19,683.53
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	\$ 883,902.66
Total endowment funds	\$ 1,549,524.95	\$ 1,394,355.11
Total non-endowment funds	\$ 969,054.33	\$ 883,902.66
Total of all Trust funds	\$ 2,518,579.28	\$ 2,278,257.77

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

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

As of March 2022, the amount of money in the Trust that is undesignated stands at \$448,639.53

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

<b><u>Index</u></b>	<b><u>2022: YTD</u></b>	<b><u>2021: Entire Year</u></b>
S&P 500-Equity Benchmark (75%)	-3.71%	20.17%
Global Aggregate-Bond Benchmark (25%)	-0.41%	-0.12%
Blended Return of Both Benchmarks*	-4.12%	20.05%
Baldwin Endowment Funds' Portfolio	10.76%	9.73%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>14.88%</b>	<b>-9.29%</b>

\*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 March 31, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,288,375.40
Raymond James General Funds Account	\$677,989.41
Huntington Bank Checking Account	\$3,720.50
Huntington Bank Money Market Account	<u>\$308,172.46</u>
<b>Total</b>	<b>\$ 2,278,257.77</b>

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  
MARCH 31, 2022**

<b>Investment and Cash Report</b>										
	Prior Month Balance 02/28/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 03/31/22	
<b>Huntington Bank Checking:</b>										
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,939.82	\$45,033.97	\$3,939.82			\$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	\$3,727.95	\$94,632.19	\$3,727.95			\$0.00	
Restricted Funds	\$3,720.33	\$0.17	\$0.86	\$8,460.97	\$29,903.41	\$8,460.97			\$3,720.50	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,720.33								\$3,720.50	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$982.00	\$6,786.21	\$982.00			\$0.00	
<b>TOTAL</b>	\$3,720.33	\$0.17	\$0.86	\$17,110.74	\$176,765.96	\$17,110.74	\$0.00		\$3,720.50	
<b>Huntington Bank Money Market:</b>										
Endowment Budgeted Funds	\$125,043.55	\$0.00	\$72.00			\$0.00	(\$3,939.82)		\$121,103.73	
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	(\$3,727.95)		\$123,452.20	
Restricted Funds	\$33,485.98	\$0.00	\$29,787.82			\$0.00	(\$8,460.97)		\$25,025.01	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00			\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$39,036.25	\$13.60	\$15,255.39			\$0.00	(\$982.00)		\$38,067.85	
<b>TOTAL</b>	\$325,269.60	\$13.60	\$45,115.21	\$0.00	\$0.00	\$0.00	(\$17,110.74)		\$308,172.46	
<b>Raymond James &amp; Associates:</b>										
Endowment Fund Investments	\$1,216,939.32	\$0.00	\$0.00			\$0.00	\$0.00	(\$400.64)	\$1,216,538.68	
Endowment Cash	\$71,767.85	\$0.00	\$225.00			\$0.00	\$0.00	\$68.87	\$71,836.72	
<i>Sub-total Endowment Funds</i>	\$1,288,707.17	\$0.00	\$225.00			\$0.00	\$0.00	(\$331.77)	\$1,288,375.40	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00	\$375.96	
General Spendable Mutual Funds	\$330,293.80	\$0.00	\$0.00			\$0.00	\$0.00	\$963.75	\$331,257.54	
General Spendable Building Mutual Funds	\$345,352.82	\$0.00	\$0.00			\$0.00	\$0.00	\$1,003.08	\$346,355.91	
<i>Sub-total General Spendable Funds</i>	\$676,022.58	\$0.00	\$0.00			\$0.00	\$0.00	\$1,966.83	\$677,989.41	
<b>TOTAL</b>	\$1,964,729.75	\$0.00	\$225.00			\$0.00	\$0.00	\$1,635.06	\$1,966,364.81	
<b>Total All Funds</b>	\$2,293,719.68	\$13.77	\$45,341.07	\$17,110.74	\$176,765.96	\$17,110.74	(\$17,110.74)	\$1,635.06	\$2,278,257.77	

[illegible]

