

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

MAY 16, 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 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

WE ARE COMMITTED TO:

- Intellectual Freedom
- Equitable and Inclusive Access
- Education and Lifelong Learning
- Innovation
- Welcoming Environment
- Integrity
- Collaboration
- Commitment to Excellence

ADOPTED APRIL 2022



LEARN.CONNECT.DISCOVER.

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

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PRESIDENT

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Term expires 2025

Building and Finance
Committees

Wheeler, Jennifer
VICE PRESIDENT

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Term expires 2023

Personnel and
Policy Committees

Rock, Karen
SECRETARY

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Term expires 2023

Personnel and Policy
Committees

Mark, Melissa S.

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Term expires 2025

Building and Outreach
Committees

Rumple, Danielle

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Term expires 2025

Finance and Outreach
Committees

Suhay, James W.

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Birmingham, MI 48009
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Term expires 2023

Building and Finance
Planning Committees

Clark, Olivia

STUDENT REPRESENTATIVE
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Term expires February 2023



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AGENDA

Baldwin Public Library Board Meeting

Monday, May 16, 2022 at 7:30 p.m.

Rotary Tribute & Donor Rooms

Per the CDC, COVID-19 Community Level (hospital occupancy) for Oakland County is currently Low. However, the City continues to highly recommend the public wear masks while attending City meetings. These precautions are due to COVID-19 transmission levels remaining high in Oakland County that have led to an increase in infections of City employees and board members. All City employees, commissioners, and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained. This is to ensure the continuity of government is not affected by an exposure to COVID-19 that can be prevented by wearing a mask.

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting. This is an open meeting. All members of the public are invited to attend.

Call to order, pledge of allegiance, reading of the Library's mission statement, and establishment of a quorum.

The Library Board values public meetings and welcomes your comments on Library issues, but cannot debate items not on the agenda. The Board respectfully asks that comments be made as concisely as possible, when a motion has been made, or in the general public comment portion of the meeting. The maximum time for individual speakers should not exceed two minutes.

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 April 18, 2022 Board Meeting Minutes p. 7
- B. Approval of April 2022 vendor payments in the amount of \$104,999.75, including payments in excess of \$6,000. p. 12
- C. Approval of total expenses in the amount of \$313,269.49. p. 17

II. Board Reports and Special Announcements	
A. President's report	
B. Board comments	
C. Staff anniversaries (Jennifer Wheeler)	p. 30
D. Upcoming events of interest (Jaclyn Miller)	p. 50
III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 16
B. Building Committee (Jim Suhay)	p. 19
IV. Library Report – Rebekah Craft and Jaclyn Miller	p. 21
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 32
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	
Selection of Nanawall or Hangar Door for Proposed Phase 3 Front Entrance and Circulation Expansion and Renovation	p. 34
Suggested motion: To direct Merritt Cieslak Design to use a _____ in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation	
Selection of Staffed café or Self-serve for Proposed Phase 3 Front Entrance and Circulation Expansion and Renovation	p. 39
Suggested motion: To direct Merritt Cieslak Design to use a _____ in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation	
Selection of Construction Manager or General Contractor for Proposed Phase 3 Front Entrance and Circulation Expansion and Renovation	p. 43
Suggested motion: To direct Merritt Cieslak Design to use a _____ for the construction of the Phase 3 Front Entrance and Circulation Expansion and Renovation	
VII. Unfinished Business	
Continued discussion of Board Committees, following March 21 comments by City Attorney Mary Kucharek and City Manager Tom Markus.	

VIII. Items Removed from Consent Agenda

IX. Information Only

- A. Upcoming events of interest p. 50
- B. 'Learn.Connect.Discover.' May 2022 Newsletter p. 52
- C. Baldwin Public Library Phase 3 Brochure p. 56
- D. Kucharek memo re: Update Concerning Open Meetings Act p. 58
- E. *Birmingham-Bloomfield Eagle*, "Local comic book artist teaches teens how to draw manga" p. 63
- F. *Downtown News Magazine*, "Birmingham DPS Open House, parade return" p. 64
- G. *Birmingham-Bloomfield Eagle*, "Baldwin Library strategic plan update focuses on inclusion, technology" p. 65
- H. *Birmingham-Bloomfield Eagle*, "Friends of the Baldwin Public Library hosts used book and media sale" p. 66
- I. *Birmingham-Bloomfield Eagle*, "Celebrate Birmingham Hometown Parade brings together community" p. 67
- J. *Birmingham-Bloomfield Eagle*, "Beverly Hills Lions Club celebrates 50 years" p. 68
- K. *The New York Times*, "Why Libraries May Never Stop Being People Places" p. 70

X. General Public Comment Period

XI. Adjournment

The next regular meeting of the Library Board will be on Monday, June 20, 2022 at 7:30 p.m.

Motion: *To adjourn the May 16, 2022 Board Meeting.*

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
April 18, 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: Two; and three representatives from Merritt Cieslak Design.

Rumble read aloud the Library's Mission Statement.

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

1. Consent Agenda:

Motion to approve the consent agenda.

1st 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.

2. Board Reports and Special Announcements:

President's report: Pisano thanked City Manager Tom Markus and City Attorney Mary Kucharek for their input during the March Board meeting on the Open Meetings Act. He said he looked forward to further dialogue within the Board to improve how they operate.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries from February and March: Elaine Asher (3 years of service), Cameron Crawford (7 years), Carri Fritz-Gvozdoch (13 years), Bob Glenn (10 years), Rosemary Isbell (4 years), and George Kasparian (25 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which can be found on pages 78-79 of the April Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on April 11 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, Miller, Bookkeeper Paul Gillin, and Jim Cummins from Raymond James. Full minutes from this meeting can be found on page 16 of the April Board packet.

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. A Zoom link will be included in the public notice for those who wish to participate virtually.

Policy Committee:

Wheeler reported that the Policy Committee last met on Tuesday, March 22 in the Delos Board Room. Present were Rock, Wheeler, and Craft. The Committee reviewed and edited the Gift and Donation Policy. The Policy Committee recommended that the Board approve updates to this policy.

Motion to adopt changes to the Gift and Donation Policy, as found on pages 33 to 34 of the April 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.

The next meeting of the Policy Committee will be scheduled at a future date to review the Purchasing Policy.

Strategic Planning Committee:

Rock reported that the Strategic Planning Committee last met on Wednesday, February 9 in the Delos Board Room. Present were Rock, Suhay, Craft, and Miller. The Committee reviewed and made final edits to the Strategic Plan and Action Plan for 2022-2025.

Craft presented slides and reviewed details of changes to these plans, which can be found on pages 39-43 of the April Board packet. Goal champions from Library staff will be assigned for the six goals outlined in the Action Plan, and quarterly progress reports for each of these areas will be made to the Board. The Strategic Planning Committee recommended that the Board approve the new strategic plan.

Motion to approve the Library's Strategic Plan for 2022-2025.

1st Rock

2nd Wheeler

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

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

Craft recommended that the Board approve changes to the Trust Investment Policy, as reviewed by the Finance Committee on April 11.

Motion to adopt changes to the Trust Investment Policy, as found on pages 25 to 29 of the April 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.

4. Library Report:

Craft and Miller presented highlights from the Library Report, which can be found on pages 45-55 of the April Board packet.

Craft reviewed the Statistical Dashboard and quarterly Strategic Plan Status Report. Details can be found on page 47 of the Board packet. A discussion was held about the degree of emphasis needed to be assigned to the Library's social media accounts. Student Representative Clark recommended exploring TikTok as an option to increase social media engagement, especially in engaging with the #booktok hashtag.

There have been five positive staff COVID cases in the week prior to this Board meeting. There was evidently no spread within the departments of these individuals. There have been no changes to current Library practices.

Craft will present the FY2022-2023 Library Budget at the City Commission Budget Hearing on Saturday, May 7.

The Library contract for Innovative's ILS software Polaris has been renewed for 3 more years, after consultation on terms with City Attorney Mary Kucharek.

The IDEA Task Force, with additional input from staff, updated the BPL Employment Application. This updated application has been uploaded to the Employment page on the BPL website.

The passenger elevator remains out of order due to delays in arrival of a new control panel. There is currently no timeline for arrival of the replacement part.

5. Liaisons

Friends: Ryndee Carney reports the next Friends book sale will be held Friday, May 13 through Monday, May 16. They are once again offering advanced access tickets for Friday, May 13, which can be purchased through the Library website calendar. Saturday will be full-price; Sunday will be half-price; and Monday will be a \$5 bag sale.

The Friends of the Library's Annual Meeting will be held virtually on May 24.

An online sales partnership with a private seller has proved fruitful in its first month with \$208.72 profit from 30 books. This seller evaluates donated books for resell at market value, and lists them on Amazon. The seller and Amazon each take a portion of the total sales, with the remainder of profit returned to the Friends.

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:

Approval of Bid:

Craft has received bids from Merritt Cieslak Design (MCD) and Luckenbach Ziegelman Gardner Architects (LZG) following the issuance of an RFP *For the Expansion and Renovation of Front Entrance and Circulation Area of Baldwin Pubic Library.*

Since submitting the bids, LZG clarified that they would be responsible for taking meeting minutes, although their bid specifies that staff are to be responsible for this. MCD agreed to the request to make a statement that the architect will be responsible for any changes necessary for the plans to be approved by the client, and that the architect must receive budgetary approval before performing and billing for additional outside of the project scope.

Craft has compared the bids, and the comparison can be found on pages 60-64 of the April 2022 Board packet. Craft recommended hiring Merritt Cieslak Design for the next phase of design, specified in the Memorandum found on page 58 of the Board packet.

Mark asked MCD why their design development costs were \$50,000 higher than LZG, and their construction administration costs were \$30,000 less. Steve Schneemann answered that they are spending more time solving technical details in the design phase, rather than later on in the construction phase; so, they have shifted expected costs towards the front-end design phase. Schneemann attributes this shift to the adoption of available technology and software to the planning process, streamlining decision making and communication with project actors.

Mark asked Schneemann about MCD's confidence in completing the project by March 2024. Schneemann replied that this timeline is achievable if construction began at the time specified in the bid, based on their conversations with their contractor partner Frank Rewold & Sons.

Mark also relayed her concerns about possible material supply disruptions based on current events. Schneemann responded that MCD would remain sensitive to supply issues throughout the design process to anticipate possible disruptions. Rock noted that supply delays are industry-wide and that they would likely be an issue for any construction company during the project.

Rumple asked if MCD had any foreseeable area of concern once internal structures are revealed. Schneemann noted that while they are starting with good construction drawings for what exists, there are always surprises during renovation. He anticipates installing the glass ceiling to be the most sensitive area, as they will be utilizing the existing ceiling structure.

Pisano read aloud a statement from Birmingham residents John and Sheila Brice, indicating that both have followed the Phase 3 process closely and approve of the choice to hire MCD.

Motion to approve a payment of up to \$264,000 to Merritt Cieslak Design 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 901.06000 (Architectural Services).

1st	Wheeler
2nd	Rock

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

Zip Us! Up Extension:

Pisano noted that Birmingham resident David Bloom has asked for an extension for the Zip US! Up artwork installation in the Youth Room. The Board had consensus that Bloom should abide to the original takedown date of June 1.

8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 77-92 of the April 2022 Board packet.
10. General Public Comment Period: None.
11. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Mark

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:52 p.m. The next regular meeting is scheduled for Monday, May 16, 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	70.72
	007745	ALL COVERED	1,691.00
	009440	ALLIANCE ENTERTAINMENT, LLC	1,475.08
	009126	AMAZON CAPITAL SERVICES INC	1,139.66
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	16.42
	000525	BIRMINGHAM PUBLIC SCHOOLS	120.00
	003904	CAPITAL ONE BANK	3,827.48
	000605	CINTAS CORPORATION	227.60
	MISC	CLARA DAWSON	16.99
	000627	CONSUMERS ENERGY	1,092.00
	000179	DTE ENERGY	5,271.62
	003613	EBSCO INFORMATION SERVICES, INC	55.81
	MISC	ELISSA SPENCER	12.38
	008164	GARY EISELE	56.16
	001090	INGRAM LIBRARY SERVICES	24,826.83
	009037	INNOVATIVE INTERFACES INC	14,564.14
	MISC	JACQUELINE M. BAROT	23.24
	008827	KANOPY, INC	496.80
	005550	LEE & ASSOCIATES CO., INC.	549.92
	003527	LOWER HURON SUPPLY CO INC	620.63
	MISC	MEGAN NOVAK	77.18
	007927	MICHELLE HOLLO	1,015.00
	002013	MIDWEST TAPE	12,474.44
	000678	OCLC, INC.	306.83
	000481	OFFICE DEPOT INC	517.67
	006785	OVERDRIVE, INC.	11,720.00
	006347	SOUTHERN COMPUTER WAREHOUSE	348.99
	009024	THE D.M. BURR GROUP	3,102.36
	008473	THE FINANCIAL TIMES LIMITED INC	1,764.00
	000797	THE LIBRARY NETWORK	307.50
	007408	T-MOBILE	297.17
	000158	VERIZON WIRELESS	103.47
285122	000249	GUARDIAN ALARM	244.04
285126	000481	OFFICE DEPOT INC	61.77
285136	000902	CENGAGE LEARNING INC	1,380.35
285139	001090	INGRAM LIBRARY SERVICES	13.39
285161	004493	ELITE IMAGING SYSTEMS, INC	1,023.22
285167	005861	UNIQUE MGMT SERVICE, INC	17.90
285170	006432	ELISABETH PHOU	291.95
285178	007115	TERMINIX PROCESSING CENTER	844.00
285183	007745	ALL COVERED	1,608.00
285193	008945	H JENNINGS	368.27
285201	009463	ZOOBEAN	1,595.00
285234	000408	BALDWIN PUBLIC LIBRARY	14.34
285237	009213	BAYSCAN TECHNOLOGIES	384.00
285269	006666	GRID 4 COMMUNICATIONS INC.	224.17
285274	007211	HOME DEPOT CREDIT SERVICES	179.09

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
285305	007907	SP+ CORPORATION	4,597.00
285318	009026	WELLS FARGO VENDOR FIN SERV	677.87
5159	000517	BEIER HOWLETT P.C.	660.00
5183	002013	MIDWEST TAPE	1,594.30
5186	008336	NBS COMMERCIAL INTERIORS	792.00
Total:			104,999.75

I hereby certify that each of the above invoices are true and correct.

_____, 20____

Executive Library Director**Allowance of Vouchers**

The Library Board of Directors of the Baldwin Public Library has examined the claims listed on the foregoing Register of claims and except for claims not allowed as shown on the Register such claims are hereby approved and dated in accordance with MCL 397.210a and the Birmingham City Charter.

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

May 2022 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, May 9, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Danielle Rumble, Rebekah Craft, and Jaclyn Miller

- Paul Gillin provided the available balance to withdraw from Trust Investments, which equal \$61,124.82. This amount will be presented the Board at the Trust Meeting on May 16 for consideration for approval and distribution to the 27 endowment funds.
- Craft gave an update on the FY 2021-22 budget. After ten months, the budget is tracking well.
 - Large payments were issued to Midwest Tape, Overdrive and Ingram for library materials; and to Innovative for maintenance of our catalog and patron database Polaris.
 - We are anticipating a hospitalization insurance charge from the City of Birmingham any time.
 - Bills have been sent for contract services to Beverly Hills and Bingham Farms.
 - We received the first of two State Aid payments; the second will be received in late August.
 - Room Rental revenue and Investment income are both higher than expected
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$918.03 in April at the in-lobby book sale.
- Craft will submit the budget projections for the remaining two months of the FY to the City of Birmingham. The Library is expected to come in under budget for FY 2021-22.
- The Committee discussed the future of this committee and propose the following recommendations.
 - Purpose – To monitor the Library's budget, review the yearly budget in advance of the annual March budget hearing, and to ensure proper spending, cash flow, investment earnings
 - Number of Members – 2
 - Frequency of meetings – monthly
 - Ad hoc or Standing – Standing
 - Rumble and Pisano will remain on the Committee at this time
- The next meeting of the Finance Committee will take place on Monday, June 13, 2022, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: April 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 83.33% of the way through fiscal year 2021-2022, the Library has spent 73.6% of its budget and received 93.5% of its revenue. By this point of the year, the Library was budgeted to have spent 83.3% of its budget and to have received 96.2% of its revenue.

Two pay periods were recorded in April.

