

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

JUNE 20, 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



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## BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

**Pisano, Frank**  
**PRESIDENT**

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Birmingham, MI 48009  
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e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee

**Wheeler, Jennifer**  
**VICE PRESIDENT**

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Birmingham, MI 48009  
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Term expires 2023

Personnel Committee,  
Policy Committee

**Rock, Karen**  
**SECRETARY**

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Term expires 2023

Personnel Committee,  
Policy Committee

**Mark, Melissa S.**

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Term expires 2025

Building Committee,  
Outreach Committee

**Rumple, Danielle**

843 Tottenham Rd.  
Birmingham, MI 48009  
Cell: (734) 693-3861  
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Term expires 2025

Finance Committee,  
Outreach Committee

**Suhay, James W.**

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

Term expires 2023

Building Committee

**Clark, Olivia**

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

Term expires February 2023



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# AGENDA



## **Baldwin Public Library Board Meeting**

Monday, June 20, 2022 at 7:30 p.m.

Rotary Tribute & Donor Rooms

Per the CDC, Oakland County has a COVID-19 Community level and transmission level of HIGH. The City continues to highly recommend the public wear masks while attending City meetings per CDC guidelines. 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 COVID19 that can be prevented by wearing a mask.

### *Agenda*

The full Board packet is available online at [www.baldwinlib.org](http://www.baldwinlib.org) on the Friday preceding the meeting.

This is an open meeting. All members of the public are invited to attend.

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

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 May 16, 2022 Board Meeting Minutes p. 7
- B. Approval of May 2022 vendor payments in the amount of \$101,890.22, including payments in excess of \$6,000. p. 13
- C. Approval of total expenses in the amount of \$308,318.19. p. 19
- D. Approval of payment to ELM USA in the amount of \$13,375.00 for the upgrade and replacement of ECO "Master" Professional Grade Robotic Disc Repair Machine. p. 15

II. Board Reports and Special Announcements	
A. President's report	
B. Board comments	
C. Staff anniversaries (Jennifer Wheeler)	p. 85
D. Upcoming events of interest (Jaclyn Miller)	p. 106
III. Board Committee Reports	
A. Finance Committee (Danielle Rumble)	p. 18
B. Building Committee (Jim Suhay)	p. 21
C. Policy Committee (Karen Rock)	p. 52
<b>Suggested Board action:</b> To make a motion to adopt changes to the Purchasing Guidelines, as found on pages 60 to 63 of the June 2022 Board packet.	p. 60
<b>Suggested Board action:</b> To make a motion to replace the Code of Ethics and Conflict of Interest Policy (July 21, 2003) with the City of Birmingham: Code of Ethics, as found on pages 68 to 74 of the June 2022 Board packet.	p. 68
IV. Library Report – Rebekah Craft and Jaclyn Miller	p. 75
V. Liaisons	
A. Report from Friends of the Baldwin Public Library (Pam DeWeese)	p. 88
B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Larry Freedman, Bingham Farms Village Council)	
VI. New & Miscellaneous Business	
A. Collaborative Art Program with Birmingham Public Schools and Bloomfield Hills Schools	p. 90
<b>Suggested motion:</b> To make a motion to approve the collaborative art project, facilitated by David Bloom, with Bloomfield Hills Schools and Birmingham Public Schools, according to the details listed in his June 12, 2022 report.	
B. Purchase of 20 laptops for staff use	p. 94
<b>Suggested motion:</b> To make a motion to approve the purchase of 20 laptops for staff work from use from Dell, in the amount of \$15,789.60, using the Machinery & Equipment fund (971.0100).	

VII. Unfinished Business

VIII. Items Removed from Consent Agenda

IX. Information Only

- A. Upcoming events of interest p. 106
- B. 'Learn.Connect.Discover.' Summer 2022 Newsletter p. 108
- C. Summer Reading Program flier – Adult Services p. 116
- D. Summer Reading Program flier – Teen p. 118
- E. Summer Reading Program flier – Youth p. 120
- F. Summer Reading Program Game Card – Grades 1 to 6 p. 122
- G. Summer Reading Program Game Card – Read to Me p. 124
- H. Library of Michigan, "Library Board Facts" p. 126
- I. *Downtown News Magazine*, "Bloomfield Hills okays 2023 fiscal year budget" p. 130
- J. BPS eNews, "2<sup>nd</sup> grade Field Trip to Downtown Birmingham" clip p. 131
- K. Quarton Weekly Reminder, "Baldwin Public Library Summer Reading Program" clip p. 133
- L. *Downtown News Magazine*, "Local libraries offer summer reading programs" p. 134

X. General Public Comment Period

XI. Adjournment

The next regular meeting of the Library Board will be on Monday, July 18, 2022 at 7:30 p.m.

***Motion:*** *To adjourn the June 20, 2022 Board Meeting.*

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
May 16, 2022**

Call to Order and Roll Call:

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

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

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: Two.

Rumble read aloud the Library's Mission Statement.

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

1. Consent Agenda:

Rock asked to remove the April 18, 2022 Board Meeting minutes from the consent agenda approval.

**Motion to approve the consent agenda, with A. Approval of April 18, 2022 Board Meeting Minutes removed.**

**1st** Rumble

**2nd** Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Rock asked to revise the April 18, 2022 Board Meeting minutes with a separate heading for the "Motion to adopt changes to the revised Trust Investment Policy.." to differentiate it from the Strategic Planning Committee section in these minutes.

**Motion to approve the April 18, 2022 Board Meeting minutes with a revision: add the heading "Trust Investment Policy" above the "Motion to adopt changes to the revised Trust Investment Policy...", found on page 3 of the April 18, 2022 Board Meeting minutes.**

**1st** Rock

**2nd** Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano thanked all who participated in the Birmingham Parade on May 15.