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

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance
	Purpose	02/28/22	Revenue	Revenue	Expense	Expense	In	Out	Value	03/31/22
<b>Gift &amp; Tribute Funds</b>										
<b>General Spendable Funds</b>		\$369,333.79	\$13.60	\$15,255.39	\$982.00	\$6,786.21			\$963.75	\$369,329.14
<b>Restricted Funds:</b>										
Building Fund		\$345,711.17	\$0.00	\$0.00	\$0.00	\$0.00			\$1,003.08	\$346,714.25
Van Dragt Fund		\$127,180.15	\$0.00	\$0.00	\$3,727.95	\$94,632.19				\$123,452.20
Memorials/Tributes		\$11,256.66	\$0.17	\$2,805.86	\$0.00	\$66.89				\$11,256.83
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
<b>Friends</b>										
Adult Services Programs		\$2,588.29	\$0.00	\$11,090.00	\$1,170.01	\$10,040.43				\$1,418.28
Young Adult Programs		\$1,676.61	\$0.00	\$3,551.62	\$625.43	\$4,194.06				\$1,051.18
Youth Services Programs		\$7,894.66	\$0.00	\$7,680.00	\$6,665.53	\$11,207.75				\$1,229.13
Outreach & Equipment		\$4,204.44	\$0.00	\$2,500.00	\$0.00	\$4,394.28				\$4,204.44
<b>Sub-total Restricted</b>		\$501,035.65	\$0.17	\$27,627.48	\$12,188.92	\$124,945.78	\$0.00	\$0.00	\$1,003.08	\$489,849.98
<b>Rotary Room Fund</b>										
Naming Rights-Principal		\$7,832.00	\$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	\$1,505.89
<b>Ileane Thal Reference Desk</b>										
Miranda Burnett Reference Desk		\$6,000.00	\$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	\$9,385.65
<b>Total Gift and Tribute Funds</b>		\$895,092.98	\$13.77	\$44,844.07	\$13,170.92	\$131,731.99	\$0.00	\$0.00	\$1,966.83	\$883,902.66
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
General Funds		\$65,892.48	\$0.00	\$72.00	\$2,035.05	\$17,483.07	\$0.00			\$63,857.43
Adult Large Print		\$2,357.93	\$0.00	\$0.00	\$670.71	\$2,155.61	\$0.00			\$1,687.22
Adult Services Department		\$20,482.00	\$0.00	\$0.00	\$240.00	\$855.90	\$0.00			\$20,242.00
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		\$5,738.23	\$0.00	\$0.00	\$994.06	\$4,523.32	\$0.00			\$4,744.17
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		\$1,402.80	\$0.00	\$200.00	\$0.00	\$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
<b>Sub-total</b>		\$123,751.53	\$0.00	\$272.00	\$3,939.82	\$45,033.97	\$0.00	\$0.00	\$0.00	\$119,811.71
<b>Total Endowment Investments</b>		\$1,274,875.17	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$331.77)	\$1,274,543.40
<b>Total Endowment Funds</b>		\$1,398,626.70	\$0.00	\$497.00	\$3,939.82	\$45,033.97	\$0.00	\$0.00	(\$331.77)	\$1,394,355.11
<b>Total All Trust Funds</b>		\$2,293,719.68	\$13.77	\$45,341.07	\$17,110.74	\$176,765.96	\$0.00	\$0.00	\$1,635.06	\$2,278,257.77

**TRUST RECEIPTS**  
**March-22**

**Trust Money Mkt General Funds:**

Money Market Interest Income	\$	13.60	\$	13.60

**Friends of BPL:**

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

**Memorial/Book Fund:**

Checking Account Interest	\$	0.17	\$	0.17

**Miranda Burnett Youth Desk**

	\$	-	\$	-

**Trust Money Mkt Endowment Fund:**

Thomas and Melissa Mark to Benefit Paul Francis Fund			\$	-

**Total Receipts at Huntington Bank**

	\$	13.77	\$	13.77

**Raymond James**

	\$0.00		\$0.00
--	--------	--	--------

**Total Trust Receipts**

	<u>\$13.77</u>		<u>\$13.77</u>
--	----------------	--	----------------

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

Page: 1/1

Check Number	Vendor #	Vendor	Amount
5706	009126	AMAZON CAPITAL SERVICES INC	435.33
5707	000902	CENGAGE LEARNING INC	130.35
5708	001090	INGRAM LIBRARY SERVICES	146.34
5709	000481	OFFICE DEPOT INC	19.39
5710	000757	SCHOLASTIC INC	27.18
5711	009448	TEAM SCHUTMAAT, INC.	6,575.00
5712	009126	AMAZON CAPITAL SERVICES INC	1,088.57
5714	005005	BOOK BEAT	472.50
5715	000902	CENGAGE LEARNING INC	134.35
5716	MISC	CHERYL M. ENGLISH	100.00
5717	MISC	DANIEL FOGEL	300.00
5718	001090	INGRAM LIBRARY SERVICES	1,262.80
5719	000795	LIBRARY DESIGN ASSOCIATES, INC.	3,308.00
5721	000757	SCHOLASTIC INC	172.75
5722	009450	VAULT OF MIDNIGHT, INC	240.00
5723	009126	AMAZON CAPITAL SERVICES INC	419.95
5724	MISC	CHUBB	982.00
5725	009315	FIRST NATIONAL BANK OF OMAHA	678.74
5726	001090	INGRAM LIBRARY SERVICES	59.88
5727	000481	OFFICE DEPOT INC	274.86
5728	MISC	TWO UNIQUE	282.75

Total: 17,110.74

**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**