Vendor payments in excess of \$6,000:

Ingram Library Services (Print Materials)	\$	24,840.22
Innovative Interfaces	\$	14,564.14
Midwest Tape (Audio Visual Materials)	\$	14,068.74
Overdrive (Electronic Materials)	\$	11,720.00
Total vendor payments in excess of \$6,000	\$	65,193.10
Balance of vendor payments less than \$6,000	\$	39,806.65
Total vendor payments	\$	104,999.75

City of Birmingham allocations:

Payroll Period Ending 04/02/22	\$	92,240.96
Payroll Period Ending 04/16/22	\$	93,096.12
Employee Health Care Payroll Deduction 04/16/22	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
Total Payroll	\$	198,836.91

BS&A Software Charge (acct 811.0000)	\$	248.19
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 957.0400)	\$	466.67
Total City of Birmingham allocations	\$	208,292.60

Reconciling adjustments:

Credit Card Processing Fees	\$	100.00
Book Fine Refunds	\$	(52.61)
Home Depot Credit	\$	(44.36)
Office Depot Credit	\$	(25.89)
Total Recon Adjustments	\$	(22.86)

Total expenses for the month	\$	313,269.49
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2021-22
April 2022

	Approved 2021-2022 Budget	Current Month Budget April 2022	Current Month Actual April 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	10th Month of the year 83.33%
REVENUES										
TAXES	\$3,678,280	\$0	\$0	\$0	\$3,678,280	\$3,678,280	\$0	100.0%	\$3,532,911	99.6%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$38)	\$1,212	(\$12,500)	(\$877)	\$11,623	5.8%	(\$1,454)	9.7%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$18,534	\$10,201	\$83,333	\$25,592	(\$57,742)	25.6%	\$22,220	20.2%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$22,564	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$0	(\$80,476)	\$804,758	\$723,595	(\$81,163)	74.9%	\$747,320	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$3,203	\$1,420	\$17,833	\$26,714	\$8,880	124.8%	\$5,565	8.9%
INVESTMENT INCOME	\$30,000	\$2,500	(\$233)	(\$2,733)	\$25,000	\$16,943	(\$8,057)	56.5%	\$18,723	36.0%
TOTAL REVENUE	\$4,780,390	\$91,843	\$21,466	(\$70,376)	\$4,596,705	\$4,470,246	(\$126,459)	93.5%	\$4,347,849	92.6%
EXPENSES										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$198,837	(\$23,862)	\$2,226,992	\$1,985,105	(\$241,886)	74.3%	\$1,984,328	77.9%
SUPPLIES	\$119,500	\$9,958	\$5,888	(\$4,070)	\$99,583	\$96,141	(\$3,443)	80.5%	\$122,856	114.8%
CONTRACTED SERVICES	\$383,830	\$31,986	\$20,829	(\$11,156)	\$319,858	\$261,837	(\$58,022)	68.2%	\$227,544	77.5%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$16,376	\$3,894	\$124,817	\$98,162	(\$26,655)	65.5%	\$96,229	68.7%
UTILITIES	\$96,000	\$8,000	\$6,364	(\$1,636)	\$80,000	\$78,440	(\$1,560)	81.7%	\$74,753	77.9%
OTHER CHARGES	\$82,260	\$6,855	\$8,357	\$1,502	\$68,550	\$55,499	(\$13,051)	67.5%	\$15,020	18.0%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$0	(\$5,358)	\$53,583	\$10,194	(\$43,390)	15.9%	\$642,095	127.7%
COLLECTIONS	\$640,700	\$53,392	\$56,619	\$3,227	\$533,917	\$511,119	(\$22,798)	79.8%	\$514,863	78.4%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$313,269	(\$37,461)	\$3,507,300	\$3,096,496	(\$410,804)	73.6%	\$3,677,688	83.1%
VARIANCE	\$571,630	(\$258,888)	(\$291,803)	(\$32,916)	\$1,089,405	\$1,373,750	\$284,345	83.3%		
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$2,584,376.86				

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.

May 2022 Building Committee Minutes

The Baldwin Public Library Board's Board Committee met on Friday, May 6, 2022 at 2:00 p.m. in the Delos Board Room. In attendance were Pisano, Suhay, Mark, Craft, and Miller

Discussion of lighting in YS area, including preliminary quote from LZG

- Stephanie Klimmek requests the addition of 4 lights to the play area.
- LZG has agreed to pay for 2 lights to fix the low lighting with the beginning to read books. BPL will have to pay for 2 additional lights.
- Craft will ask LZG to provide a quote for 4 lights.

Phase 3 discussion – Board decisions to make at the May 16 Meeting

- MCD will not be in attendance at the May Board Meeting, due to a scheduling conflict
- Craft will prepare information for the Board to vote on regarding:
 - Staffed vs. unstaffed café
 - Nanawall vs. Hangar Door in café
 - Construction manager vs. General contractor

The Committee discussed the future of this committee and propose the following recommendations.

- Purpose - to aid in the completion of the Phase 3 renovation and to support future building improvements
- Number of members – two
- Frequency of meetings - undecided
- Ad hoc or standing – standing
- Mark and Suhay will represent the Board on the Building Committee

The next meeting will be scheduled at a later date.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

April 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q4 Target
Financials					
Revenues	\$ 21,466	\$ 97,819	\$ 4,470,246	\$ 4,347,990	
Expenses	\$ 313,269	\$ 311,000	\$ 3,096,496	\$ 3,366,604	
Circulation					
Circ (Charges & Renewals)	45,756	42,568	474,858	421,701	400,000
Self-Check Usage	52.2%	40.9%	49.2%	36.8%	
% of Circ by Residents*	92.5%	93.5%	92.8%	94.5%	92.0%
% of Circ by Non-Residents	7.5%	6.5%	7.2%	5.5%	8.0%
Interlibrary Loans					
Items borrowed	681	878	8,000	7,683	
Items loaned	928	753	8,192	6,424	
Technology Usage					
Database Sessions	2,912	3,021	28,644	28,753	23,000
Downloadable Content	12,019	10,781	117,738	123,567	123,000
Public Computer Usage	320	195	2,928	3,403	
Wireless Sessions	4,285	4,021	43,648	44,445	60,000
Program Attendance					
Program Attendance for Adults	312	90	3,301	4,494	
# of Programs for Adults	23	19	182	232	
Program Attendance for Teens	146	98	1,495	863	
# of Programs for Teens	6	3	48	39	
Program Attendance for Youth	1,248	808	8,158	7,740	
# of Programs for Youth	42	30	270	319	
Computer Classes	26	28	238	554	
# of Computer Programs	6	7	52	64	
Online Video Views	87	133	1,736	3,189	
Idea Lab Visits	462	-	779	-	
Total Program Attendance	2,281	1,557	15,707	16,840	27,000
Total # of Programs	77	59	552	654	600
Outreach Attendance	508	-	2,063	-	
# of Outreach Programs	11	-	44	-	
Gate Count	14,552	7,341	132,369	74,054	160,000
Volunteer Hours	67	28	384	102	1,000
Social Media					
	New Users	New Users			
Website Hits/Pageviews	21,646	18,490	216,505	189,995	240,000
e-Newsletter Subscribers**	-28	-33	11350	11486	11000
Facebook Page Likes	7	10	2695	2619	2700
Twitter Followers	-2	-3	1329	1320	1425
Instagram Followers	10	11	1984	1849	2000

*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

Programs & Services

Strategic goal: Adapt programs and services to meet the needs of the changing population

Books on Foot

The Books on Foot themes have been reset for a new year, and will be published in our Baldwin Beanstack service along with their complementary walking route. At this time there are 6 people currently registered in the program, reading at their own pace, and who have joined since the program reset for the year in April 2022.

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, we have had 3 more staff members test positive for COVID-19 since April 18. 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 sod in new children's garden is established, we will be able to use the new outdoor space for youth programming beginning in June.

Free Comic Book Day

On Saturday, May 7, BPL participated in Free Comic Book Day by providing free comics for adults, teens and kids with signage indicating which comics were for whom. Superhero stickers & cookie cutters previously created in the Idea Lab were also available for the taking. To encourage participation, we hung a banner on the front plaza of the library in the week leading up to the event. Thanks to Adult Librarians Jen Hassell, H Jennings, Megan Novak, Mick Howey and Sara Jurek for coordinating and distribution.



Idea Lab Update

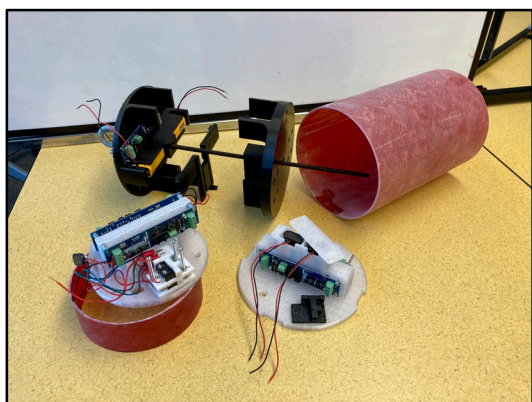
The Idea Lab was pleased to receive another enormous bulk production request! We produced 550 laser-cut wooden "Keys to the Library" for the historic tours that BPS 2nd graders have been taking throughout May. This project was yet another moment wherein Lab staff was blown away by the capability of our laser cutter. Though we've had our Trotec for many months, it still feels new to us, and still surprises us with speed and efficiency. Calculating the job of 550 laser cut keys, at our previous speed of around 10mm/s, the job would take WEEKS of laser cutting time. But with the Trotec speedily cutting through plywood at around 220mm/s, the entire job was accomplished in a couple of afternoons. It's an amazing machine, and a joy to use.

I received word that the Bananatron has completed the last banana for this year; no more bananas until next year! But there is no rest for the Bananatron. It has moved on from bananas to turtles, lizards and fish for the Books Unboxed giveaways. And it will very likely be printing parts for an upcoming Idea Lab kit as well! Bravo to our diligent Bananatron 6000.

Also, I'd like to acknowledge the incredible efforts of our Idea Lab Technology Assistant, Catherine Galligan, who appeared at the BPS Steam Night at Quarton Elementary. She entertained and educated the hundreds in attendance at that event with 3D printing demonstrations and interactive displays promoting the Idea Lab. Big thanks to Catherine!

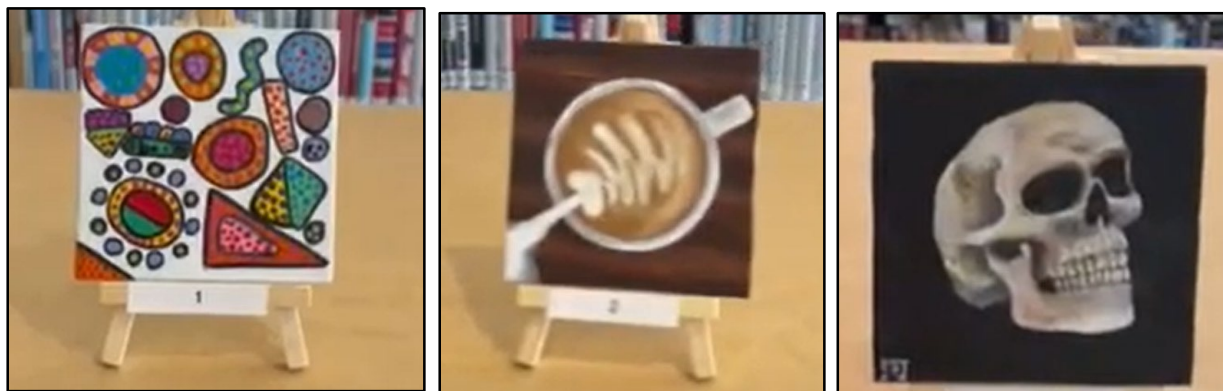
We were recently contacted by the Michigan Aeronautical Science Association - Dearborn, thanking us for providing them with several 3D prints which were used in their experimental rockets. These prints comprised avionics bays responsible for unit separation and parachute control in their high-powered rocket!

Be sure to stop by The Idea Lab and see what we're making!



TEENy Tiny Art Show

In March, Elisabeth Phou created a Crafts to Go kit containing small canvases and paint brushes, and invited teens to create tiny masterpieces, and then bring them back to the Library for display. She received 12 submissions, which were on display for viewing and voting for during the month of April. Library visitors voted on their favorite artwork and the top three winners received a gift card.



Summer Reading Program – school visits

Baldwin Youth Librarians will be visiting all of the BPS elementary schools to talk about how to participate in our upcoming Summer Reading Programs. The school visits started on May 9, with Birmingham Virtual Academy classes, and will continue into June. We will be visiting every school to promote summer reading this year. The Summer Reading Kickoff will be held in person on June 10, which is the last day of school.

Home Delivery Statistics 2021-2022

Megan Novak, Adult Services Librarian, and Kristen Tait, Head of Circulation, coordinate and run Baldwin's Home Delivery Program for Baldwin patrons who are unable to visit the Library in person. In the last 12 months, we have mailed 637 items to patrons. The cost for this program is paid out of our postage account and all items are mailed in a reusable canvas mailing bag.

Total	\$2520.84	637 items
Birmingham	\$853.40 / 34%	211 / 33%
Beverly Hills	\$751.72 / 30%	188 / 29.5%
Bingham Farms	\$186.23 / 7%	31 / 5%
City of Bloomfield Hills	\$715.30 / 28.5%	204 / 32%
Other (Next Book Club/Southfield)	\$14.18 / 0.5%	3 / 0.5%

Facility

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

Ceiling tiles in Jaclyn's Office and Staff Workroom

The ceiling tiles have mostly been replaced in the Staff Work Room, with the exception of any that will require the guidance of our electrician and fire suppression company. Jaclyn's office ceiling will be finished once the elevator has been repaired.

Children's Garden Expansion

Thanks to a donation from the Jane M. Van Dragt Trust, the Children's Garden on the north side of the library was expanded to include the long stretch of ground in front of the Grand Hall windows. New lights, plants, sod, and trees were placed on May 9 and 10. The garden is fully irrigated and ties into the Library's irrigation system. We anticipate being able to walk on the sod at the beginning of June. At that time, the Youth Staff will assess the area for programming space needs, and determinations for seating will be established.



Elevator

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

Hot Water Heater

City Maintenance Coordinator John Galik had a new hot water heater installed to replace an old unit which was leaking beyond repair.

Jeanne Lloyd Room tables

The tables were delivered on May 6 after a 10 month delay, and will be assembled and in place for the Open House on May 22.

Loading Dock

City Maintenance Coordinator John Galik is working with the City Engineering Department to assess the Loading Dock and steps where the concrete is crumbling. We have currently barricaded the stairs to prevent injury and are waiting for the assessment results to know how this repair will move forward.

Recycling

IT Coordinator Jamie Richards arranged for disposal of obsolete and/or broken electronics through Advanced Computer Recycling on May 11.

Diversity and Equity

Strategic goal: Provide and promote equitable and inclusive resources and opportunities for all populations

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

The IDEA Committee met on May 11. The group will continue to meet monthly to accomplish the goals set forth by the Library Board.

Monthly Feature

Promoting diversity and inclusion through the use of a monthly thematic calendar. Programs and book displays will highlight each featured group each month.

Staff Book Club

Our staff book club meeting was held on May 4, and 7 seven staff members discussed the National Book Award winning novel, "Interior Chinatown" by Charles Yu.

Project READY

In addition, the Youth Department will continue their work with Project READY as their staffing and scheduling will allow.

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 GOOD VIBY COME!
BY SARAH RAPET

EVER IF WE BREAK
BY MARIEKE NIEKAMP

THE BOYS IN THE BACK ROW
BY MIKE JUNG

ON THE EDGE OF GOING
BY CORINNE DUVOIS

DIVERGENT MIND: TRAINING IN A WORLD THAT MUSTY DESIGNED FOR YOU
BY JULIAN NISSENBERG

THE WAY TO BEA
BY KAT YEH

PLANET EARTH IS BLUE
BY NICOLE PANTALEARD

CAN YOU SEE ME?
BY LIBBY SCOTT

WHO IS TEMPLE GRANDIN?
BY PATRICIA BRENNAN DE MUTH

RAIN REIGN
BY ANN M. MARTIN

THE STICKY: SENSORY ISSUES WITH AUTISM
BY JEN MALLA

CONVERGENCE STORY WOMAN
BY SATYRA MURATA

A HAND OF SPARK
BY ELLE MCNICOLL

THE REASON I JUMP: THE INNER VOICES OF A THIRTEEN-YEAR-OLD BOY WITH AUTISM
BY KAREN HILASHIMA

BALDWIN CELEBRATES AUTISM ACCEPTANCE

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

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

Community Outreach and Partnerships

Strategic goal: Develop and strengthen BPL connections within the community.



Pembroke Elementary on May 3.

Birmingham Public Schools

This month, we welcomed second grade students, along with their teachers and chaperones, from BPS, taking them on tours of the building and sharing historical information with them as part of their field trips to downtown Birmingham. They have been delighted to find the faces and dinosaurs on the ceiling in the Grand Hall, and have been wildly impressed by the story of the chandeliers being stolen from the train almost 100 years ago. Each second grader is also receiving a "Key to the Library" created in the Idea Lab as a souvenir of their visit. About 550 keys were distributed.

Youth Services Librarian Rosemary Isbell has also wrapped up her First Grade First Card visits, making her final stop at

Birmingham YMCA

Youth Services Librarian Melissa Behrens represented BPL at Healthy Day at the Y on Saturday, April 29. Melissa reports that we were one of six vendors participating amidst a sea of bounce houses, with everyone having a good time. Approximately 40 adults and 66 children stopped by our booth at the event. The other vendors commented that we had The "Fun" Booth and claim they are getting a prize wheel for future events. Melissa offered kids the chance to spin the wheel and claim a prize, provided bookmarks touting library resources related to health, and passed out crayons and coloring sheets encouraging healthy eating. She also provided yummy snacks to take home.