**Board comments:** None.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Erin Springer (3 years of service), Maggie Weddell (3 years), Melissa Behrens (5 years), Nadia Bertala (5 years), H Jennings (5 years), Jody Jennings (3 years), Emily Malek (1 year), Grace Noble (1 year), Briana Ratchford (3 years), and Robbie Terman (4 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which can be found on pages 50-51 of the May Board packet.

3. Board Committee Reports

**Finance Committee:**

Rumple reported that the Finance Committee met on May 9 in the Delos Board Room. Present were Pisano, Rumple, Suhay, Craft, and Miller. Full minutes from this meeting can be found on page 16 of the May Board packet.

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.

**Building Committee:**

Suhay reported that the Building Committee met with Merritt Cieslak Design (MCD) on April 27, the first meeting in the design development portion of Phase 3. Present were Mark, Pisano, Suhay, Craft, Miller, Kristen Tait, and Steve Schneemann, Ron Cieslak, and Diane Schurg from MCD. Minutes from this meeting will be published in the June Board packet. Discussed during this meeting were the pros and cons of the NanaWall and hanger door options, whether to use a full or partial snowmelt system in the plaza, and the best location for a temporary entrance during construction. MCD will meet with staff to review millwork and furniture selections, and with Frank Rewold & Sons to review the Library budget and ensure their pricing estimates are current.

Suhay then reviewed minutes from the Building Committee meeting on May 6, 2022. Present were Mark, Pisano, Suhay, Craft, and Miller. The full minutes of this meeting can be found on page 19 of the May Board packet.

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

4. Library Report:

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 21-31 of the May Board packet.

Three staff members have tested positive for COVID since the last Board meeting. The employees will quarantine for at least 7 days and return once they feel better.



Baldwin's home delivery service has delivered 637 items to patrons within its contract communities to date in the current fiscal year.

The Children's Garden on the north side of the Library has been installed. This area will be open to the public in June once the sod sets. The installation of this area was made possible by a donation from the Van Dragt Trust. Aboveground floodlights that were installed will be replaced with lights that are flush to the ground to prevent a trip hazard.

Online webinars have been made available to staff through the Library Intranet as a part of staff training, with a focus on customer service, technology, and situation response.

The passenger elevator remains out of order due to delays in arrival of a new control panel. Ceiling tiles in the staff workroom and the Associate Director's office have mostly been replaced, with a few remaining which will require the assistance of an electrician and plumbing expert. The building's hot water heater was replaced due to an unrepairable leak in the old unit. Concrete repairs are needed at the stairs near the front entrance which will be resolved by the Birmingham Engineering and Building Facilities departments.

New tables for the Jeanne Lloyd Room have arrived and will be put together this week.

5. Liaisons

Friends: Ryndee Carney reported that the May book sale brought in over \$2,000. She noted this is still far below pre-COVID revenue, though the book sale tables in the lobby have brought in steady revenue.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. New & Miscellaneous Business:

**Selection of NanaWall or Hangar Door for Proposed Phase 3 Renovation:**

Craft reviewed the memorandum on pages 34-36 of the May Board packet, including the pro and con lists. The NanaWall would be \$15,000 more than a hangar door. The NanaWall has a taller opening of 12', whereas the hangar door would provide an 8' tall opening. The NanaWall provides 4 panels which can be opened in sections; the hangar door would need to be fully open or fully closed. Insects and other wildlife will be an issue with either opening. The NanaWall has an ADA-accessible floor track a quarter-inch higher than the flooring which would prevent water seepage into the café area.

A hangar door would disallow shades to be added to this east-facing opening, while the NanaWall would allow for shades. Mark inquired if shades were included in the higher cost NanaWall. Craft responded that shades are included on the south wall of the café and that she would inquire with Schneemann to see if they are included in the east wall of the café.

Rumple asked what floor material the NanaWall track would be built into; Craft noted MCD will propose this during the current design phase. Mark asked if there was a covered edge to the NanaWall glass; Craft noted the picture on page 37 of the Board packet which shows a brown metal frame and stated that she would inquire with Schneemann to see the material components. Since the NanaWall allows for a partial opening, Rumple inquired when the east opening would be only partially opened, prompting discussion about different

Suhay made a motion, with Mark seconding, to direct MCD to use a NanaWall in the design. Pisano asked for public comment. David Boom, a Birmingham resident, suggested this decision should be taken to the Planning Board. He asked if heating or cooling leakage costs have been factored in with either option, and if maintenance costs associated with either option have been considered.

1st	Suhay
2nd	Mark

The motion was approved unanimously.

Mark asked if there would be a change in insurance costs for either option. Craft responded with self-serve there would likely be no change, as there are already vending machines in the building. If staffed, the business staffing it may be responsible for any insurance overages.

Pisano asked for public comment. David Bloom suggested putting out an RFP for a theoretical staffed café and then the Board can see which businesses would be interested and what they could provide. Bloom said a self-serve approach would be best for the Library, and would maintain the space to be used for events.

Pisano remarked that a staffed café would be a burden on Library staff and may anger local businesses, and that a self-service café space would be the best choice for Baldwin.

**Motion to direct Merritt Cieslak Design to use a self-serve café in the Design Development and Construction Documents for the Phase 3 Front Entrance and Circulation Expansion and Renovation.**

**1st** Rumple

**2nd** Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Selection of Construction Manager or General Contractor for Proposed Phase 3 Renovation:**

Craft reviewed the memorandum on pages 43-47 of the May Board Packet, including the pro and con lists. While a construction manager takes a fixed percentage fee from the total project budget, general contractors' incentive comes from building the project under the quoted cost and reserving the remainder as profit.