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 and quarterly 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.

Baldwin will participate in the DPS Open House on May 14 and the Birmingham Hometown Parade on May 15.

Beverly Hills

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

The new Village Manager of Beverly Hills is Jeffrey Campbell. Jaclyn and Jeffrey met on May 11 after a SOCWA meeting was held in the Rotary Room at Baldwin. Rebekah will connect with Jeffrey soon.

Staff, Board members, and Friends will be marching in the Beverly Hills Memorial Day parade on May 30.

Beverly Hills Lions Club

The BHLC provided Project Kindsight Vision Screening on Saturday, May 7 in Grams Discovery Room. This free vision screening for ages 6 months and up is fast, non-invasive, and has an accuracy rating of 98%. Three additional screenings scheduled, one each in June, July and August.

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club virtually on the first Monday of each month at 1:00 p.m. Mick Howey is leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the meeting.

Birmingham Museum

Museum staff shared a presentation on Birmingham's Stories of War and Service on May 5. 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 April \$918.03 was donated at the sale-by-donation in the lobby. The Friends held a book sale from May 13-16 on the lower level of the library; the results of the sale will be shared at the June Board Meeting.

The Annual Meeting of the Friends of the Baldwin Public Library will be held virtually on Tuesday, May 24, 2022 at 7:00 p.m.

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* May edition
- Display and directional signage
- Youth Program posters and fliers
- Teen bulletin board poster
- Open House programs, Phase 3 brochure updates
- Summer reading promotional material
- Free Comic Book day promotional banner
- Book Club promotional material

The Summer 2022 newsletter has gone back to quarterly production and is anticipated to be received in homes by May 25.

eNewsletters

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



Personnel and Organization

Strategic goal: Train, empower, and equip members of the organization to best support users and each other.

Staff Anniversaries

Erin Springer, Substitute Librarian, reached 3 years of service on March 31.

Maggie Weddell, Substitute Librarian, reached 3 years of service on March 31.

Melissa Behrens, Youth Librarian, celebrated 5 years of service on May 5.

Nadia Bertala, Page, celebrated 5 years of service on May 3.

H Jennings, Head of Adult Services, celebrated 5 years of service on May 14.

Jody Jennings, Circulation Clerk, celebrated 3 years of service on May 6.

Emily Malek, Substitute Librarian, will celebrate 1 year of service on May 24.

Grace Noble, Page, will celebrate 1 year of service on May 31.

Briana Ratchford, Circulation Clerk, will celebrate 3 years of service on May 19.

Robbie Terman, Adult Services Substitute Librarian, will celebrate 4 years of service on May 20.

Online Webinars

We have established a page on our Intranet that lists free online webinars that are recommended for staff to watch. Staff are encouraged to watch these videos when time avails.

Innovative Users Group Conference

Kristen Tait, Circulation Services Coordinator, attended the Innovative Users Group (IUG) 2022 Virtual Conference from Wednesday April 6 to Friday April 8. This yearly conference is hosted by Baldwin's ILS parent company, Innovative, and features presentations from both Innovative staff and Polaris users in the US and Canada.

While there was not a single theme for the conference, many of the sessions were on the cleanup of catalog and patron entries and running inventories of physical collections. Other popular topics were self-checkout via a patron's mobile phone, circulating WiFi hotspots, Diversity, Equity, and Inclusion (DEI) collection audits, and cybersecurity. Baldwin's policies and procedures for most of these were similar to those touted as being best practices. Links to curated resources on these topics were provided in the various sessions, which should prove useful as Baldwin continues to refine and polish its internal practices.

Innovative's newest product, Vega/Vega Mobile, was center stage during staff presentations, and it was interesting to hear how some of the early adopters of this product are integrating it into their ILS (Polaris and/or Sierra). However, the benefits appear to still not outweigh the cost, so it seems Baldwin is correct to wait a while longer before considering Vega/Vega Mobile.

One session of particular interest was on marketing; the presenter was Cordelia Anderson, who recently spoke at the Friends of Michigan Libraries Annual Board meeting. Suggestions made by Cordelia included testing the time/day of the week and the subject line of marketing emails, going on a social media diet (choosing instead to focus on quality posts for 3-4 platforms), and tailoring social media posts to fit the average audience of each platform while maintaining a unified message. Cordelia stressed that library marketing should have at its core what value it is bringing to customer/community needs - i.e. how are they going to use a given program/service and how will it have impact on them - and that there should be a "2-way conversation" between a library and its customers & community. To accomplish the former, the Library should center its marketing around general patron and community engagement, rather than only promoting specific, individual programs and services.

Financial Stability

Strategic goal: Maintain and improve financial health.

Craft continues to monitor 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 presented the Library's FY2022-23 budget to the City Commission at their May 7, 2022 Budget Hearing.

Baldwin Public Library: Friends Funds	
April 2022 Expenditures	
Adult Services	
Presenter Fees	\$ 350.00
Program supplies	\$ 120.22
Learning in Retirement	\$ 120.00
Returns	\$ (15.98)
Books Unshelved	\$ 6.14
Total	\$ 580.38
Teen Services	
Crafts to go	\$ 46.93
Book Club Books	\$ 243.30
Comics Drawing Workshop	\$ 56.96
Total	\$ 347.19
Youth Services	
Books Unboxed	\$ 97.89
Programs	\$ 144.77
Lavalier microphone for offsite programs	\$ 119.99
Filament, Idea Lab	\$ 58.17
Accucut	\$ 208.12
Little Explorers	\$ 59.94
Book Clubs	\$ 47.53
Total	\$ 736.41
Outreach & Equipment	
Haley Tricycle (September 2021)	\$ 2,625.00
SWANK Movie License (December 2021)	\$ 1,609.00
Crayons, YMCA Healthy Day event	\$ 29.58
Total	\$ 4,263.58
Total Expenditures	\$ 5,927.56
April 2022 Balances	
Adult Services	\$ 1,832.18
Teen Services	\$ 702.37
Youth Services	\$ 317.72
Outreach & Equipment	\$ 3,174.86
Total Balance	\$ 6,027.13
April In-Library Book Sale Donations	\$918.03
Submitted by Jaclyn Miller on May 9, 2022	

NEW BUSINESS

MEMORANDUM

DATE: May 13, 2022
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Selection of Hangar Door or Nanawall for Phase 3 Project

INTRODUCTION:

In the Schematic Designs for Phase 3, Merritt Cieslak Design (MCD) offered two different door options for the café and collaboration space – a hangar door or a Nanawall. This memo compares the two options and shows renderings of the two door types. In order to proceed with the design development phase, the Library Board will have to select the preferred door opening for the project. Both door options provide a way for Library staff to open up the café during nice weather and to use this indoor/outdoor space for different types of programs.

BACKGROUND:

Either type of door selected will be a welcomed addition to the new café and terrace. Neither door will be able to keep critters or bugs from entering the building, which is to be expected in open air spaces. Some mitigation options include adding a shade to the opening to limit the opening space for birds or installing fans inside the café space to deter bugs.

Staff and board members submitted ideas and potential ways that this new indoor/outdoor space can be used when the project is complete:

- Open the floor to ceiling doors on beautiful days so people can work/read indoors or out
- Open the floor to ceiling doors for more ventilation/air flow when needed
- Host an after-hours indoor/outdoor fundraiser in the spring/summer/fall using an entertainer (speaker/author/band), food tables, bartender, live music - similar to Books & Bites but spread out inside and outside the building
- Use it for messier programs during nicer weather, like cooking demos, gardening demos, craft demos
- Summer Reading program kickoff
- Host an after-hours author talk outside and use the cafe inside for drinks and refreshments
- Host a pop-up book sale using rolling carts or tables that are set up inside and outside the building
- Promote the café and library for Birmingham's Summer Concert Series in the park
- Host a new parent meet up space where kids can eat snacks/lunch and then walk to Shain park and play
- Possibly have a winter program or two - maple sugaring, using some type of ice mold from the Idea Lab as an outdoor tie-in with Winter Markt
- Host a Friday "Happy Hour" concert of chamber music, acoustic guitar/jazz, singer
- Consider renting the space for private events hosted by residents who have BPL library cards
- Have a BPL event in the space when there are Birmingham events held in Shain Park—annual art fairs, parade, art fairs, etc.
- Host a spring and/or fall plant swap

FISCAL IMPACT:

According to initial estimates, the hangar door option is about \$15,000 less expensive than the Nanawall door. The hangar door opens to a width of 25' and a height of 8'6". The Nanawall opens to a width of 17' and a height of 12'.

SUMMARY:

Whichever door is selected will make the new indoor/outdoor café and terrace a welcoming and versatile space for visitors to the Library.

SUGGESTED BOARD ACTION:

Move to direct Merritt Cieslak Design to use a _____ in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation



Hangar Door	Nanawall
<p>Pros</p> <ul style="list-style-type: none">• Slightly less expensive than the Nanawall (about \$15,000 less).• Creates a 23' wide opening, which is about 5' wider than the Nanawall opening. However, the location of the Family toilet room negates the use of some of the width.• This is a tried and tested product with numerous installations spanning decades.	<p>Pros</p> <ul style="list-style-type: none">• Aligns more closely with the refined aesthetic of the glass pavilion and works with the vertical vernacular of the existing glass system on the Youth Room and new addition.• Creates a taller opening (approximately 12' high), which is a more dramatic visual connection between the plaza and the pavilion.• Allows staff to open the doors to varying widths depending on weather or

<ul style="list-style-type: none"> • There is no bottom track needed, which provides uninterrupted visual and pedestrian flow. The gasket at the bottom of the hangar door provides a seal for weather events. • Creates a canopy/awning when opened. 	<p>programming needs (1, 2, or 3 panels can be opened).</p> <ul style="list-style-type: none"> • Bottom track creates a metal dam and will help to keep water out of the building. This track will conform to ADA standards, so it would be similar to a typical door threshold, and not a trip hazard. • Mechanics are mostly hidden and will work better with the refined aesthetic. • A shade can be added to the Nanawall that can be lowered for sun shading as well as reducing the area that would be open for bugs and birds to fly in.
<p>Cons</p> <ul style="list-style-type: none"> • Not complementary to the more refined aesthetic of the glass pavilion—introduces disruptive horizontal elements and material. • Has a lower opening height of 8’6”. • Only has two opening options – open or closed. Partially opening the door would limit headroom. • Water infiltration could be an issue with heavy rain if depending only on a rubber gasket. • Mechanics are visible inside the café and conflicts with the refined aesthetic. • Screens are not an option with the hangar door. 	<p>Cons</p> <ul style="list-style-type: none"> • Cost is slightly higher (about \$15,000 more than a hangar door). • When the door is fully opened, the opening (17’) is not as wide as the hangar door opening (23’). • This is a newer and less common type of product. It does not have as long of a track record because of the age. • This product will need a continuous bottom track that will interrupt the visual and pedestrian flow. The track will be about 1cm tall.
<p>Notes:</p> <ul style="list-style-type: none"> • All surfaces leading to the front entry and addition will be graded to slope away from the building so that water does not pool inside the building. • In the past few years when we have propped open our front doors, we have had a chipmunk, bird, and bat enter the building. • Fans can be added to the café and collaboration space to move air inside and to help reduce the possibility of critters entering the interior. • Putting a smaller, single door within either of these options is not desirable, since it will look like an entrance, but will not be used as such. These doors will only be opened during nice weather or special events. • Making the Nanawall wall symmetrical or centering a smaller opening in the proposed space would interrupt the optimal traffic flow. Given the placement of the ramp, family restroom and café counter, the traffic will need to flow in the southern portion of the walkway in the café and collaboration space. 	



Rendering of outside view of Nanawall, fully opened, with shades hanging.



Rendering of outside view of Nanawall, partially opened, with shades hanging.



Rendering of inside view of Nanawall, fully opened, with shades hanging.



Rendering of inside view of Nanawall, partially opened, with shades hanging.

MEMORANDUM

DATE: May 13, 2022
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Selection of Staffed Café or Self-Serve Café for Phase 3 Project

INTRODUCTION:

In the Schematic Designs for Phase 3, Merritt Cieslak Design (MCD) set aside space in the front café and collaboration space to hold either a staffed café or a self-serve café. This memo compares these two options and shares the best suggested use case for each option. In order to proceed with the design development phase, the Library Board will have to select the type of café it would like to operate inside the Library once the renovation is complete.

BACKGROUND:

In a 2021 survey about the proposed Phase 3 renovation, 37.04% of respondents wanted Baldwin to have a café or coffee space. 70.54% of respondents stated that it is either “not that important” or “not important at all” that the library provides a café serving high quality coffees, lattes, and snacks. 85.02% of respondents stated that it is either “not that important” or “not important at all” that the library provides vending machines serving high quality coffees and snacks.

When asked “if the library were to add a meeting space with chairs and moveable tables near the front entrance, how would you use it?,” 9.46% of respondents preferred to bring their own food and drinks from home, 5.89% preferred to bring in their own food from a restaurant in town, 23.04% preferred to purchase items from a staffed café at the library, 4.82% preferred to purchase items from a vending machine at the library, and 56.79% stated they would not be interested in eating or drinking at the library.

Few libraries in metro Detroit have been able to create and sustain a fully-staffed café. However, many libraries have set aside space to create a vending machine café to provide drinks and snacks to visitors. Most suburban libraries are not situated in the center of a bustling downtown area like Baldwin is. Baldwin sees foot traffic throughout the day from visitors to the Library, Shain Park, and walking through the downtown area, which would potentially bring more foot traffic to the café.

FISCAL IMPACT:

A staffed café will contribute more revenue to Baldwin’s budget than a self-serve café, if successful. However, many caveats must be met for a café to be successful in this economic climate and post-pandemic world, including hiring and retaining competent staff and operating during optimal hours. If the staffed café is selected and is ultimately unsuccessful, the Library will have to pay more money down the road to convert the staffed café area into a different type of space. If a self-serve café is selected and is not popular with visitors, we will receive complaints and questions about why a staffed café was not installed in the space. Converting the self-service café into a staffed café will also cost money.

SUMMARY:

Given the current economic climate and staffing concerns in the service industry, the safest option for a library café would be to have a self-service café. However, Baldwin is uniquely situated to make a staffed café successful if the right circumstances align.

SUGGESTED BOARD ACTION:

To direct Merritt Cieslak Design to use a _____ in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation

STAFFED CAFÉ	SELF-SERVE CAFÉ
<p><i>Scenario:</i> MCD designs a café space in the new addition, including countertop and sales area, plumbing and water access, and storage space. BPL issues an RFP to hire a company to rent out the café area for a set period of time. The company hired would provide all of the food and beverages for the café and would hire and train all staff. BPL would use revenue from the business relationship to strengthen the library's budget.</p>	<p><i>Scenario:</i> MCD designs a countertop and vending area with plumbing and water access in the new addition. BPL contracts with a local vending company to provide and maintain high quality vending machines, including a bean to cup coffee machine, to serve snacks and drinks. BPL would use revenue from the vending machines to contribute to the library's budget.</p>
<p>Pros</p> <ul style="list-style-type: none"> • Customer-ordered drinks and fresh food would be convenient and a great amenity to have. Baldwin could become more of a destination for visitors and visitors would want to linger longer. A staffed café in Baldwin would be similar to a museum café, which is incredibly popular with visitors. • A staffed café would bring in more revenue than a vending machine café. • People who have never visited the Library may be more inclined to enter the building if it houses a coffee shop. This will help attract more non-users. • The café could provide drinks and refreshments to room rental clients. • There are not many restaurants or coffee shops on this side of town, so this café location would be more accessible to Birmingham residents close by. 	<p>Pros</p> <ul style="list-style-type: none"> • The café would be fully operable during all open hours and would not require full staffing levels to be functional. • The machinery would take up less space than a staffed café, leaving more seating areas for visitors. • Visitors would be welcome to bring in food and drink from home or from local restaurants. • Downtown Birmingham has several coffee shops that provide high quality beverages and food and a self-serve café would not be seen as a competitor.
<p>Cons</p> <ul style="list-style-type: none"> • This café would compete with local businesses. • Visitors will see the café space as they first walk in, giving the Library second billing. • Staffing <ul style="list-style-type: none"> ○ Hiring and maintaining full staffing levels is incredibly difficult in the service industry. Two staff members would need to be scheduled for each shift to cover the café just in case one staff member 	<p>Cons</p> <ul style="list-style-type: none"> • A vending machine café would bring in less revenue than a staffed café. • The quality of the food and drink would not be as high or as fresh as with a staffed café. • A vending/self-serve café does not look as high-end as a staffed café. • People who are anticipating the new Library café may be disappointed

<p>calls in sick. The café may not pull in enough revenue to fully staff the café during the library's open hours.</p> <ul style="list-style-type: none"> ○ Visitors will see café staff as soon as they walk in the building and will not be able to differentiate between café staff and library staff. ○ Visitors will confuse café staff with library staff and expect full and correct library information from café staff. ○ If café staff are hired independently and are not invested in the library and its programs and services, they may not provide the types of answers and quality of customer service expected of library staff. ○ BPL staff will be expected to answer specific questions about the café and answer complaints about service, food offerings, etc. <ul style="list-style-type: none"> • Necessity to acquire and maintain permits from the Oakland County Health Department and meet cleanliness and food preparation standards. • Unless kept clean by café staff, there is a potential for bug infestations, mold, and litter from disposable cups, plates, and napkins left around the Library. • If someone gets sick from food or drink at the café, the Library will be publicly deemed responsible, even if the café vendor is separate. • The hours that the Library is open is not necessarily the hours that are in highest demand for coffee drinkers (BPL is closed in early mornings and opens at 9:30 a.m. or noon). • If the staffed café is not viable, then infrastructure will need to be removed and the Library may be left with exposed mechanical, electrical, and plumbing fixtures that would be intrusive and awkward to design around. • The Library could be seen as subsidizing the cost of a small business, as there won't be any feasible way to portion out the cost of wifi/internet, water/sewer, and electricity for the vendor to pay for their usage. • Conflicts may arise with afterhours Library events and/or rentals using a different catering company. 	<p>that the café consists of only self-serve machines.</p> <ul style="list-style-type: none"> • Library staff would be responsible for stocking and cleaning up the café throughout the day. • If the machinery in the café breaks, visitors would have to walk up one level and seek out staff at the Circulation desk for assistance and the machines may not be accessible until the vending company makes repairs. • If the relationship with the local vending company sours (or the company withdraws from the contract), there will be a period of time when there are no machines available.
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Questions and Comments

- Will the café have enough business to be sustainable? The breakeven point for a staffed café is much higher than the break-even point for a self-serve café.
- Will patrons be able to use the café tables to eat and drink outside purchases? What about in other areas of the Library and the Terrace (e.g. what would be considered the boundaries of the staffed café space)?
- Is the café vendor a tenant of the Library or the City? Who collects the rent? Who evicts the vendor in the case of non-adherence to the lease? Who pays all the legal fees in the event that there is an issue?
- Who will be responsible for the physical maintenance and cleaning of the café space?
- If the café cannot be staffed during all of the open hours of the Library, can patrons still use the space? If so, who is then responsible for cleaning it?
- At one point in the café discussion process, it was proposed that local coffee shops take turns running the Library café on a rotating basis (quarterly or otherwise). This would not be a viable or desirable option because we anticipate conflict among lessees about the most desirable time to rent out the space.

MEMORANDUM

DATE: May 13, 2022
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Selection of Construction Manager or General Contractor for Phase 3 Project

INTRODUCTION:

This memo shows the differences between how a General Contractor (GC) and a Construction Manager (CM) handle design build construction projects. Some construction companies offer their services as either a general contractor or for construction management. The goals of both roles are the same: to put all of the pieces together and execute the design according to what the Owner wants (and what regulations demand). But the GC and CM go about their roles a little bit differently, and each has its own set of unique financial structures and responsibilities that give them their own strategies for the safe and effective execution of a construction project.

BACKGROUND:

As Merritt Cieslak Design (MCD) begins the Design Development phase of the upcoming building project, they have asked the Library and City to decide whether to use a General Contractor or Construction Manager for the construction portion of the project. For the Phase 1 and 2 projects, Baldwin and the City used a General Contractor (The Dailey Company). MCD recommends using a Construction Manager for the project construction to help keep project costs within the set budget, find the best subcontractor for each task, and to benefit from the Construction Manager's expertise of the best construction methods to keep costs within the set budget.

FISCAL IMPACT:

In the selection process for the CM, the CM is given the project budget (a.k.a. the total amount not to exceed) and provides a flat-rate percentage fee for their services. This helps to guarantee that the project itself comes in at or below the budget set by the Owner. Actual costs are accumulated competitively and visibly, and when the project is complete, the Owner pays only those costs plus the construction manager's fee. This fee will not change if a project goes over the projected cost or finishes early. If the project goes over the budget, the CM's fee would adjust accordingly, since it is typically percentage based. However, it would only go over the fixed project budget with the authorization of the Owner. All financial aspects of the project are handled in an "open book" manner so that the team (including Owner, Architect, and Contractor (OCA)) are all aware of how the money is being spent and when.

A General Contractor is incentivized to keep the project under budget thanks to the structure of the bidding process—should the project end with unused funds, the General Contractor keeps the difference. After all, any saving opportunities revert to the contractor—even if those opportunities aren't optimal for their client. However, if the project exceeds its allotted budget, it's the General Contractor's job to request more money from the project Owner. As a result, the General Contractor's interests don't always align with those of the Owner. The opaque financial management also means that the GC does not have the benefit of the expertise of the Architect when reviewing multiple bids from sub-contractors, to assist in making sure that the sub has adequately covered their work scope. This can be problematic if something important (and costly) is missed and then the GC has to try to make up for it elsewhere (potentially by "cutting corners" in other parts of the project) in order to maintain the lump-sum cost.

SUMMARY:

The City of Birmingham has previously relied on General Contractors to complete large construction projects within the City. However, the City recently used a Construction Manager to complete the Ice Arena construction project in 2021. Both City Manager Tom Markus and Building Official Bruce Johnson approve of the Library using either a General Contractor or a Construction Manager to complete the Phase 3 project.

SUGGESTED BOARD ACTION:

To direct Merritt Cieslak Design to use a _____ for the construction of the Phase 3 Front Entrance and Circulation Expansion and Renovation.

CONSTRUCTION MANAGER	GENERAL CONTRACTOR
<ul style="list-style-type: none">• Hired through companies that have multiple staff members that act as CM and GC.• Hired through a bidding process based on experience and credentials. Interviews are common during the selection process• In the selection process for the CM, the CM is given the project budget (a.k.a. the total amount not to exceed) and provides a flat-rate percentage fee for their services. This helps to guarantee that the project itself comes in at or below the budget set by the Owner.• CMs perform their functions at the behest of the Owner and for a set percentage of the total project cost. The CM assists during pre-construction and then oversees the construction, usually by hiring subcontractors. This is where they act as GC, in addition to their role as CM.• The CM oversees the project from pre-design to completion. Because they get involved in the project early, they not only ensure that the project is built out in accordance to the initial design but they also can recommend adjustments to processes and materials to achieve higher value in the end result.	<ul style="list-style-type: none">• Usually a business entity.• Hired on to a project through a bidding process, where generally the lowest bid from the most reputable, trusted company would win the project.• Once the construction bid is selected, the price of the bid is the minimum price that the Owner will pay to complete the project. Often times any cost saved reverts to the General Contractor, not the Owner.• Responsible for looking at an architect's designs and using them to put together a bid package for how much they estimate the project will cost (including the contractor's own overhead, profit margin, and fees) and then submitting the bid to the project Owner.• A General Contractor is incentivized to keep the project under budget thanks to the structure of the bidding process—should the project end with unused funds, the General Contractor keeps the difference. After all, any saving opportunities revert to the contractor—even if those opportunities aren't optimal for their client. However, if the project exceeds its allotted

<ul style="list-style-type: none"> • A Construction Manager works alongside the Architect and Owner to ensure that a project's goals and financial structures are realistic and workable. • Bringing a Construction Manager on board during the design process saves you time and money while reducing the risk of reworking your design after it's already finalized. • CM projects generally have fewer change orders because of their involvement earlier on in the project. • They typically have a full-time (depending on project size) site superintendent that oversees onsite construction activities in their role as GC. They oversee the entire construction process as a whole. • Works on behalf of the Owner. • Construction management services contract with the Owner for a fixed percentage fee, plus general conditions costs (e.g. onsite staff, dumpsters, permit costs, etc.). This fee replaces the lump sum a General Contractor would charge to cover their overhead and profit. This financial structure tends to create less friction between Owners and Construction Managers than projects using a General Contractor and bid system. • Actual costs are accumulated competitively and visibly. When the project is complete, the Owner pays only those costs plus the Construction Manager's fee. This fee will not change if a project goes over the projected cost or finishes early. If the project goes over the budget, the CM's fee would adjust accordingly, since it is typically percentage based. It would only go over the fixed project budget however, with the authorization of the Owner. • A Construction Manager works on a fixed fee as an extension of the Owner's staff. It's in their best interest to meet—and exceed— 	<p>budget, it's the General Contractor's job to request more money from the project Owner. As a result, the General Contractor's interests don't always align with those of the Owner.</p> <ul style="list-style-type: none"> • The relationships between General Contractors, Architects, and Owners can be somewhat fraught with tension. A contractor's financial incentives mean that they sometimes develop adversarial relationships with the other project stakeholders when they make decisions that cut into the contractor's profit margin. However, these concerns are often offset by the greater degree of financial responsibility for the project that the General Contractor assumes and the hands-on expertise that they bring to the project. • Begins work after the design process is completed and is responsible for planning the project construction from beginning to completion • Coordinates on-site work between numerous different subcontractors such as builders, plumbers, electricians, and landscapers. Communicates with the project Owner about project timelines, delays, and additional needs. • Coordinates with suppliers to ensure that all construction materials are ordered on time, in the correct quantities, and to the correct specifications. • Communicates with Architects about change orders, supply issues, and other potential hiccups. • Works with regulatory authorities to ensure that inspections happen on schedule and that all parts of a project are compliant with building codes.
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<p>the Owner's goals for schedule, budget, and quality of construction. Thus, the Construction Manager's interests align with those of the Owner. A CM is usually considered to be part of the Owner's team rather than working for themselves.</p> <ul style="list-style-type: none"> • During the pre-construction phase, the Construction Manager determines how to break up the work in order to deliver the best subcontractors for each part, leverages their expertise and connections to the Owner's advantage, reaches out to the best subcontractors for each job, and provides key input on construction methods, materials, and lead times • The Construction Manager shares administration of the project contingencies, which means that any savings will revert to the Owner instead of the contractors. • The Construction Manager solicits bids for subcontractors and equipment, involving the Owner in the process so that the Owner has the final say in the final budget. When this is done, the Owner still receives the advantage of competitive pricing, but it's done by pricing small packages rather than the whole project and comes with the added bonus that the project can move ahead even before the full scope has been defined. Although bidding to sub-contractors can only occur AFTER the entire scope is established in detail. Budgeting (and budget updates) occurs prior to that. • All financial aspects of the project are handled in an "open book" manner so that the team (including Owner, Architect, and Contractor (OCA) are all aware of how the money is being spent and when. 	<ul style="list-style-type: none"> • Approves and hires any necessary subcontractors or additional personnel required for the project • A full General Contracting company will have an entire network of specialists and subcontractors required to complete a construction project, and will work to ensure the right people are placed on the project to get the job done. • If you wait until after you've already finalized your designs before bringing in a construction professional, you lose the benefit of the industry expertise a Construction Manager could have given you and you're potentially creating challenging relationships among project teams with different goals and protective behaviors. Thus, when recommendations or decisions are made, motives can be questioned. • The financials for a GC managed project are handled in an opaque manner, so the Owner and Architect cannot see how and where the money is used. • The opaque financial management also means that the GC does not have the benefit of the expertise of the Architect when reviewing multiple bids from sub-contractors, to assist in making sure that the sub has adequately covered their work scope. This can be problematic if something important (and costly) is missed and then the GC has to try to make up for it elsewhere (potentially by "cutting corners" in other parts of the project) in order to maintain the lump-sum cost.
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Since Baldwin has not used a Construction Manager before, here are highlights from the American Institute of Architects standard proposed contract for Construction Managers:

The construction manager provides the owner with a guaranteed maximum price proposal, which the owner may accept, reject, or negotiate. Upon the owner's acceptance of the proposal by execution of the Guaranteed Maximum Price Amendment (Exhibit A), the construction manager becomes contractually bound to provide labor and materials for the project and to complete construction at or below the guaranteed maximum price.

Relationship of the Parties

The Construction Manager accepts the relationship of trust and confidence established by this Agreement and covenants with the Owner to cooperate with the Architect and exercise the Construction Manager's skill and judgment in furthering the interests of the Owner to furnish efficient construction administration, management services, and supervision; to furnish at all times an adequate supply of workers and materials; and to perform the Work in an expeditious and economical manner consistent with the Owner's interests. The Owner agrees to furnish or approve, in a timely manner, information required by the Construction Manager and to make payments to the Construction Manager in accordance with the requirements of the Contract Documents.

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times

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

Virtual Kids Library Society

Thursday, May 19 — 7:00 p.m. to 8:30 p.m.

Grades 3 to 6. Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Share your ideas and we will strive to turn them into reality! Registration required. Virtual event.

Teen Advisory Board Meeting

Thursday, May 19 — 7:00 p.m. to 8:00 p.m.

Get involved with the Library by joining our Teen Advisory Board (TAB). Anyone in grades 7-12 is welcome. Share ideas for teen programs, discuss teen books, organize community service projects, play games, eat pizza, and more. Meeting attendance will count as a volunteer hour, and members of TAB will be considered first for other volunteer opportunities. If you are passionate about teen library services, the Library would love to have you join TAB! Registration required. This program will meet in person. Email teen@baldwinlib.org if you would prefer to join via Zoom.

Ladies of the Lights

Monday, May 23 — 7:00 p.m. to 8:30 p.m.

They were women before their time, taking on the romantic, yet dangerous and physically demanding job of tending to the beacons that protected the shoreline. In all, some 40 women have been identified who excelled in this profession over the years — dating back as early as the 1840s and as recent as present day. Join author [Dianna Stampler](#) for the remarkable stories of the ladies of the lights.

Nearly 70 images of keepers, their families and their lights make up this presentation. The program includes readings from newspapers and autobiographies, as well as handouts including the list of featured ladies and additional reading references for attendees. Dianna is the author of three books about Michigan's lighthouses, including her latest release [Death & Lighthouses of the Great Lakes: A History of Misfortune and Murder](#). This is a virtual event. Registration is required to receive the Zoom link.

Idea Lab LIVE! - Pet Things

Wednesday, May 25 — 7:00 p.m. to 8:00 p.m.

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

Henna Workshop for Teens

Thursday, May 26 — 6:30 p.m. to 8:00 p.m.

Monique Herzig from Alchemy Slow Living Studio will talk to you about henna, give you a henna tattoo, and let you take home a henna cone to practice. Henna lasts on the skin for approximately 1-2 weeks. Food from Shish Kabob Express will be provided. Registration required. This program will meet in person.

Baldwin Boosters Orientation

Tuesday, May 31 — 7:00 p.m. to 8:00 p.m.

Ages 11 to 14. Find out how you can earn community service hours by joining our Summer Reading Youth Volunteers. Applications will be available Sunday, May 1 and are due Friday, June 3. Registration for the orientation will also open on May 1. The Baldwin Boosters program is limited to 40 volunteers. The orientation will be held virtually via Zoom.

Historical Lecture Series - Juneteenth & Birmingham's Connection to the Underground Railroad

Thursday, June 2 — 7:00 p.m. to 8:00 p.m.

Buried in Greenwood Cemetery are two men, separated by time and the circumstances of their birth, but joined in the struggle to end slavery in the United States. Learn how George Taylor and Elijah Fish worked to abolish slavery in America and the connection of Birmingham to the Underground Railroad in this celebration of Juneteenth. Virtual event.

Volunteering with Common Ground

Monday, June 6 — 3:30 p.m. to 4:30 p.m., or 7:00 p.m. to 8:00 p.m.

Learn about the many services that Common Ground offers as well as how you can volunteer with this worthy and life-saving organization! A Zoom link will be emailed to you the day of the event. Virtual event.

Graphic Novels 4 Grown Ups

Tuesday, June 7 — 7:00 p.m. to 8:00 p.m.

Comics aren't just for kids! Features memoirs, humor, superheroes, and more! Some titles contain mature/graphic content so please read the description before you register.

June title: *Maus* by Art Spiegelman. Description: "A son struggles to come to terms with the horrific story of his parents and their experiences during the Holocaust and in postwar America." - NoveList

For more information email librarians Megan at megan.novak@baldwinlib.org or Jen at jen.hassell@baldwinlib.org. Please Note: This is a hybrid program (in-person and via Zoom), Room location: Board Room (upstairs).

Genealogy 101: Write Your Family Story

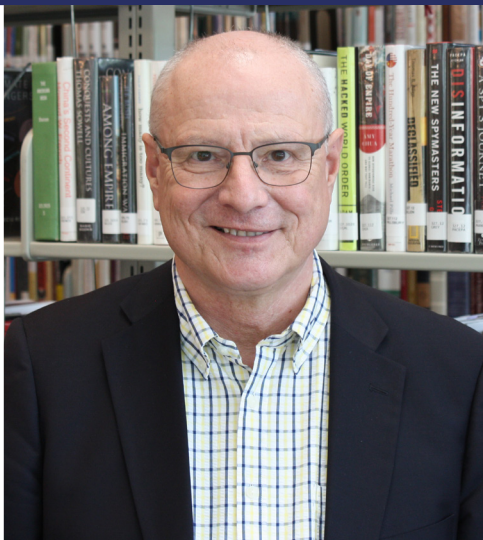
Thursday, June 9 — 7:00 p.m. to 8:00 p.m.