The Birmingham Ice Area used a construction manager for their renovation and DPS had positive feedback about the process. MCD has worked with construction managers for all library projects and recommends using one. City Manager Tom Markus has said he will support either choice.

Mark and Craft clarified that the construction manager's fee would be included, and not in addition to, the established budget. Suhay expressed concern about a construction manager benefitting from the project cost increasing due to inflation and rising construction costs. Craft noted that it is standard to include a "guaranteed maximum price" clause in the construction contract, and so the construction manager would agree to meet or go under the projected budget. Suhay remarked he would be satisfied with this addition to the contract. Rumple noted her own personal experience with a construction manager for home renovation and had a positive experience.

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

**1st** Mark

**2nd** Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**7. Unfinished Business:**

**Continued Discussion of Board Committees, following March 21 comments by City Attorney Mary Kucharek and City Manager Tom Markus:**

Pisano thanked the Board members for their input and discussion regarding Board subcommittees. Frequency and membership of each committee has been established, with no more than two Board members sitting on a standing committee. Pisano asked if there was further comment from the Board.

Rumple suggested staggering committee membership by term expiration, so that there would always be an experienced Board member in that committee. Pisano agreed.

Mark would like to see more frequent Outreach Committee meetings to establish regular goals, and to respond to local events and gatherings. Suhay would like to see regularly scheduled Building committee meetings to review Phase 3 project status.

8. Items Removed from Consent Agenda: Resolved immediately in Consent Agenda section.
9. Information Only: See pages 50-76 of the May 2022 Board packet.
10. General Public Comment Period: David Bloom, Birmingham resident, will be sending a proposal to Craft for an art project to replace the Zip US! Up art installation. Bloom asked the Board to consider funding the project, which will be coordinated between Bloom and members of Bloomfield Hills and Birmingham Public Schools.
11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Suhay

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:41 p.m. The next regular meeting is scheduled for Monday, June 20, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

---

Karen Rock, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	179.45
	009126	AMAZON CAPITAL SERVICES INC	2,905.58
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	302.97
	000525	BIRMINGHAM PUBLIC SCHOOLS	1,174.03
	005717	BSB COMMUNICATIONS, INC.	72.50
	000443	CCH INCORPORATED	197.39
	000605	CINTAS CORPORATION	219.08
	009319	COMPTON PRESS INDUSTRIES LLC	2,834.97
	000627	CONSUMERS ENERGY	1,092.00
	000575	DEMCO, INC	199.05
	MISC	EAST WEST DISCOVERY PRESS	1,147.19
	005651	FINDAWAY WORLD, LLC	69.99
	001090	INGRAM LIBRARY SERVICES	16,352.86
	008827	KANOPY, INC	404.10
	005550	LEE & ASSOCIATES CO., INC.	510.80
	003527	LOWER HURON SUPPLY CO INC	431.08
	007927	MICHELLE HOLLO	1,190.00
	MISC	MICHELLE KONG	9.99
	002013	MIDWEST TAPE	11,589.12
	009478	ODP BUSINESS SOLUTIONS, LLC	298.04
	006785	OVERDRIVE, INC.	16,802.83
	007588	PERMACARD	350.31
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	002675	RESERVE ACCOUNT	5,000.00
	007098	SHAW SYSTEMS & INTEGRATION	176.00
	009024	THE D.M. BURR GROUP	3,210.16
	MISC	TICOTECH, INC	541.20
285639	000525	BIRMINGHAM PUBLIC SCHOOLS	64.90
285663	008139	ENVISIONWARE INC.	626.40
285672	009030	SYNTHA GREEN	216.84
285679	001090	INGRAM LIBRARY SERVICES	1,195.99
285698	009351	MERRITT CIESLAK DESIGN PLC	5,940.00
285710	009478	ODP BUSINESS SOLUTIONS, LLC	105.00
285719	MISC	SPEEDY TEES	270.00
285764	005717	BSB COMMUNICATIONS, INC.	72.50
285781	004493	ELITE IMAGING SYSTEMS, INC	1,246.67
285798	006666	GRID 4 COMMUNICATIONS INC.	224.66
285799	000249	GUARDIAN ALARM	244.04
285812	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,437.00
285813	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,608.00
285839	003461	OBSERVER & ECCENTRIC	141.18
285855	006347	SOUTHERN COMPUTER WAREHOUSE	6,770.40
285856	007907	SP+ CORPORATION	3,206.00
285869	009026	WELLS FARGO VENDOR FIN SERV	677.87
285872	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
285875	009440	ALLIANCE ENTERTAINMENT, LLC	564.49
285892	003904	CAPITAL ONE BANK	1,075.75



**Register of Claims**

Page: 2/2

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

Check Number	Vendor #	Vendor	Amount
285904	000179	DTE ENERGY	5,955.65
285928	008164	GARY EISELE	57.33
285946	MISC	JULIA NOLEN	4.39
285964	000678	OCLC, INC.	306.83
285965	009478	ODP BUSINESS SOLUTIONS, LLC	186.34
285978	MISC	SARAH JANE-FOX FORD	11.98
5276	000517	BEIER HOWLETT P.C.	816.75
5335	008336	NBS COMMERCIAL INTERIORS	792.00
5341	005861	UNIQUE MGMT SERVICE, INC	20.60
Total:			101,890.22

**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**



ELM USA Inc.  
1609 Barclay Blvd.  
Buffalo Grove, IL 60089  
847-243-4150  
accounting@elm-usa.com  
www.elm-usa.com