Join professional archivist Robbie Terman as you move beyond the basics. Family trees are so yesterday! Today it is all about the family biography! You don't need to be an experienced writer to tell the story of your ancestors. This class will cover what you need to know to help you get started. Virtual event.

LEARN CONNECT DISCOVER

MAY 2022 NEWSLETTER

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



JOIN US FOR OUR
OPEN HOUSE
Celebration

SUNDAY, MAY 22
2:00 TO 4:00 P.M.

SEE DETAILS ON PAGE 4



BALDWIN CELEBRATES

RECENT MILESTONES



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

MAY PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

BOOKS UNBOXED | GRADES 4 TO 12

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

WEEKLY STORY TIMES

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

STAR WARS DAY TAKE HOME KIT

WEDNESDAY, MAY 4

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

FREE COMIC BOOK DAY

SATURDAY, MAY 7

Free Comic Book Day 2022 is 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.*

PROJECT KIDSIGHT VISION SCREENING

SATURDAY, MAY 7 FROM 10:00 A.M. TO NOON

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

YOUTH TAKE AND MAKE CRAFTS

MONDAY, MAY 9

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

BEDTIME TALES | ALL AGES

WEDNESDAY, MAY 18 AT 6:30 P.M. | VIRTUAL

WEDNESDAY, MAY 25 AT 6:30 P.M. | IN PERSON

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

CELEBRATE SPRING TAKE HOME KIT

THURSDAY, MAY 19

Hop on into the library and grab a kit full of mystery springtime fun. **First come, first served.**

KIDS LIBRARY SOCIETY | GRADES 3 TO 6

THURSDAY, MAY 19 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, MAY 25

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.**

BALDWIN BOOSTERS ORIENTATION

AGES 11-14

TUESDAY, MAY 31 AT 7:00 P.M. | VIRTUAL

Find out how you can earn community service hours by joining our Summer Reading youth volunteers. Applications are available online at www.baldwinlib.org/youth and are due Friday, June 3.

BOOK CLUBS

FOR CHILDREN

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

MOTHER/DAUGHTER

GIRLS IN GRADES 4 TO 6 AND THEIR MOMS

TUESDAY, MAY 10 AT 7:00 P.M.

A PLACE AT THE TABLE BY SAADIA FARUQI

Email Susan.Dion@baldwinlib.org to register.

BEYOND THE BOOK | GRADES 2 TO 4

THURSDAY, MAY 12 AT 7:00 P.M.

PLAYING AT THE BORDER BY JOANNA HO

Email Rosemary.Isbell@baldwinlib.org to register for this non-fiction book club.

BOOKS PLUS | GRADES 2 TO 3 AND A GROWNUP

MONDAY, MAY 23 AT 7:00 P.M.

MEASURING UP BY LILY LAMOTTE

Email Donna.Smith@baldwinlib.org to register.

BOOKS AND BAGELS | GRADES 4 TO 6

TUESDAY, MAY 24 AT 7:00 P.M.

JAYLA JUMPS IN BY JOY JONES

Email Susan.Dion@baldwinlib.org to register.

MOMS BOOK CLUB

WEDNESDAY, JUNE 1 AT 7:00 P.M.

LEONARD AND HUNGRY PAUL BY RONAN HESSON

Email Susan.Dion@baldwinlib.org to register for this book club for moms that meets every other month.

PANELS AND FRAMES | GRADES 3 TO 6

TUESDAY, JUNE 21 AT 7:00 P.M.

HILO: THE BOY WHO CRASHED TO EARTH BY JUDD WINICK

Email Caroline.Salucci@baldwinlib.org to register.

MAY PROGRAMS FOR TEENS

GRADES 6 TO 12

BOOKS UNBOXED | GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other goodies. Visit www.baldwinlib.org/teen to subscribe now. **Sign up by the 3rd Tuesday of the month to receive your box on the 4th Tuesday of the month. Subscriptions last for 3 months.**

CRAFTS TO GO

| GRADES 6 TO 12

JAPANESE SIDE SEWN SKETCHBOOK

Starting May 2, pick up a craft kit and learn a basic Japanese book binding technique while following along to an instructional video on Creativebug. All you need is a library card! **Limit one per patron. First come, first served, as supplies last.**

PIZZA AND PAGES | GRADES 7 TO 12

THURSDAY, MAY 5 AT 7:00 P.M.

EVERY LAST WORD BY TAMARA IRELAND STONE

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

SATURDAY, MAY 7 IS FREE COMIC BOOK DAY

We'll have comics for kids, teens, and adults on a first come, first served basis. **One comic book per person.**

ANIME CLUB | GRADES 6 TO 12

THURSDAY, MAY 12 FROM 7:00 TO 8:30 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, MAY 19 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 pizza, and more. **Registration required. This program will meet in person.** Email teen@baldwinlib.org if you would prefer to join via Zoom.

HENNA WORKSHOP | GRADES 6 TO 12

THURSDAY, MAY 26 FROM 6:30 TO 8:00 P.M.

Monique Herzig from Alchemy Slow Living Studio will talk to you about henna, give you a henna tattoo, and let you take home a henna cone to practice. Henna lasts on the skin for approximately 1-2 weeks. Food from Shish Kabob Express will be provided. **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.



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

FOR COLORED GIRLS WHO HAVE CONSIDERED SUICIDE WHEN THE RAINBOW IS ENUF BY NTOZAKE SHANGE AND FOR COLORED GIRLS (R, 2010).



NEXT POPULAR READS
MONDAY, MAY 2 AT 1:00 P.M.
THE FINAL REVIVAL OF OPAL AND NEV BY DAWNIE WALTON



NEXT NONFICTION
TUESDAY, MAY 10 AT 10:00 A.M.
SPIRIT RUN BY NOE ALVAREZ



WEDNESDAY AFTERNOON
WEDNESDAY, MAY 11 AT 2:00 P.M.
PIRANESI BY SUSANNA CLARKE



FRIENDS DON'T LET FRIENDS READ ALONE
TUESDAY, MAY 17 AT 7:00 P.M.
THE HOUSE ON MANGO STREET BY SANDRA CISNEROS



BOOKS & BREWS
WEDNESDAY, MAY 25 AT 7:00 P.M.
DEAR MRS. BIRD BY A. J. PEARCE

MAY PROGRAMS FOR ADULTS

CRAFTS & GO LIP BALM

Starting May 2. Take home a kit to make your own lip balm. *Limit one per patron. First come, first served, as supplies last.*

INFORMATION SESSION WITH MICHIGAN REHABILITATION SERVICES MONDAY, MAY 2 AT 3:30 P.M.

Michigan Rehabilitation Services provides specialized employment and education-related services and training to assist teens and adults with disabilities in becoming employed or retaining employment. Learn how they may be able to help you or someone you know! *Virtual event. Registration required.*

BY HER HAND: GENTILESCHI AND WOMEN ARTISTS IN ITALY 1500 A.D. -1800 A.D.

TUESDAY, MAY 3 AT 7:00 P.M.
Explore the untold role of women artists in Italy, from the birth of the Renaissance until the Enlightenment. *Virtual event. Registration required.*

HISTORICAL LECTURE SERIES: BIRMINGHAM'S STORIES OF WAR AND SERVICE

THURSDAY, MAY 5 AT 7:00 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. *Virtual event. Registration required.*

BPL CELEBRATES ASIAN & PACIFIC ISLANDER HERITAGE MONTH IN MAY

FREE COMIC BOOK DAY SATURDAY, MAY 7 ALL DAY

Free Comic Book Day 2022 is on Saturday, May 7 at local comic shops and at BPL! *We'll have comics for kids, teens, and adults on a first come, first served basis. No registration. One per person please.*

CONTAINER GARDENS 101 MONDAY, MAY 9 AT 7:00 P.M.

MSU Extension Consumer Horticulture Educator Lori Inmoben will demonstrate how to grow veggies & flowers in containers of all shapes and sizes. *Virtual event. Registration required.*

GREAT AMERICAN GARDEN ROADTRIP TUESDAY, MAY 10 AT 7:00 P.M.

Follow horticulturist, historian and writer Abra Lee on a "road trip" through some of America's most interesting ornamental gardens. *Virtual event. Registration required.*

GENEALOGY 101: ORGANIZING YOUR FAMILY RESEARCH THURSDAY, MAY 12 AT 7:00 P.M.

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. *Virtual event. Registration required.*

LADIES OF THE LIGHTS MONDAY, MAY 23 AT 7:00 P.M.

They were women before their time, taking on the romantic, yet dangerous and physically demanding job of tending to the lighthouses that protected the shoreline. Join author Dianna Stampfer for the remarkable stories of the *Ladies of the Lights*. *Virtual event. Registration required.*

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.

POWERPOINT: CREATE A PRESENTATION WEDNESDAY, MAY 4 & 11 AT 7:00 P.M.

Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two session class.

CHECK OUT EBOOKS FROM THE LIBRARY THURSDAY, MAY 5 AT 3:00 P.M.

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

ONLINE NEWSPAPERS FROM HOME THURSDAY, MAY 12 AT 3:00 P.M.

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

TWITTER

THURSDAY, MAY 19 AT 3:00 P.M.

Become a Twitter pro as you learn to create an account, compose tweets, connect with friends, and more.

GOOGLE SLIDES

THURSDAY, MAY 26 AT 3:00 P.M.

Create, edit, and collaborate on presentations with the Google Slides.

DISCUSSION GROUPS

SOCRATES CAFE

SUNDAY, MAY 15 AT 2:00 P.M.

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

SOCIAL KNITWORKING

WEDNESDAY, MAY 18 AT 2:00 P.M.

Join Baldwin's Social "Knit workers" for some friendly knitting, crocheting and chatting. *Registration required.*

GREAT BOOKS DISCUSSION GROUP

MAY 4 AT 6:45 P.M.: THE ODYSSEY: BOOKS 1-12 BY HOMER

MAY 18 AT 6:45 P.M.: THE ODYSSEY: BOOKS 13-24 BY HOMER

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

THE IDEA LAB

IDEA LAB LIVE: PET THINGS WEDNESDAY, MAY 25 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.

IDEA LAB KIT: 3D PRINTED NAME LETTERS THURSDAY, MAY 26

Register by Monday, May 9 to receive your name, custom printed in exciting futuristic lettering! Use them as desktop names, frames with quotes, wall art, initials etc. Enter your custom name text when you register. **Registration required. Limit one word per person.**

FRIENDS BOOK SALE

FRIENDS USED BOOK & MEDIA SALE SATURDAY, MAY 14 • SUNDAY, MAY 15 • MONDAY, MAY 16 See baldwinlib.org/book-sales for details!

SPRING OPEN HOUSE

SUNDAY, MAY 22 FROM 2:00 TO 4:00 P.M. REMARKS AT 2:30 P.M.

Celebrate the 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, and a celebration of Martha Baldwin's induction into the Michigan Women's Hall of Fame.

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.	CLOSED : MAY 28-30: MEMORIAL DAY

* 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, MAY 16
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.

DIRECTOR'S UPDATE

THE BALDWIN PUBLIC LIBRARY IN BIRMINGHAM, MICHIGAN ENRICHES LIVES BY PROVIDING OPPORTUNITIES AND RESOURCES FOR EVERYONE TO LEARN, CONNECT, AND DISCOVER.

Strategic plans are important tools for organizations to prepare for the future, stay focused on goals, and track progress toward meeting goals. With help and input from Baldwin staff, Board members, Friends, and community members, we are now debuting our new 3-year Strategic Plan. Along with updating our mission (shown above), vision, and core values, we have set forth six overarching goals to improve our library service to you.

We've incorporated the feedback we received this year from public surveys and focus groups, but we are always ready to hear more from you! Our first goal is to make sure that our programs and services are actually what you're looking for, so when you see an opportunity to complete a survey or send us an email with feedback, please share your experience and suggestions for improvement.

Our second goal is to focus on improving the facility. Not only will we be completing the third phase of renovation with a focus on accessibility, but we are also planning ahead to ensure that we can anticipate future repairs and improvements and have savings to pay for these updates.

Third, we know that diversity, equity and inclusion are important building blocks for successful organizations. We plan to put forth even more efforts to ensure that not only are our resources, programs, and collections diverse and inclusive, but that our policies regarding personnel are, too.

Our fourth goal will focus on reaching out to partners in the community as well as people who have never used our library before. We want to do what we can to be the first place people think of when they need something. We are here to connect you to the information and resources you need.

Success at any level starts with staffing. Our fifth goal will focus on making sure our staff have the tools and resources they need to continue offering the exemplary service you've come to expect from BPL.

If staffing is key to success, a close second is financial health, which is the highlight of our final goal. We are so grateful to have the support of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. We will continue to evaluate how we're spending our budget to create a safe, comfortable, useful space, while offering in-demand collections and services.

You can read the full plan online at www.baldwinlib.org/mission. We look forward to strengthening our position in the community and being your trusted source for cultural, educational, recreational, and learning opportunities.

Rebekah Craft

Rebekah Craft, Library Director

rebekah.craft@baldwinlib.org

248-554-4681

BEHIND THE SCENES LIBRARY TOUR THURSDAY, MAY 12 AT 10:00 A.M.

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



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

LONG-RANGE BUILDING VISION

Based on feedback from Library patrons, staff, and community members, the **Baldwin Public Library** has developed a long-term vision of the Library building. The building should be a **well-designed, forward-looking, technologically advanced**, and **visually exciting space** in which to carry out **innovative library services** in the 21st century.

THE VISION INCLUDES THE FOLLOWING
THREE PHASES:



PHASE 1
ADULT SERVICES RENOVATION
(COMPLETED IN MAY 2017)

PHASE 2
**YOUTH ROOM
EXPANSION AND RENOVATION**
(COMPLETED IN AUGUST 2020)

PHASE 3
**FRONT ENTRANCE &
CIRCULATION AREA**
(PROPOSED FOR 2023-2024)



BALDWIN PUBLIC LIBRARY
WWW.BALDWINLIB.ORG • 248.647.1700



FRONT ENTRANCE & CIRCULATION AREA

EXPANSION & RENOVATION

WWW.BALDWINLIB.ORG/RENOVATION

GOALS

PHASE 3 OF LONG-RANGE

BUILDING VISION



SATISFY needs and requests shared by visitors and staff that have been collected through a variety of forums

INCREASE value that the Library delivers to residents, businesses, and visitors of all ages

ENSURE Birmingham remains competitive with other communities who have invested heavily in their libraries

STRENGTHEN Birmingham's civic center by providing an exterior that complements the existing building, Shain Park, The Community House, and the city campus

PLANNED IMPROVEMENTS

- **Expansion** of the **Front Entrance** by **2,000** square feet
- **Accessible, street-level entrance** with interior ramp and passenger elevator
- **Renovation** of **3,000** square feet of interior space
- **Exposure** of original **1927** building with new skylight
- **Energy-efficient, glare-reducing** glass from floor to ceiling
- **New furniture, flooring, and lighting**
- **New collaboration space** with cafe and restroom
- **Dedicated sale area** for the Friends of the Baldwin Public Library
- **Addition** of four new **enclosed study rooms**
- **Outdoor terrace and gardens** to visually connect with Shain Park

PROCESS

In 2021, in preparation for **Phase 3** of its long-range building vision, the **Baldwin Public Library** issued an RFP for the conceptual/schematic design of the front entrance and circulation area. **Merritt Cieslak Design** was selected to complete the work. The Library presented the initial designs to the **Birmingham City Commission** at the January 2022 long-range planning meeting. After issuing an RFP for design development and construction documents in February 2022, the Baldwin Library Board and Birmingham City Commission selected **Merritt Cieslak Design** architects to complete the design work for **Phase 3**. Construction is expected to start in **summer 2023** and be completed by **spring 2024**. The cost of the project is estimated to be \$3.5 million and will be paid for using the library's voter-approved millage.



MEMORANDUM

DATE: April 28, 2022
TO: All Boards and Committees
FROM: Mary M. Kucharek
SUBJECT: Update Concerning Open Meetings Act

This memorandum will serve as an update regarding the Open Meetings Act regarding committees and member participation.

The Open Meetings Act is a Michigan statute which basically provides that all meetings of a public body shall be open to the public and shall be held in places available to the general public. According to the Michigan Court, the intent of the Open Meetings Act is to facilitate public access and transparency to governmental decision making. The statute should be broadly interpreted, and its exemptions strictly construed. Discussions have ensued, questioning whether committees and subcommittees, which are advisory in nature, are subject to the Open Meetings Act and its regulations. In order to determine whether a meeting or situation requires regulations of the Open Meetings Act, four questions need to be asked:

1. Whether the committee or subcommittee is a public body.

According to the Open Meetings Act:

“Public body’ means any state or local legislative or governing body, including a board, commission, committee, subcommittee, authority, or council, that is empowered by state constitution, statute, charter, ordinance, resolution, or rule to exercise governmental or proprietary authority or perform a governmental or proprietary function; a lessee of such a body performing an essential public purpose and function pursuant to the lease agreement; or the board of a nonprofit corporation formed by a city under section 40 of the home rule city act.”