# Invoice

Date	Invoice #
6/14/2022	50159

Bill To
Baldwin Public Library-MI 300 W. Merrill St. Birmingham, MI 48009

Ship To
Baldwin Public Library-MI 300 W. Merrill St. Birmingham, MI 48009

P.O. Number	Terms	Due Date	Via	Rep
Tait	Net 30	7/14/2022	TRUCK	ROZ

Item Code	Description	Quantity	U/M	Price Each	Amount
EDR-EM-H001	ECO-Master Disc Repair Machine (Price Reflects Net of Discount; Includes One-Year Parts & Factory Labor Warranty) Serial # EDR-EM-03939E	1		19,175.00	19,175.00T
Trade-in (Discount)	Used ECO-Master Trade-in (Double Trade Value Promo)	2		-3,250.00	-6,500.00T
EDR-EC-001b	BLACK Pad #1	1		0.00	0.00T
EDR-EC-016	PURPLE Pad	1		0.00	0.00T
EDR-EC-006SP	COMPOUND (120ml)	1		0.00	0.00T
EDR-EC-007SP	Solution D (120ml)	1		0.00	0.00T
EDR-EC-002	YELLOW Pad #2	5		0.00	0.00T
EDR-EC-003	GREEN Pad #3	5		0.00	0.00T
EDR-EC-004	RED Pad #4	5		0.00	0.00T
EDR-EC-005	BLUE Pad #5	1		0.00	0.00T
Shipping	Motor Freight Shipping - New Machine	1		350.00	350.00T
Return Label/Call Tag	Motor Freight Shipping - Trade-in Machine (EDR-EM-03740E)	1		350.00	350.00T
Note	Please note: Your trade-in machine must arrive at ELM USA within Two Weeks of receipt of new ECO-Master. (Failure to send us the trade-in (within the stated timeframe) will result in a \$6,500.00 charge.)	1		0.00	0.00T
	Sales Tax			0.00%	0.00

Payment to:  
ELM USA 1609 Barclay Blvd. Buffalo Grove, IL 60089  
Attn: Accounts Receivable

<b>Total</b>	USD 13,375.00
<b>Payments/Credits</b>	USD 0.00
<b>Balance Due</b>	USD 13,375.00

**Please process this invoice to ensure timely payment. All late payments will be charged 9% per annum.**



## BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Policy Committee

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## June 2022 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, June 13, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller

- Craft gave an update on the FY 2021-22 budget. After eleven months, the budget is tracking well.
  - Large payments were issued to Midwest Tape, Overdrive and Ingram for library materials; and to Southern Computer Warehouse for replacement computers for outdated workstations.
  - We are still anticipating a hospitalization insurance charge from the City of Birmingham any time.
  - All but one forthcoming contract community payments have been received for the year.
  - Room Rental revenue and Investment income remain higher than expected
  - Pisano asked Craft to compile information about pay raises from neighboring libraries and the City of Birmingham, so the full board can discuss and vote at the July meeting.
- Craft presented a proposal to purchase laptops for 20 staff members use to work from home, offsite, or during programs/presentations. The laptops would be considered library equipment for use during employment at BPL. The full board will discuss this proposal at the June 20, 2022 meeting.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$873.85 in May at the in-lobby book sale. They also approved a donation for wish list items to the Library at their annual meeting in May, totaling \$24,136.45.
- Pisano gave an update on two meetings attended – one for Retirement Investment, one for Retirement Board.
- The next meeting of the Finance Committee will take place on Monday, July 11, 2022, at 4:00 p.m. in the Delos Board Room.



## FINANCIAL REPORT: May 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 91.7% of the way through fiscal year 2021-2022, the Library has spent 80.9% of its budget and received 97.0% of its revenue. By this point of the year, the Library was budgeted to have spent 91.7% of its budget and to have received 98.1% of its revenue.

Two pay periods were recorded in May.

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

Ingram Library Services (Print Materials)	\$	17,548.85
Overdrive (Electronic Materials)	\$	16,802.83
Midwest Tape (Audio Visual Materials)	\$	11,589.12
Southern Computer Warehouse	\$	6,770.40
Total vendor payments in excess of \$6,000	\$	<b>52,711.20</b>
Balance of vendor payments less than \$6,000	\$	49,179.02
<b>Total vendor payments</b>	\$	<b>101,890.22</b>

### City of Birmingham allocations:

Payroll Period Ending 04/30/22	\$	91,045.41
Payroll Period Ending 05/14/22	\$	92,334.41
Employee Health Care Payroll Deduction 05/14/22	\$	(696.92)
Fixed Past Retirement Health Care Cost (acct 706.0004)	\$	3,528.92
Retirement Cost (acct 706.0010)	\$	10,667.83
<b>Total Payroll</b>	\$	<b>196,879.65</b>

BS&A Software Charge (acct 811.0000)	\$	248.19
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 957.0400)	\$	466.67
<b>Total City of Birmingham allocations</b>	\$	<b>206,335.34</b>

### Reconciling adjustments:

Reclass Preview Book Sale Receipts	\$	87.30
April Credit Card Fees	\$	31.69
Book Fine Refunds	\$	(26.36)
<b>Total Recon Adjustments</b>	\$	<b>92.63</b>

<b>Total expenses for the month</b>	<b>\$</b>	<b>308,318.19</b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2021-22  
May 2022