To simplify, a public body is a group whose work and purpose is part of the process of government. A committee or a subcommittee which has been created by recommendation, resolution or direction by the legislative body (in our case the City Commission) would be a public body.

2. Whether there is a meeting of the public body.

"Meeting" is defined in the Open Meetings Act as:

"The convening of a public body at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy."

The inquiry is whether or not, when the group of people meet, are they working towards or rendering a decision, in order to make an advisory recommendation to the legislative body? If the group is deliberating and collectively decide a recommendation, then pursuant to the Michigan Court of Appeals, it is, in fact, a meeting.

3. Whether a decision effectuating public policy will be made.

Pursuant to the Open Meetings Act, a decision is "a determination, action, vote or disposition upon a motion, proposal, recommendation, resolution, order, ordinance, bill or measure on which a vote by members of a public body is required and by which a public body effectuates the form of public policy." In *Schmiedicke v Clare School Board*, 1998, the Court of Appeals analyzed whether or not a committee was, in fact, making a "decision" according to the Open Meetings Act. The Court ruled it is important to determine if a recommendation is actually made. The recommendation is a delegation of authority to perform an act. "The focus of inquiry is the authority delegated to the committee not the authority it exercised." The Court of Appeals pointed out "the primary purpose of the Open Meetings Act is to ensure that public entities conduct all their decision making activities in open meetings and not simply hold open meetings

where rubber stamped decisions were previously made behind closed doors.” Therefore, when a subcommittee makes a recommendation, and if that subcommittee was not open to the public, it effectively forecloses any involvement by members of the public, and essentially means that the decision made by the subcommittee at a closed meeting is fait accompli. The definition of fait accompli means “a thing that has already happened or decided before those affected hear about it, leaving them with no option but to accept.”

4. Whether any exceptions are applicable.

Exceptions are listed in the Open Meetings Act with specificity.

The Attorney General of Michigan has created an *Open Meetings Act Handbook*. One paragraph in the handbook states, “Open Meetings Act does not apply to committees and subcommittees composed of less than a quorum of the full public body, if they are merely advisory and capable of making recommendations concerning the exercise of governmental authority.” I contacted the Attorney General’s Office and spoke with James Kelley, who is an expert regarding the Open Meetings Act. I asked him how that paragraph as written by Attorney General Frank Kelley in 1997, be true in light of the *Schmiedicke* case? Mr. Kelley advised the cited paragraph applies when an advisory committee is meeting and their purpose is to collect information, report and then make a recommendation to the governing body. They may do so without being an open meeting only if the recommendations that they give to the governing body, include all of the potential options available before they make a recommendation. As an example, if a committee is collecting information and then come before the governing body, and state, for instance, there were five (5) different choices to an issue, and then state, we believe choice number three (3) is the correct way to go, they may do so as long as they advise about all five (5) choices. In this example, there is not an “open meeting” because they did not make a

decision. However, if the members of the advisory committee discuss, weigh and determine ahead of time at their meeting before presenting to the governing body their choice of one option, and then they make a recommendation to the Commission and do not advise about all possible options, then they were making a "decision," and are, therefore, in violation of the Open Meetings Act.

Mr. Kelley believes the practice of failing to notice all committees, even those that are advisory in nature, is a "slippery slope." His recommendation is to notice each and every meeting that occurs, including every committee, subcommittee, ad hoc committee, etc.

It is my recommendation that the City simply notice every meeting. Notice is easily achieved by a simple posting notice on the City doors. The likelihood is participation is minimal to these meetings, but if they are noticed, there can never be an opportunity for an accusation or violation of the Open Meetings Act.

Furthermore, a question has been posed inquiring if a board member is unable to attend a board or a committee meeting in person, including public deliberating and voting on a particular issue, is there any law or rule of procedure that would allow the member to participate as a private citizen and make comments during public comment via Zoom?

The answer is "no." The Open Meetings Act, specifically MCL § 15.263(2) states absent members of a public body may only attend remotely due to active military duty or a disability that has been recognized by Title II of the ADA requiring a reasonable accommodation in order to actively participate in a public meeting. Therefore, when members of committees or boards are absent due to any other reason, no exception exists permitting them to attend, participate or vote remotely as a public body, board or committee member. While certainly board or committee members can watch remotely, no comment should be made virtually by appointed members, whether the comment is made during public comment or any other time. In fact, one should

only watch anonymously and not have their names advertised on Zoom. Courts have opined that any comment made by fellow board members can be influential and, therefore, part of the deliberative process of the public body which can only be accomplished in person. The purpose of the OMA is to ensure transparency of all decision making and deliberations of the public body.

While some board members may find this challenging, or feel that this impinges their First Amendment rights, the courts have deemed that you are still a member of the public legislative body and, therefore, cannot simply relinquish the duties you are sworn to uphold by simply saying you are only speaking as a private citizen.

In conclusion, I recommend that absent board members simply watch the meeting of their public board or committee, if possible. It is the best practice for all board and committee members to not speak remotely when they are absent so as to avoid a potential OMA violation, keeping in mind that an OMA violation is a criminal misdemeanor under Michigan law.

Local comic book artist teaches teens how to draw manga

Published on April 27, 2022, 11A, The Eagle's News & Notes

BIRMINGHAM-BLOOMFIELD EAGLE, April 27, 2022 — 11A

LOCAL COMIC BOOK ARTIST TEACHES TEENS HOW TO DRAW MANGA

BIRMINGHAM — Teens are invited to the Baldwin Public Library 7-8:30 p.m. April 28 to learn how to draw their own manga. The program will meet in person and will be taught by local comic book artist Kamron Reynolds.

Reynolds works under the name Kam Komiks and creates unique artwork through his own personal style. In his philosophy statement on his website, he expresses the importance of diversity in manga by creating characters from all backgrounds, with depth. He said in his statement that he believes the only way to achieve this diversity is by encouraging diverse artists to create content.

In this program, teens will learn the fundamentals of cartooning and comic books. Participants will learn how to draw characters, faces, backgrounds, lettering and more. This event is free, and teens can register on the Baldwin Public Library website.

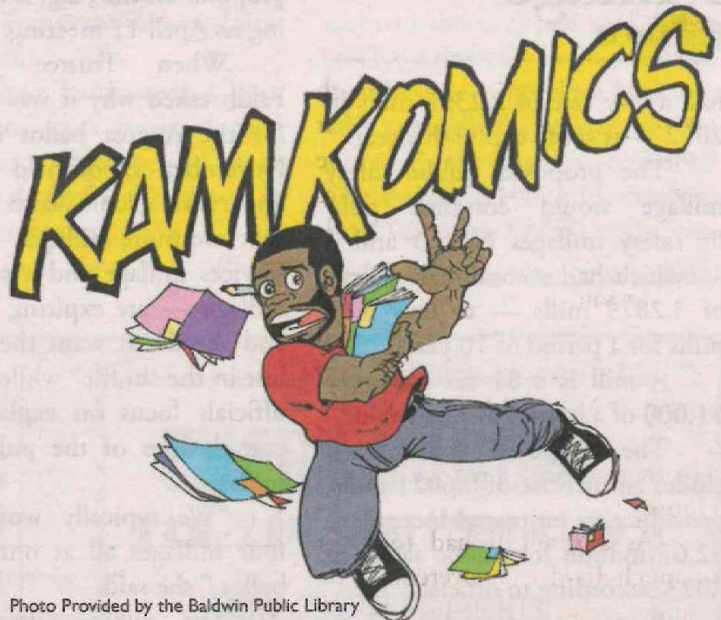


Photo Provided by the Baldwin Public Library

Birmingham DPS Open House, parade return

Published on May 6, 2022

Two beloved traditions are returning to Birmingham after the long COVID-19 hiatus, the Department of Public Services Open House and the Celebrate Birmingham Hometown Parade, where guests of all ages can enjoy free, family-friendly community events.

The Department of Public Services (DPS) will host its annual open house on Saturday, May 14, from 10 a.m. until 2 p.m. at the DPS facility, which is located at 851 S. Eton Street. This annual event is a family favorite with loads of DPS trucks and equipment on display, informational exhibits and complimentary grilled hot dogs and other refreshments.

The open house coincides with National Public Works Week, May 15-21. This year the theme is "Ready and Resilient," highlighting the ability of public works professionals to perform their duties while being ready at a moment's notice to react to emergencies or as first responders during natural disasters. Public works heroes help keep communities strong by providing infrastructure services in water, sewer, streets, public buildings and spaces, parks, forestry and grounds, along with emergency management.

There is no on-site parking available for the DPS Open House. Visitors may park at the Birmingham Ice Sports Arena at 2300 East Lincoln Street or utilize available on-street parking nearby.

The Celebrate Birmingham Hometown Parade, presented by Bank of Ann Arbor - Birmingham, will march through town on Sunday, May 15, starting at 1 p.m.

The parade, which features local businesses, civic groups and organizations, will begin near Booth Park and travel south along N. Old Woodward Avenue, west along Maple Road and finally south along Bates Street before ending in Shain Park.

Find a spot along the route to enjoy the parade featuring public safety vehicles including an antique fire engine courtesy of the Bill and Carol Olsen family, unicyclists from the Redford Township Unicycle Club, the Baldwin Public Library, Birmingham Family YMCA, Village Youth Theatre, local businesses and many others.

Following the parade, there is a community celebration at Shain Park with free activities including face painting, mini train rides, a bounce house, crafts and entertainment until 4:00 p.m. A hot dog stand and ice cream truck will have items available for purchase during the event.

Parking is available at the city's parking structures, which are free all day.

Baldwin Library strategic plan update focuses on inclusion, technology

Birmingham-Bloomfield Eagle, May 11, 2022 --- 1A, 29A

Baldwin Library strategic plan update focuses on inclusion, technology

BY MARY GENSON
 mgenson@candnews.com

BIRMINGHAM — The Baldwin Public Library has finalized and approved its strategic plan for 2022-25.

The previous strategic plan was built from scratch by the library board in 2011, and they have used it for the last 10 years. Library board member Jim Suhay was on the board that developed the last strategic plan, and he is now on

the Building, Finance and Strategic Planning Committee.

He said the first plan “stood the test of time” for many years, but now an update is necessary to catch up with more advanced tech-

See LIBRARY on page 29A



The Baldwin Public Library has approved a new strategic plan that focuses on inclusion and technology, among other priorities.
 Photo provided

www.candnews.com

Library

from page 1A

nology and customer needs.

The old strategic plan is laid out before board members at the beginning of each meeting to remind them of their core values and strategic goals.

Suhay said he looks at it as a “roadmap” for the future, offering guidance on how they can accomplish their mission.

Intellectual freedom, equitable and inclusive access, education and lifelong learning, innovation, a welcoming environment, integrity, collaboration, and a commitment to excellence are the eight core values in the new strategic plan.

For library board Secretary Karen Rock, collaboration stands out as an especially important core value listed in the plan.

“I think libraries have become really important in communities, whether they are gathering points or they’re bringing their services to other organizations,” Rock said.

The Baldwin Public Library

works with various community organizations within its facilities and programs. They have an area where organizations can put their flyers, and many community organizations, such as the Daughters of the American Revolution, use the meeting rooms.

Two of the services that Suhay said he is most proud of are their overall customer service and their welcoming environment.

“Our customers have told us that we have really good customer service and that we are a welcoming environment, but we thought that that could be improved even more,” Suhay said. “It’s always good to work on your strengths and make your strengths even stronger.”

Diversity and equity are among the strategic goals of the library. The Inclusion, Diversity, Equity, Access Committee is working on several projects involving diversity and inclusion.

The library has used monthly thematic calendars to promote diversity and inclusion and to celebrate featured groups each month. March’s calendar recognized Women’s History Month, and April’s

calendar promoted Autism Appreciation Month.

The library also plans to update its job applications to make sure it is inclusive to everyone.

“I think the library should be meeting everybody’s needs and not just focusing on just teens or focusing on just adults. It’s a whole community,” Rock said.

Facilities and technology are another main focus that the library is working on. As technology advances, Suhay said, they try to provide the best equipment they can for the community.

To meet the needs of the changing population, the board plans to receive feedback from the community about their wants and needs and adjust their services accordingly. They also plan to create a technology plan to support existing programs.

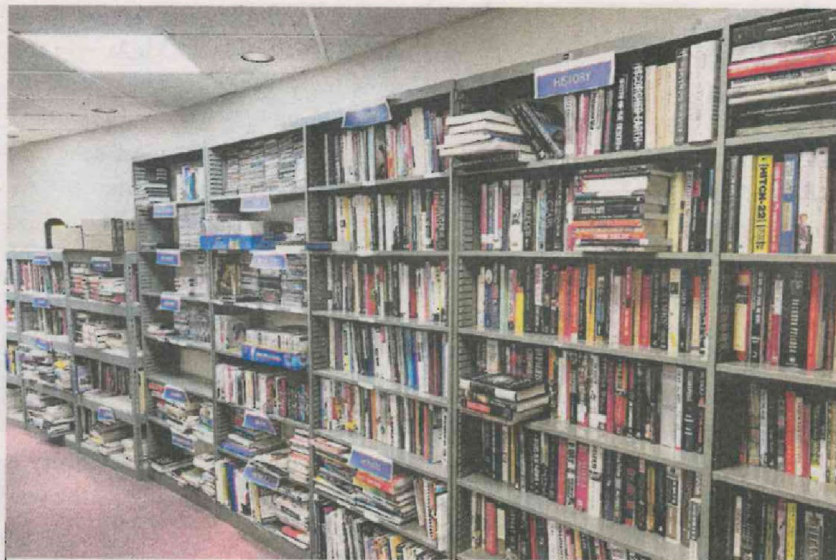
“We want to meet our customers’ needs and patrons’ needs. We can’t expect them to come to us. We have to go to them sometimes,” Suhay said.

The new strategic plan will be on the library board agenda packets each meeting to guide them through the development of the library.

Friends of the Baldwin Public Library hosts used book and media sale

Birmingham-Bloomfield Eagle, May 11, 2022 --- 9A

BIRMINGHAM-BLOOMFIELD EAGLE, May 11, 2022 — 9A



Friends of the Baldwin Public Library hosts used book and media sale

BIRMINGHAM — Stop by the lower level of the Baldwin Public Library May 14-16, for the Friends of the Baldwin Public Library used book and media sale.

The event will run 10 a.m.-4 p.m. May 14, noon-4 p.m. May 15 and 10 a.m.-noon May 16.

All proceeds of the book sale will be put towards the many different programs and services offered by the library.

"The Friends of the BPL May book sale has been a traditional highlight of springtime in Birmingham; it's another sign that we are 'getting our groove' back," said Friends of the BPL President Ryndee Carney. "With the return of the Celebrate Birmingham Hometown Parade, it will be a fun weekend downtown. We're looking forward to seeing lots of customers shop our large selection of new inventory that has come in since our February pop-up sale."

Among the many used books and media that will be at the sale, there will be lightly used paperback and hardcover books, DVDs and CDs.

Celebrate Birmingham Hometown Parade brings together community

Birmingham-Bloomfield Eagle, May 11, 2022 --- 9A



Photo provided by the City of Birmingham

Celebrate Birmingham Hometown Parade brings together community

BIRMINGHAM — Bank of Ann Arbor will present the Celebrate Birmingham Hometown Parade at 1 p.m. Sunday, May 15.

Local businesses and organizations will march in the parade, which will start near Booth Park. The parade will end in Shain Park after going south along North Old Woodward Avenue, west along Maple Road and then south along Bates Street.

Bill and Carol Olsen will be driving the 1924 American LaFrance fire engine that they recently donated to the city.

Unicyclists from the Redford Township Unicycle Club will be in the parade, along with several other organizations, including the Baldwin Public Library, the Birmingham Family YMCA, the Village Youth Theatre and more.

After the parade, there will be free activities in Shain Park, including face painting, mini train rides, a bounce house, food vendors, crafts and entertainment. This celebration will run until 4 p.m. There will be free parking at structures on North Old Woodward, 333 North Old Woodward Ave.; Chester Street, 180 South Chester St.; and Pierce Street, 333 Pierce St.

Beverly Hills Lions Club celebrates 50 years

Published on April 20, 2022 by Mary Genson



The Memorial Day parade is one of the longest-running events the Beverly Hills Lions Club has been involved with. This year will be their 38th year doing the parade. *Photo provided by the Lions Club.*

BEVERLY HILLS — The origins of the Beverly Hills Lions Club began with 30 charter members who would meet on Thursday evenings at Uncle John's Pancake House in Birmingham.

Some of the first service initiatives of the Beverly Hills Lions Club included assisting the Woman's Club with their events and participating in their Fourth of July and Memorial Day parades. They also provided eyeglasses drop-off containers at various collection locations throughout the community and sponsored two Little League teams.

Within the first 25 years, the Beverly Hills Lions Club became a co-sponsor of the Halloween Hoot for children and participated in other causes throughout the community. They also focused on recruiting members for the club.

They celebrated their 25th anniversary at Picano's Restaurant on June 12, 1997, with the four remaining original charter members at the time — Tom Alexander, Jack Duffy, Walt Kouba and Clemens Nowak — in attendance.

This year, on April 22, the Beverly Hills Lions Club will celebrate 50 years at Fern Hill Golf Club. Unfortunately, the last original member, Nowak, passed away in April 2021.

"On the 50th we want to celebrate our sponsors and the people who donate, because without them, obviously, our efforts would go nowhere," Beverly Hills Lions Club President Pat Wojas said.

One of the major initiatives the Beverly Hills Lions Club has championed for years is charities supporting the blind and visually impaired.

Between 2020 and 2022, the Beverly Hills Lions Club donated \$6,000 towards Leader Dogs for the Blind and \$4,000 to the Penrickton Center for Blind Children. Other eyesight-related charities they contribute to include Seedlings Braille Books for Children, Eversight and Project Kidsight.

For Project Kidsight, they conduct monthly vision testing at the Baldwin Public Library in Birmingham. They stopped doing this for a couple of years due to the pandemic, but they are starting back up again.

Other community activities they participate in include Beverly Hills park cleanups, the Beverly Hills Lions Memorial Day Fun Run/Walk and the Adopt-a-Road cleanups.

In 2020-22, sources of income for the Beverly Hills Lions Club include candy cane and white cane drives, and a fun run/walk, which bring a total income of \$22,091. All of these funds were either distributed to charities or their \$2,000 scholarship program.

"We appreciate all their work, so we're excited for their 50th anniversary," Beverly Hills Village Clerk Kristin Rutkowski said.

Something the Beverly Hills Lions Club is proud of is their 13 Melvin Jones Fellows and two Progressive Melvin Jones Fellows. This is an honor bestowed when someone is nominated by their club and chosen by Lions Clubs International.

"It is considered quite an honor to achieve that and as a club; to have that many Melvin Jones Fellows is pretty neat and somewhat of a rare thing, so we are proud of that," Beverly Hills Lions Club Secretary Dave Stein said.

"On behalf of the entire Beverly Hills Community, thank you Lions Club for your service," Rutkowski said.

The New York Times

Why Libraries May Never Stop Being People Places

Redesigned buildings with outdoor gathering areas were underway before Covid hit. Now, they look like 20/20 foresight.

Published on April 21, 2022 | By Karrie Jacobs



A curbside reading room outside the Crown Heights branch of the Brooklyn Public Library. *Gregg Richards*

As the first winter of the pandemic drew to a close, someone in my Twitter feed enthused about an app called [Libby](#) that made it especially easy to borrow and read library books. I downloaded it, input my New York Public Library card number and proceeded to binge. I devoured everything by and about Isaac Babel, who wrote stories based on his life in early-20th-century Odessa, and all of Mick Herron's Slough House books, about a group of sad, incompetent British spies.

Libby was created by OverDrive, a Cleveland-based company that digitizes books and other publications and distributes them to 90 percent of North American libraries. The app debuted in 2017 but, no surprise, had its biggest bump in growth in 2020, a 33 percent increase in circulation compared with 2019. What distinguishes Libby from other library apps, like the New York Public Library's [SimplyE](#), is that it allows you to read on a Kindle (instead of, say, your phone). And it has a definite style, minimalist and sweet.

Libby suggests, intentionally or not, that public libraries, the actual buildings, are no longer necessary, that libraries have become — like everything and everyone else — place-less purveyors of content.

But if during the past couple of years you replaced in-person library visits with an app, you may be missing out. What many public libraries have done, despite Covid and *because* of it, is consciously enhance their physical presence on the street and in the neighborhood.



Excerpts from the opera “A Marvelous Order,” about Jane Jacobs and Robert Moses, were performed on the plaza in front of the Central Library in Brooklyn in October. *Gregg Richards*

My own heightened appreciation of the non-virtual library began one chilly evening last October. I attended a performance of excerpts from a new opera called “[A Marvelous Order](#),” about the critic Jane Jacobs and her urban planning nemesis, Robert Moses, in essence, an opera about the value of public space. Appropriately, it was staged on the broad steps and fan-shaped plaza in front of Brooklyn’s Art Deco-style Central Library, with the composer, Judd Greenstein, conducting a small ensemble of musicians and singers and with animated graphics by Joshua Frankel projected on either side of the library’s ornate front entrance.

The plaza in front of the Central Library is probably the best outdoor space in Brooklyn’s library system (which is separate from the New York Public Library system). Most of Brooklyn’s 61 libraries, including its [Carnegie buildings](#), dating from the early 20th century, lack any kind of useful, accessible exterior space. Or so it seemed.

But in January 2020, the library’s chief strategy officer, David Giles, working with a team that included Annie Barrett of Aalso Architects, embarked on a meticulous study called “Activating Exteriors,” to forge, in Ms. Barrett’s words, a “connection between a civic institution and its neighborhood.” The idea, initially, was to find ways to remove fences and other obstructions that rendered the libraries’ grounds inaccessible to the public.

A few months after Covid hit, the long-term project was transformed into what Ms. Barrett called a “deployable strategy.” Said Mr. Giles, “We pushed into tactical mode.”

The library decided it had to move at least some of its services outdoors. Even though the libraries were closed, the Wi-Fi was left on and, over time, the Brooklyn Public Library installed signal-boosting antennas atop most branches so that New Yorkers who lack home internet connections could have access to the web from outside. Then, at 30 or so branches, they positioned groups of cafe tables and

chairs, plus the occasional book cart, wherever they would fit, on sidewalks or on narrow strips of grass.

But the boldest move was the invention of the “Roadway Reading Room,” designed by Ms. Barrett and her firm, and based on the city Department of Transportation’s standards for restaurant “streeteries.” These little structures were intended to embody the gravitas associated with public libraries and also a whiff of grandeur. “We weren’t going to do things like string party lights across the sidewalk,” Ms. Barrett recalled.



Outdoor seating at the Roadway Reading Room outside the Kensington branch of the Brooklyn Public Library attracted both library patrons and passersby. *Mary Kang*

The elemental sheds, with distinctive, barrel-vaulted roofs, were fabricated by Bednark Studio, a firm at the Brooklyn Navy Yard, painted an eye-catching electric blue and deposited curbside in front of the Kensington, Crown Heights and Walt Whitman (Fort Greene) branches. According to Mr. Giles, the outdoor seating attracted both regular library patrons and random people looking for a spot to rest. Occasionally, police officers would use the tables to eat lunch, and, he told me, “in Brighton Beach, people would play chess.”

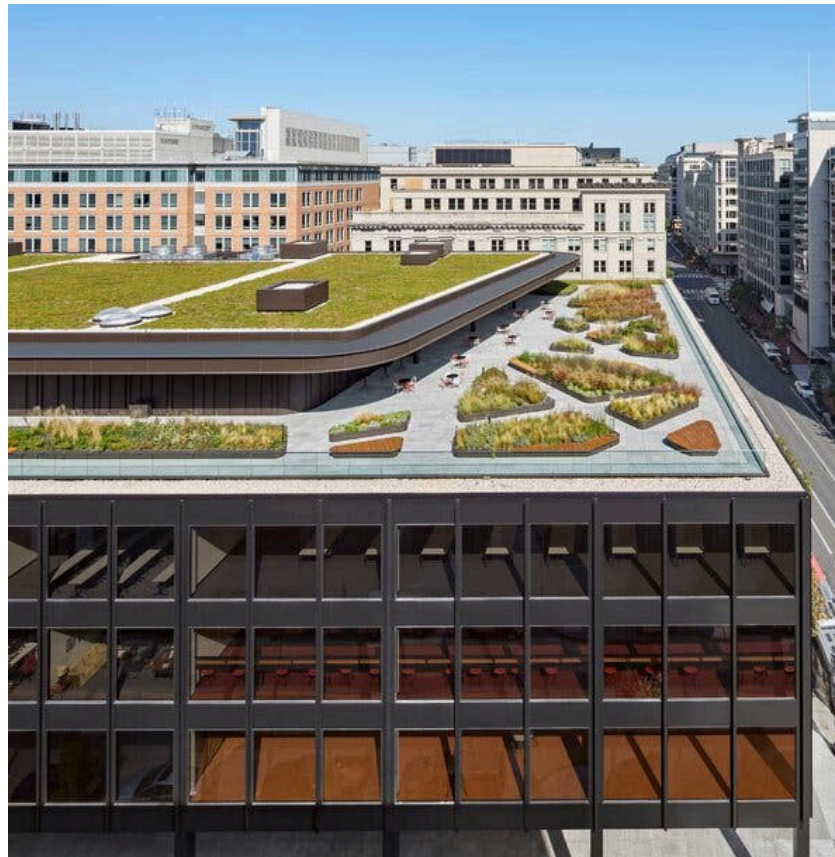
The outdoor reading rooms were a bit neglected by the time I visited Walt Whitman in February; the chairs and tables had been removed and the structure was hemmed in by illegally parked cars. But the idea they represent — reinvention of the public library as a free-form community hub — continues to evolve. And, as it happens, this evolution is what positioned some libraries to function especially well during the pandemic.

The new Greenpoint Library and Environmental Education Center, for example, funded in part by a \$5 million grant from the settlement for ExxonMobil’s massive Newtown Creek oil spill, was conceived as a disseminator of environmental awareness and knowledge. When it first opened in September 2020, it could offer books only on a “grab and go” basis. But the design for its environmental mission, by the architecture firm Marble Fairbanks and landscape architecture firm SCAPE, provided an unusual amount of outdoor space, including a rooftop “reading garden” (with bleachers for the readers and shrubbery for the birds) and a second rooftop lined with planters where community members could learn to cultivate vegetables and flowers.

“From the beginning we were investigating all the different ways that outdoor space would be used by the community,” said the architect Karen Fairbanks. The rooftop spaces have been well used over the past year and a half for events including evening stargazing and workshops on subjects like technology for teens and sewing.



The roof garden at the Martin Luther King Jr. Memorial Library in Washington, D.C., opened in 2020. *Mecanoo*



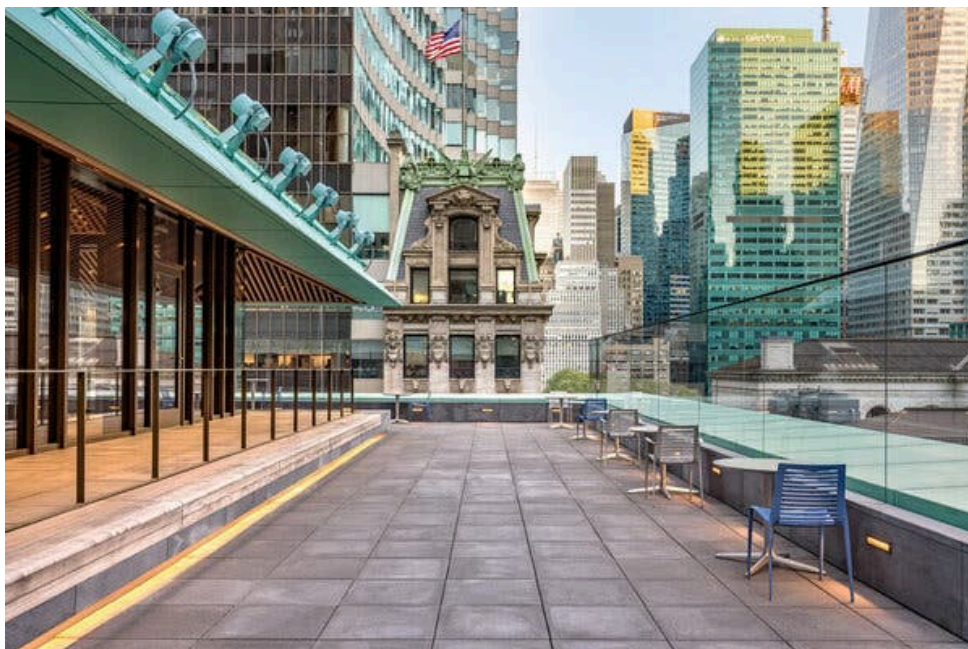
The garden at the Martin Luther King Jr. Memorial Library sits atop a renovated Mies van der Rohe building. “It’s been by far the best-used part of the building,” the executive director of Washington’s libraries said. *Robert Benson*

That the roof deck became a public library status symbol during a period when we could only safely gather outdoors is a happy accident. In Washington, D.C., for instance, the Dutch architecture firm Mecanoo included a spacious roof garden in its renovation plans for the central branch of the city's Martin Luther King Jr. Memorial Library, a hard-edge 1972 Ludwig Mies van der Rohe building. Those plans were completed in 2016. The rooftop terrace, however, with its verdant landscape of wild grasses and flowers, made its public debut in September 2020. "It's been by far the best used part of the building," said Richard Reyes-Gavilan, executive director of the city's libraries.

The King roof deck is, at once, a place to temporarily escape the constraints of the virus and evidence of an underlying trend, Mr. Reyes-Gavilan said. "Libraries have been trying to figure out ways to make their buildings less transactional. We want people to come and stay for long periods of time to see the library as their co-working space or their third place."



The Stavros Niarchos Foundation Library seen from the Fifth Avenue steps of the main New York Public Library.
John Bartelstone



The renovated rooftop of the Stavros Niarchos Foundation Library offers a place in the middle of Manhattan where you can sit quietly and read, or drink coffee. *Max Touhey*

Mecanoo (working with New York's Beyer Blinder Belle Architects and Planners) also included a roof deck in its redesign of the long-neglected Mid-Manhattan Library, now renamed (for the project's biggest donor) the Stavros Niarchos Foundation Library. On my first visit, on a warm autumn afternoon, I was astonished by the generosity of the concept: It is a public rooftop in the middle of Manhattan where you can sit quietly and read, or drink coffee (there's a branch of Amy's Bread), for as long as you'd like.



A rendering of the reading room at the Beijing Sub-Center Library. It will encompass more than four acres of glass-enclosed terrain supported by columns that the architects liken to ginkgo trees. *Plomp*

"I would like to say that we were brilliant and foresaw Covid," Iris Weinshall, the New York Public Library's chief operating officer, told me. Instead the roof deck emerged from community gatherings where attendees argued for more and better meeting and event space.

Mecanoo's founding partner and creative director, Francine Houben, was offended by the American habit of wasting precious roof space on noisy HVAC systems. The architect worked with her team to devise an oddly shaped container in copper-patina green, known as the "wizard's hat," to hide and muffle all the machinery, thereby liberating the roof "for the people."

Of course, all of these efforts to expand the reach of the public library have been relatively modest. Elsewhere in the world, the notion that libraries are synonymous with openness has inspired bolder gestures.

The most spectacular (and, arguably, most conflicted) example may be the reading room of the Beijing Sub-Center Library designed by the Norwegian firm Snohetta. Currently under construction, this indoor space encompasses more than four acres of undulating, glass-enclosed terrain supported by columns that the architects liken to ginkgo trees. Picture Zion National Park, but with tiers of bleachers rather than rock formations. "It's really designed to be a piece of nature," observed Snohetta's partner, Robert Greenwood. "It's just so big that it feels like you are out in a valley; you're on a hillside."

As Mr. Reyes-Gavilan put it about the King Memorial Library roof deck, "When I'm up there on a warm day like today, people are so thankful that such a space exists." Or, as Ms. Houben, who argues that every library needs a garden, suggested, "A library should be so nice that you bring your own book, right?"

Karrie Jacobs is a New York-based writer specializing in architecture, design and urbanism.

A version of this article appears in print on April 24, 2022, Section F, Page 11 of the New York edition with the headline: Libraries Are Still People Places.

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 April 18, 2022 minutes p. 80

B. Acceptance of the April 2022 receipts of \$12.81 p. 90

C. Approval of the April 2022 disbursements of \$5,072.94 p. 91

II. New and Miscellaneous Business

A. Transfer of money from Endowment funds for current expenditure p. 83

Suggested motion: To transfer \$61,124.82 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$61,124.82 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.

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.

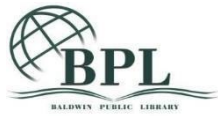
IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, June 20, 2022

Motion: To adjourn the May 16, 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 session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un día antes de la reunión para solicitar ayuda a la movilidad, visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).



**BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
April 18, 2022**

1. Call to Order

The meeting was called to order by President Frank Pisano at 8:52 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 Mark

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:** Trust performance was reviewed with the adviser at Raymond James during the last Finance Committee Meeting on April 11. He did not recommend any major changes at this time, but will make some recommendations to Craft to be relayed to the Board.

Mark inquired whether the Finance Committee should meet with the adviser from Raymond James more frequently, with increasing inflation and world events creating short and long term uncertainty. Pisano relayed that the Finance Committee typically meets in person with Raymond James twice a year, but the new adviser is amiable to meeting more frequently if necessary.