	Approved 2021-2022 Budget	Current Month Budget May 2022	Current Month Actual May 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	11th Month of the year 91.67%
<b>REVENUES</b>										
TAXES	\$3,678,280	\$0	\$0	\$0	\$3,678,280	\$3,678,280	\$0	100.0%	\$3,559,737	100.4%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$13,750)	(\$877)	\$12,873	5.8%	(\$7,329)	48.9%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$228	(\$8,105)	\$91,667	\$25,820	(\$65,847)	25.8%	\$22,220	20.2%
GRANTS	\$0	\$0	\$3,200	\$3,200	\$0	\$3,200	\$3,200	100.0%	\$22,564	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$161,154	\$80,678	\$885,234	\$884,750	(\$485)	91.6%	\$905,414	2021.0%
PATRON USE REVENUE	\$21,400	\$1,783	\$2,415	\$631	\$19,617	\$29,128	\$9,511	136.1%	\$5,899	9.4%
INVESTMENT INCOME	\$30,000	\$2,500	\$1,095	(\$1,405)	\$27,500	\$18,038	(\$9,462)	60.1%	\$23,226	44.7%
TOTAL REVENUE	\$4,780,390	\$91,843	\$168,092	\$76,249	\$4,688,548	\$4,638,338	(\$50,209)	97.0%	\$4,531,731	96.5%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$196,880	(\$25,820)	\$2,449,691	\$2,181,985	(\$267,706)	81.6%	\$2,157,518	84.7%
SUPPLIES	\$119,500	\$9,958	\$12,671	\$2,713	\$109,542	\$108,812	(\$730)	91.1%	\$125,680	117.5%
CONTRACTED SERVICES	\$383,830	\$31,986	\$24,918	(\$7,068)	\$351,844	\$286,755	(\$65,089)	74.7%	\$244,739	83.4%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$2,361	(\$10,121)	\$137,298	\$100,522	(\$36,776)	67.1%	\$99,342	71.0%
UTILITIES	\$96,000	\$8,000	\$7,048	(\$952)	\$88,000	\$85,488	(\$2,512)	89.0%	\$80,035	83.4%
OTHER CHARGES	\$82,260	\$6,855	\$8,377	\$1,522	\$75,405	\$63,877	(\$11,528)	77.7%	\$15,842	19.0%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$6,770	\$1,412	\$58,942	\$16,964	(\$41,977)	26.4%	\$649,789	129.2%
COLLECTIONS	\$640,700	\$53,392	\$49,293	(\$4,098)	\$587,308	\$560,412	(\$26,896)	87.5%	\$560,387	85.3%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$308,318	(\$42,412)	\$3,858,030	\$3,404,814	(\$453,216)	80.9%	\$3,933,332	88.9%
VARIANCE	\$571,630	(\$258,888)	(\$140,226)	\$118,661	\$830,518	\$1,233,524	\$403,006	91.7%		
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$2,444,150.56				

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.

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## June 2022: Phase 3 Design Development Update

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MCD staff has completed nearly 50% of the Design Development work and are on track to complete this phase of work by August 8. Since our kickoff meeting on April 27, MCD has:

- Prepared materials for courtesy reviews at the City's Historic District Commission and Planning Board meetings
- Presented at the June 15 Historic District Commission meeting
- Met with staff to gather requirements for the new Circulation desk, Hot Picks display, Friends of the Library book display, Idea Lab display, and Cafe counter
- Verified field measurements
- Met with vendors of the Nanawall and skylight
- Refined technical drawings and plans for the project
- Worked with mechanical engineers, electrical engineers, lighting designers, civil engineers, and the landscape architect on project design aspects
- Issued an RFP for soil borings

MCD plans to do a 50% review of Design Development level drawings at the next scheduled Building Committee meeting.



## **MEETING MINUTES**

Time: 4:00 PM – 6:00 PM  
Date: April 27th, 2022 Location:  
Baldwin Public Library  
300 W. Merrill St.  
Birmingham, MI 48009

### ***MEETING MINUTES ARE RECORDED IN BLUE***

#### **Attendees:**

Frank Pisano	Board President	BPL Building Committee
Melissa Mark	Board Member	BPL Building Committee
Jim Suhay	Board Member	BPL Building Committee
Rebekah Craft	Library Director	Baldwin Public Library
Jaclyn Miller	Assistant Director	Baldwin Public Library
Kristen Tait	Circulation Director	Baldwin Public Library
Steven Schneemann	Principal Architect	Merritt Cieslak Design
Dianne Schurg	Interior Designer	Merritt Cieslak Design
Ron Cieslak	Design Advisor	Merritt Cieslak Design

## **AGENDA ITEMS**

1. Review Design Assumptions from SD Phase
  - A. Nanawall vs. hangar door
- The meeting began with Steve giving an overview of the previous steps taken and the items undetermined from Phase 3A Schematic work. He then reviewed the proposed options regarding the east wall addition and the discussion as to whether the library building committee wanted to move forward with a design incorporating the Nanawall or the hangar door. The group reviewed the pro/con handout from MCD which illustrated the various differences between each option and he also noted the 15K price difference. He then went on to discuss the hangar door although it aligned with the Birkerts addition certain materials stand out such as the rubber gasket along the top and bottom edge, he also noted the potential water infiltration in the instance that there was wear and tear on the rubber gasket. He noted that the hangar door can act as a canopy and provide additional covered space along the east wall as a benefit that was not included in the pro/con document.
- Steve noted that MCD was in favor of the Nanawall option. He additionally added that MCD is still considering whether to add a curb along the bottom edge of the glass. He also noted

that the Nanawall is still considered new technology so there weren't as many existing references like there are with the hangar door. He added that the existing architectural language of the south facade of the children's addition was much more closely related to the Nanawall and that the nanawall would complement the existing conditions much better.

- Steve suggested a revision of the butt glazed corners that were shown in the renderings, instead of a butt glaze at the corners of the glass to use a low profile aluminum to protect the glass in the long run.
- He then shared new rendered views the Nanawall vs the hangar door conditions and explained that the Nanawall required less visual obstructions and had a stronger visual connection the the plaza and Shain Park. He said that this was because the mechanics of the Nanawall system had a cleaner aesthetic. Jaclyn asked about the track in front of the floor for the Nanawall system and whether it was flush with the flooring or if it was something that could be tripped on. Steve explained that it was not completely flush and that it would have a slight lip on it. Jim added that there was some community concern with water seeping in along the track and Steve explained that MCD would be working with civil engineers to create a slight imperceptible grade that would slope away from the building and Jim said that was good. Steve also added that MCD would be working closely with civil to determine whether a trench drain would be required but that that was still undetermined. Steve also added that MCD found that insect screens with the nanawall were an option. Overall Steve explained that MCD would like further information and specifics from the staff and board on how the indoor/outdoor space would be used.
- Jim then brought out a sketch which showed an option with a smaller Nanawall centered in the east wall glass, and explained that instead of sidestacking the system he felt that it should be centered with glass windows at either side and 2 doors that slide to either side. He explained that he felt that the nanawall looked too big for the library's purposes and created a larger opening/opportunity for birds/ insects to come in. Steve said that if the doors were to be 10' wide and 9' high to align with the Birkerts banding and centered on the space, then it would need additional structural support above to support the doors and he suggested that it may require additional columns at either end as well. Jim asked if MCD could do a rendering of this option. Frank added that he disagreed with Jim's concern on how frequently the Nanawall would be utilized and felt that it would get used more than Jim anticipated. Frank also said that he felt that the plaza would need adequate shading so that midday in the summer people wouldn't be sitting out in the direct sunlight.
- Steve said that MCD could do a sun study for different times throughout the year. Frank said that he felt strongly that there should be adequate shade coverage there especially with the cafe right along that wall and that overall it would be much more appealing to a wider demographic of patrons. Kristen added that the drawback to the smaller Nanawall system would be that patrons approaching from that side might think that it is the new entry and be confused if it doesn't open, for instance if they thought it was a new slider door. Missy noted that she previously preferred the symmetry for the Nanawall, but now felt that the current option was best. Jaclyn said that that symmetry would create a set opening whereas the proposed Nanawall system would create variability with the opening size.
- Kristen said that having the nanawall doors open to either side would also create that stacked tinted effect on the interior but that instead of at one side it would then be at both sides. Steve added that as designers symmetry is very important, but he also explained that the existing building language isn't entirely symmetrical and that balance can be architectural without symmetry.
- Jim then asked Steve if the East and South facades would be the same and Steve said no because they were different systems, he also noted the transom window above the east wall door opening. Jim asked if the verticals for the east wall could match the thickness of those along the south wall because it breaks up the continuity between the additional south and children's addition South facades and Steve said that MCD could take a look at it. Ron noted that since the proposed Nanawall framing overlaps it creates a thin profile and also increases the strength to brace against wind loads up to 90 mph.



- Frank asked when the building committee would need to answer and Steve said in the next few weeks it would be ideal.
- Frank said that the pros and cons of both decisions would need to be presented to the entire board before making a final decision. Jim asked Steve if just one rendering could be presented to the board with the symmetrical nanawall and Steve said that additional research would be required and that the end result would look more similar to the hangar door because it would require the additional structural support overhead.
- Rebekah said that what she would recommend would be for the building committee to show the board the 2 options first as well as Jim's sketch and if they see merit in it as an option, then it can be pursued at that point.
- Frank asked if they should present all 3 options and Jim said it's more like 2+ options, Steve suggested that it be added to the pro/con list but that it didn't need to be rendered. Steve also said that he felt that it might be mistaken as an entrance, but that it is worth it to consider it as an option because it's such a unique application.

#### B. Snowmelt, partial vs full- suggested bid alternate

- Steve suggested that through the design development and CD's that it be presented as a bid alternate. He suggested it be included as a requirement to give the board options when the bids come in. Frank said that he spoke with Valentine and Nikita who felt that doing the full snow melt was too cost prohibitive.
- Jim mentioned being concerned with maintenance issues being costly and Steve said that while it was a risk, these systems were used much more frequently in recent years and that it helped prevent unforeseen cost issues with liability claims as well as minimized the need for regular maintenance costs for salting and clearing sidewalks. Ron added that the piping in the systems are continuous so that a connection shouldn't fail and shouldn't require the sidewalk to be torn up in order to make repairs.
- Jim asked if an additional heating system would be required for this and Steve said yes that an additional boiler would need to be installed at the lower level mechanical spaces, and that there would be a typical maintenance protocol like any other mechanical system. Jaclyn asked if it would require an additional water heater or if it could be tied into the existing and Steve said that the existing was not quite powerful enough to support this so it would require an additional smaller one.

#### C. Coffee services- staffed (contractor) vs. in-house

- Steve began this portion of the discussion by stating that he recalled that the building committee had been leaning towards not using an outside contractor or staffed coffee station, but that a self- service option could be pursued. He also noted that in this case it would require the library staff to maintain it (set up, cleanup, and maintenance of equipment etc.) and that he felt that the best route to determine this would be to meet with staff to determine what exactly that process would look like. Steve mentioned that aspects such as storage space, ergonomic use, practicality, power/ water supply requirements, millwork design and equipment were all special needs and considerations that would need to be decided during the design development phase.
- Rebekah said that Robert had been working with coffee companies to help give us an idea of what equipment and machines might best serve this purpose. Steve said that it would be helpful to have that information early on to make sure that the mechanical and electrical drawings could support this.
- Jim said that he had been in discussions with coffee shop owners as well who said that they were interested in a partnership where they could come in and be responsible for maintaining the self-service option as well in order to take the weight off of the staff.
- Frank said that some libraries offer k-cups and Rebekah said that this would be a bean to cup machine. Steve said that the sooner MCD could get this information the better.