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

5. Adjournment:

Motion: To adjourn the meeting.

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: Suhay.

The motion was approved unanimously. The meeting was adjourned at 8:59 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: April 2022

April receipts totaled \$12.81. April disbursements totaled \$5,072.94.

The current value of the Trust is \$2,137,827.34, divided up in the following way:

	June 2021 - EOY	April 2022
Total endowment investments*	\$ 1,384,951.27	\$ 1,176,298.93
Endowment funds distributed for use	\$ 164,573.68	\$ 118,676.33
Total endowment funds	\$ 1,549,524.95	\$ 1,294,975.26
General spendable funds	\$ 360,367.54	\$ 351,150.13
Van Dragt fund	\$ 218,084.39	\$ 121,208.20
Building fund	\$ 345,470.42	\$ 327,780.08
Restricted funds**	\$ 22,369.64	\$ 17,990.13
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	\$ 842,852.08
Total endowment funds	\$ 1,549,524.95	\$ 1,294,975.26
Total non-endowment funds	\$ 969,054.33	\$ 842,852.08
Total of all Trust funds	\$ 2,518,579.28	\$ 2,137,827.34

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

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

As of April 2022, the amount of money in the Trust that is undesignated stands at \$429,278.83

Calculation of Potential Spending from Baldwin Public Library Trust Endowment Funds at 4/30/2022

Weighted Value of Endowment Market Value over Five-Year Period:									
Date		4/30/2018	4/30/2019	4/30/2020	4/30/2021	4/30/2022	Totals		
Value at April 30 of Year		\$1,157,174.14	\$1,160,690.15	\$1,038,566.95	\$1,413,888.97	\$1,176,298.93			
Adjustments for Donations to Endowments:									
(Add Gifts to Prior Years' Market Values)									
4/30/2020		\$17,600.00	\$17,600.00						
4/30/2021		\$28,890.30	\$28,890.30	\$28,890.30					
4/30/2022		\$1,713.70	\$1,713.70	\$1,713.70	\$1,713.70				
Adjusted Values		\$1,205,378.14	\$1,208,894.15	\$1,069,170.95	\$1,415,602.67	\$1,176,298.93			
Weight per Year		10%	15%	20%	25%	30%			100%
Weighted Values		\$120,537.81	\$181,334.12	\$213,834.19	\$353,900.67	\$352,889.68			\$1,222,496.47
Weighted Value of Endowment Market Value over Five-Year Period									\$1,222,496.47
Calculated Maximum Possible Withdrawal (5% of Weighted Value of Endowment Market Value)									5% \$61,124.82
Principal of Endowments									\$867,113.98
"Principal of Endowments" Plus 5%									105% \$910,469.68
Value of Endowment Funds on 4/30/2022									\$1,176,298.93
Less Maximum Possible Withdrawal									\$61,124.82
Value of Endowment Funds on 4/30/2022 after Maximum Possible Withdrawal									\$1,115,174.11
Since the calculated maximum withdrawal will still leave the endowment value above the principal plus 5%, it is permissible.									
Recommended Withdrawal from the Endowment									\$61,124.82
From the Baldwin Public Library Trust Investment Policy, last updated on 10-15-12: "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."									

**BALDWIN PUBLIC LIBRARY TRUST
FISCAL 2021/22
ENDOWMENT INTEREST ALLOCATION**

		\$ 61,124.82 0.0519637	
<u>NAME</u>	<u>PURPOSE</u>	<u>VALUE AS OF APRIL 30, 2022</u>	<u>% OF VALUE</u>
Frances Balfour	Adult Reading	\$ 13,918.95	\$ 723.28
Gladys E. Brooks	Large Print Books/Senior Citizens	\$ 57,676.44	\$ 2,997.08
Jane Cameron	Adult Programs/Writers Live	\$ 91,564.25	\$ 4,758.02
Jane Martin Clark	Baldwin Public Library	\$ 6,959.47	\$ 361.64
Jan Coil	Baldwin Public Library	\$ 14,491.95	\$ 753.06
Aubrey & Grace Flood	Youth Services	\$ 6,959.47	\$ 361.64
Paul R. Francis	Staff Appreciation	\$ 13,117.47	\$ 681.63
Friends of the Library	Library Collections	\$ 44,540.93	\$ 2,314.51
Priscilla Goodell	Baldwin Public Library	\$ 158,284.11	\$ 8,225.02
Emmelene Hornac	Youth Services & Adult Reading	\$ 69,594.81	\$ 3,616.40
H. G. Johnston	Reference Collection	\$ 8,787.32	\$ 456.62
Bob & Jean Kelly	Youth Services Programs	\$ 14,023.46	\$ 728.71
William Kernan, Jr.	Library Collections	\$ 34,797.43	\$ 1,808.20
Merle L. Roninger	Reference Collection	\$ 349,132.68	\$ 18,142.22
Rosso Family Foundation	Baldwin Public Library	\$ 13,918.97	\$ 723.28
Marion G. Sweeney	Youth Services	\$ 14,880.04	\$ 773.22
Stephen Vartanian	Audio Visual Material	\$ 13,918.97	\$ 723.28
Clarice G. Taylor	Professional Development	\$ 85,505.12	\$ 4,443.16
Eric & Julie Gheen	Adult Reading Print Books	\$ 13,095.89	\$ 680.51
Ileane Thal	Baldwin Public Library	\$ 50,238.65	\$ 2,610.59
Judith Nix	Youth & Adult Programs	\$ 19,384.44	\$ 1,007.29
MAF-Rae Dumke	Architecture Books	\$ 13,141.36	\$ 682.87
Linne Underdown Hage Forester	Professional Development	\$ 37,465.31	\$ 1,946.84
Richard & Mary Henne Book Fund	Adult Reading Books	\$ 10,833.27	\$ 562.94
Douglas R. Koschik	Building Improvements	\$ 20,068.17	\$ 1,042.82
		<u>\$ 1,176,298.93</u>	<u>\$ 61,124.82</u>
General			
Jane Martin Clark		\$ 6,959.47	\$ 361.64
Jan Coil		\$ 14,491.95	\$ 753.06
Priscilla Goodell		\$ 158,284.11	\$ 8,225.02
Rosso Family Foundation		\$ 13,918.97	\$ 723.28
Ileane Thal		\$ 50,238.65	\$ 2,610.59
			<u>\$ 12,673.59</u>
Staff Appreciation - Paul R. Francis			
		\$ 13,117.47	\$ 681.63
Adult Department			
Frances Balfour		\$ 13,918.95	\$ 723.28
Friends of the Library		\$ 22,270.47	\$ 1,157.26
Eric & Julie Gheen		\$ 13,095.89	\$ 680.51
Richard & Mary Henne		\$ 10,833.27	\$ 562.94
Emmelene Hornac		\$ 34,797.41	\$ 1,808.20
William Kernan, Jr.		\$ 17,398.72	\$ 904.10
			<u>\$ 5,836.28</u>
Adult Large Print - Gladys E. Brooks			
		\$ 57,676.44	\$ 2,997.08
Adult Programs/Writers Live			
Jane Cameron		\$ 91,564.25	\$ 4,758.02
Judith Nix		\$ 9,692.22	\$ 503.64
			<u>\$ 5,261.66</u>
Adult AV - Stephen Vartanian			
		\$ 13,918.97	\$ 723.28
Adult Reference			
H. G. Johnston		\$ 8,787.32	\$ 456.62
Merle L. Roninger		\$ 349,132.68	\$ 18,142.22
			<u>\$ 18,598.84</u>

**BALDWIN PUBLIC LIBRARY TRUST
FISCAL 2021/22
ENDOWMENT INTEREST ALLOCATION**

Adult Architecture - MAF-Rae Dumke	\$	13,141.36	\$	682.87
Youth Department				
Aubrey & Grace Flood	\$	6,959.47	\$	361.64
Friends of the Library	\$	22,270.47	\$	1,157.26
Bob & Jean Kelly	\$	14,023.46	\$	728.71
Emmelene Hornac	\$	34,797.41	\$	1,808.20
William Kernan, Jr.	\$	17,398.72	\$	904.10
Marion G. Sweeney	\$	14,880.04	\$	<u>773.22</u>
			\$	5,733.13
Youth Programs - Judith Nix	\$	9,692.22	\$	503.64
Professional Development				
Clarice G. Taylor	\$	85,505.12	\$	4,443.16
Linne Underdown Hage Forester	\$	37,465.31	\$	<u>1,946.84</u>
			\$	6,390.00
Building Fund - Douglas R. Koschik	\$	20,068.17	\$	1,042.82
Total	\$	1,176,298.93	\$	61,124.82

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of April 30, 2022

<u>Index</u>	<u>2022: YTD</u>	<u>2021: Entire Year</u>
S&P 500-Equity Benchmark (75%)	-9.98%	20.17%
Global Aggregate-Bond Benchmark (25%)	-0.34%	-0.12%
Blended Return of Both Benchmarks*	-10.32%	20.05%
Baldwin Endowment Funds' Portfolio	-15.70%	9.73%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-5.38%	-9.29%

*Since November 2017, the blended return has been calculated according to the Baldwin Endowment Funds' allocation of 75% equities and 25% fixed income, cash, and cash alternatives.

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Huntington Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of April 30, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,190,130.93
Raymond James General Funds Account	\$640,863.58
Huntington Bank Checking Account	\$3,720.66
Huntington Bank Money Market Account	<u>\$303,112.17</u>
Total	\$ 2,137,827.34

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

Investment and Cash Report								
	Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value
	03/31/22							04/30/22
Huntington Bank Checking:								
Endowment Money	\$0.00	\$0.00	\$0.00	\$1,135.38	\$46,169.35	\$1,135.38		\$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	\$2,244.00	\$96,876.19	\$2,244.00		\$0.00
Restricted Funds	\$3,720.50	\$0.16	\$1.02	\$1,693.56	\$31,596.97	\$1,693.56		\$3,720.66
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Subtotal - Restricted Funds	\$3,720.50							\$3,720.66
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$6,786.21	\$0.00		\$0.00
TOTAL	\$3,720.50	\$0.16	\$1.02	\$5,072.94	\$181,838.90	\$5,072.94	\$0.00	\$3,720.66
Huntington Bank Money Market:								
Endowment Budgeted Funds	\$121,317.60	\$0.00	\$272.00			\$0.00	(\$1,135.38)	\$120,182.22
Endowment Investment Funds	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00			\$0.00	\$7.24	\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
Building Fund	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
Van Dragt Fund	\$123,452.20	\$0.00	\$0.00			\$0.00	(\$2,244.00)	\$121,208.20
Restricted Funds	\$24,825.01	\$0.00	\$29,587.82			\$0.00	(\$1,693.56)	\$23,131.45
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00			\$0.00	\$0.00	\$516.43
General Spendable Funds	\$38,053.98	\$12.65	\$15,268.04			\$0.00	\$0.00	\$38,066.63
TOTAL	\$308,172.46	\$12.65	\$45,127.86	\$0.00	\$0.00	\$0.00	(\$5,072.94)	\$303,112.17
Raymond James & Associates:								
Endowment Fund Investments	\$1,216,538.68	\$0.00	\$0.00			\$0.00	\$0.00	\$1,119,899.66
Endowment Cash	\$71,836.72	\$0.00	\$225.00			\$0.00	\$0.00	\$70,231.27
Sub-total Endowment Funds	\$1,288,375.40	\$0.00	\$225.00			\$0.00	\$0.00	\$1,190,130.93
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00			\$0.00	\$0.00	\$375.96
General Spendable Mutual Funds	\$331,257.54	\$0.00	\$0.00			\$0.00	\$0.00	\$313,065.89
General Spendable Building Mutual Funds	\$346,355.91	\$0.00	\$0.00			\$0.00	\$0.00	\$327,421.73
Sub-total General Spendable Funds	\$677,989.41	\$0.00	\$0.00			\$0.00	\$0.00	\$640,863.58
TOTAL	\$1,966,364.81	\$0.00	\$225.00			\$0.00	\$0.00	\$1,830,994.51
Total All Funds	\$2,278,257.77	\$12.81	\$45,353.88	\$5,072.94	\$181,838.90	\$5,072.94	(\$5,072.94)	\$2,137,827.34

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
APRIL 30, 2022**

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
APRIL 30, 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 04/30/22
Gift & Tribute Funds	Purpose	03/31/22	Revenue	Revenue	Expense	Expense			Value	
General Spendable Funds		\$369,329.14	\$12.65	\$15,268.04	\$0.00	\$6,786.21			(\$18,191.66)	\$351,150.13
Restricted Funds:										
Building Fund										
Van Dragt Fund		\$346,714.25	\$0.00	\$0.00	\$0.00	\$0.00			(\$18,934.17)	\$327,780.08
Memorials/Tributes		\$123,452.20	\$0.00	\$0.00	\$2,244.00	\$96,876.19				\$121,208.20
2012 Books & Bites at Baldwin Fundraiser		\$11,256.83	\$0.16	\$2,806.02	\$0.00	\$66.89				\$11,256.99
2013 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2015 Books & Bites at Baldwin Fundraiser		\$7.24	\$0.00	\$0.00	\$0.00	\$410.18				\$7.24
Covid Project		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$1,418.28	\$0.00	\$11,090.00	\$580.38	\$10,620.81				\$837.90
	Young Adult Programs	\$1,051.18	\$0.00	\$3,551.62	\$347.19	\$4,541.25				\$703.99
	Youth Services Programs	\$1,229.13	\$0.00	\$7,680.00	\$736.41	\$11,944.16				\$492.72
	Outreach & Equipment	\$4,204.44	\$0.00	\$2,500.00	\$29.58	\$4,423.86				\$4,174.86
	Sub-total Restricted	\$489,849.98	\$0.16	\$27,627.64	\$3,937.56	\$128,883.34	\$0.00	\$0.00	(\$18,934.17)	\$466,978.41
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$1,961.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$883,902.66	\$12.81	\$44,856.88	\$3,937.56	\$135,669.55	\$0.00	\$0.00	(\$37,125.83)	\$842,852.08
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$63,857.43	\$0.00	\$72.00	\$415.31	\$17,898.38	\$0.00			\$63,442.12
	Adult Large Print	\$1,687.22	\$0.00	\$0.00	\$60.78	\$2,216.39	\$0.00			\$1,626.44
	Adult Services Department	\$20,242.00	\$0.00	\$0.00	\$0.00	\$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	\$4,744.17	\$0.00	\$0.00	\$659.29	\$5,182.61	\$0.00			\$4,084.88
	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
	Sub-total	\$119,811.71	\$0.00	\$272.00	\$1,135.38	\$46,169.35	\$0.00	\$0.00	\$0.00	\$118,676.33
Total Endowment Investments	All Funds	\$1,274,543.40	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$98,244.47)	\$1,176,298.93
Total Endowment Funds		\$1,394,355.11	\$0.00	\$497.00	\$1,135.38	\$46,169.35	\$0.00	\$0.00	(\$98,244.47)	\$1,294,975.26
Total All Trust Funds		\$2,278,257.77	\$12.81	\$45,353.88	\$5,072.94	\$181,838.90	\$0.00	\$0.00	(\$135,370.30)	\$2,137,827.34

TRUST RECEIPTS
April-22

Trust Money Mkt General Funds:

Money Market Interest Income	\$	12.65	\$	12.65

Friends of BPL:

- Adult Programs

- Teen Programs

- Youth Programs

- Outreach and Equipment

	\$	-

Memorial/Book Fund:

Checking Account Interest	\$	0.16	\$	0.16

Miranda Burnett Youth Desk

	\$	-	\$	-

Trust Money Mkt Endowment Fund:

Thomas and Melissa Mark to Benefit Paul Francis Fund

	\$	-

Total Receipts at Huntington Bank

	\$	12.81	\$	12.81

Raymond James

	<u>\$0.00</u>	<u>\$0.00</u>
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Total Trust Receipts

	<u><u>\$12.81</u></u>	<u><u>\$12.81</u></u>
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04/21/2022 11:19 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 04/01/2022 - 04/30/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
04/22/2022	LIBRY	5729	009126	AMAZON CAPITAL SERVICES INC	843.20
04/22/2022	LIBRY	5730	009126	VOID	0.00 V
04/22/2022	LIBRY	5731	004867	BALDWIN PUBLIC LIBRARY TRUST	5.00
04/22/2022	LIBRY	5732	000902	CENGAGE LEARNING INC	60.78
04/22/2022	LIBRY	5733	009315	FIRST NATIONAL BANK OF OMAHA	1,146.08
04/22/2022	LIBRY	5734	001090	INGRAM LIBRARY SERVICES	843.88
04/22/2022	LIBRY	5735	MISC	JAMES W. HERM	100.00
04/22/2022	LIBRY	5736	005550	LEE & ASSOCIATES CO., INC.	1,824.00
04/22/2022	LIBRY	5737	MISC	PROMOTE MICHIGAN	250.00

LIBRY TOTALS:

Total of 9 Checks:	5,072.94
Less 1 Void Checks:	0.00
Total of 8 Disbursements:	5,072.94