Rebekah said that she would get the information from Robert to share for reference. Jim said that he felt that a recommendation should be made to the board for a decision. Jaclyn and Rebekah both mentioned that they were concerned because the cafe was at the entrance and the cafe would be the patrons' first impression when entering the library.

- Frank suggested holding a workshop with the entire board to hear all input and Steve and Rebekah both said that they felt that the library staff were capable of making those determinations without a workshop.

## 2. Design Items Needing Further Development

### A. Furniture- MCD to specify or LDA or other?

- Steve noted that although there had been an earlier discussion about whether or not to work with LDA, no decision had necessarily been made. He also noted that the types of furniture that would need to be specified would be Cafe tables and chairs, task chairs for the study rooms and the circulation desk as well as the Circulation room, tables for the study rooms, and furniture for the patio.
- Rebekah said that the library would like to work with ISCG in Royal Oak and that they had a contact already (Mary Jo) whose information could be shared with MCD. Steve said that MCD could work closely with them to make sure that what is being proposed that everything coordinates with the finishes and palette. Jim said that he felt that MCD could recommend a conceptual design palette to the rep and although they are the distributor that MCD would be providing a clear vision.
- Rebekah said that Dianne could select from their catalog and coordinate with the rep and Steve agreed and said that it would be ideal to work as a team to provide a variety of options.

### B. Millwork design

1. Information Desk
  2. Friends Shelving
  3. Idea Lab display
  4. Coffee Service
- Steve said that for all millwork Friends shelving, circulation desk, hold shelf, Hot Picks, Friends storage, Idea Lab pickup and the cafe millwork that additional meetings would need to be held with the respective users in order to highly consider the ergonomic scale, and design properties to support the anticipated uses. Steve said that MCD would work with Rebekah to coordinate those meetings.

### C. Finishes- Throughout DD

- Steve said that while MCD had previously alluded to the many finishes that would need to be specified, during the DD phase those selections would be reviewed and discussed to make final selections.

### D. Fixtures (plumbing, lighting, etc.) Throughout DD

- Steve explained that, similarly to the interior and exterior finishes, that the lighting fixtures would need to be selected. He also noted that many of the lighting fixtures would be specialty lighting to highlight the architecture such as ribbon of light at the underside of the Bikerts curve, the ring of light at the column and the recessed ceiling feature outside the study rooms, and even the lighting at the skylight to augment darker times of the year etc. He said that there would be technical/ specifications and cut sheets to review, and that all of these decisions would need to be made throughout the DD process.

### E. Window Coverings

- Rebekah said that it would be a requirement for the window coverings to start at the top of the window. Steve added that they should be housed high enough so that when they are open you can't see them and a valance could potentially be incorporated in order to disguise it.

#### F. Artwork

- Steve said that while MCD had shown a Calder and a Picasso as a reference in the renderings that artwork would need to be selected for the spandrel glass and the space above the vestibule.
- Rebekah said that she has a friend that is an artist that she talked to about getting a proposal for a sculptural piece to go above the vestibule. She said that the medium would be materials such as acrylic and wire. Steve said that having a sculptural piece there would really activate that space.
- For the artwork in front of the spandrel glass, Steve said that having artwork there also helped create intrigue as well as activate the cafe/collaborative space. He suggested that if anyone knew of any artists who might be interested that they have them present a proposal. Additionally, he noted that video art projected onto the surface could be shown there. Jim suggested covering the spandrel glass with an opaque surface and Steve noted that this was not accommodated in the budget.

### 3. Other Staff and/or Board Items

- The next portion of the meeting was a discussion of any concerns or questions from the Staff and/or board. Jim expressed concern regarding potential snow buildup alongside the addition glass. He asked what kind of plan was in action to prevent it from sitting there and causing damage. Steve said that MCD would be working with the civil engineer to coordinate based on where the snowmelt is and isn't- and he added that it may even require drains at the concrete walks.
- Rebekah asked where MCD planned to have the temporary entrance be located while it is under construction. Steve said that this needed further investigation but said it could potentially be located at the Children's wing on the north side, which might be the most accommodating location. Rebekah said that there would need to be a ramp there to provide ADA access and Steve said that this would need to be included as a requirement when bidding out the project to have a contractor address this in their work plan. There was a brief discussion about how steep the north side of the building is to the entrance. Jaclyn asked if the duration of the project construction would require the temporary entrance and Steve said that it would. Steve also mentioned that there are adjustable ramps available to rent that could be utilized during that time.

### 4. Soil Borings

- Steve said that although it was not a part of the scope of work MCD would get proposals from 3 different geotechnical engineers, and do not anticipate any poor soil.
- Frank and Rebekah said that they had borings done for phase 2, and Steve said that it could be used as well but that since it's a glass enclosure it can't move at all and that it also depends on the locations where they were taken. Ron added that anything that they already have would be useful to be provided to MCD.

### 5. Review Schedule

- The next portion of the meeting was a review of the schedule provided by MCD. Steve explained that the next couple of weeks would be spent reviewing. Steve then said that #2 on the schedule is ongoing and that #3 is technically already begun and will continue all the way to August. Steve also explained that in mid/ late July MCD would work with FRS again to make sure that the pricing is current. He also explained that MCD has a good working relationship with FRS and that they had a lot of experience with institutional work and that they had a good reputation with their clients. Steve also shared that while he had not worked with Daily for construction administration, that he has worked with an estimator,

Scott Wheeler, with Daily and had found them to be incredibly thorough.

- Steve then said that while it was not included in the Agenda that he would like to discuss the Construction Manager (CM) vs General Contractor (GC) approach. He advised the building committee to consider using a CM for this project because it had enough unique features that he would feel more comfortable with this approach. Jim asked Steve to explain the difference between the two options. Steve explained that while the CM can also act as a GC, a GC does not necessarily act as a CM. He explained that typically the GC approach is based on a lump sum and that it is more a closed book approach where you don't see the breakdown of numbers. He then explained that the CM approach is essentially hiring a manager to be a team member throughout the process and helps weigh against the budget and they also bid out multiple subcontractors who can be selected by the building committee as well. Steve said that this option offers more control and takes out the uncertainty of the GC process. Ron asked the building committee if they thought the City would entertain that process. Rebekah asked if an RFP would be required for each of the subcontractors and Ron said they wouldn't.
- Missy asked if a whole new item would be required for the budget for a CM and Ron said that doesn't cost more, it's just a different process- which is more transparent.
- Jim asked if the higher the construction cost the higher the fee for the CM and Steve said that at that point there was already a fixed number for the construction cost that they would need to adhere to because of the budget.
- Frank also said that when construction began, Bruce and Mike (from the city) would be coming in regularly to oversee the process. Jim asked if the board needed to make the decision and Ron and Missy said that the City had to make this decision.
- Jim then asked how many of these types of building committee meetings would take place throughout the DD phase and Steve said that typically during the DD process there really aren't regular meetings, that meetings would take place on an "as needed" basis. Missy asked if it would be helpful to meet with the building committee about once per month and Steve said that he didn't think it was necessary. Frank asked if there were going to be more renderings and Steve said that that portion of the process was wrapping up.

## 6. Public Comment

- The final portion of the meeting was a public comment section. Russ Dixon noted that he was pleased that MCD was proceeding with the project for continuity's sake. He shared his input as an experienced architect that he agreed with MCD that a CM was the better method for the construction process as well as his input that he was a full advocate of the large Nanawall design.

*Note: These minutes represent the best efforts of **Merritt Cieslak Design** to record discussions and decisions at this meeting. Please report any errors or omissions to the author upon review.*



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## **Proposed Phase 3 Work Plan**

April 29, 2022

**Baldwin Public Library**  
Birmingham, Michigan

	Tasks	Target Dates/ Durations	
		From	To
1	Project Kick-Off: Meet with Library for Program Confirmation – Determine responsibilities, procedures, and schedule requirements.	04/25/22	05/02/22
2	Review existing studies, space programming, layouts, and designs, with advice on possible changes to the objectives to assure feasibility, quality, meeting cost budget, and minimizing reductions in service during construction.	04/25/22	05/09/22
3	Design Development (DD) Phase – Based on the Merritt Cielsak Design (MCD) conceptual/schematic designs of January 19, 2022, meet with the Library staff to hear opinions and meet with the Library administration and Library Board Building committee, with a presentation to the Library Board. MCD will provide DD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design. <b><i>A 50% review of the DD –level drawings will be scheduled with the Building Committee mid-to-late June.</i></b>	05/02/22	08/08/22
4	Prepare DD budget estimate update and project phasing and construction timeline (MCD w/Rewold).	07/25/22	08/08/22
5	100% DD drawing, specification, estimate and timeline review w/Owner.	08/08/22	08/15/22

6	Construction Documents (CD) Phase – Based on the Library’s approval of the DD documents MCD will provide CD-level drawings and specifications for all civil, architectural, mechanical, electrical, and structural materials and systems required for the design. <b><i>A 50% review of the CD –level drawings will be scheduled with the Building Committee mid-to-late September.</i></b>	08/08/22	10/31/22
7	Construction Documents Budget Estimate update.	10/31/22	11/07/22
8	100% CD drawing, specification, estimate and timeline review w/Owner.	11/07/22	11/14/22
9	MCD will provide drawing sets as required to the city’s building department for code compliance review.	11/07/22	11/14/22
10	Confirm Project Funding.	11/07/22	12/2022
11	Issue for Bidding.	01/2023	02/2023
12	Evaluate Bids and work with Library to make final Contractor selection.	02/2023	03/2023
13	Construction.	07/2023	<b>03/2024</b>

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



## MEMORANDUM

Planning Division

**DATE:** October 20<sup>th</sup>, 2021

**TO:** Historic District Commission

**FROM:** Nicholas Dupuis, Planning Director

**SUBJECT:** 300 W. Merrill – Baldwin Public Library – Historic Design Review

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**Zoning:** PP (Public Property) & C (Downtown Overlay)

**Existing Use:** Institutional

### History

The Village Library was originally located in the Library Hall building on the southeast corner of Maple and Woodward. Along with the library, the Library Hall building housed the Village Growth Offices and the Fire and Police Departments. Village growth during the early 1900's caused the building to be overcrowded and led to the establishment of a Civic Center Plan in 1925.

In August 1926, the residents of the Village passed two bond issues: one for a new library for \$175,000 and one for a fire station. On April 16, 1927, the cornerstone was laid for the library, which was designed by the architectural firm of Burrowes and Eurich of Detroit. The designs of the Library and City Hall, built one year later, are stylistically identical. The Buildings, with their warm colored brick, limestone trim and steeply sloped slate roofs are the visual anchors for the Shain Park Historic District. They establish its character.

Two major revisions have added space to the library. In 1960, 5,200 square feet of space was gained by the addition of a one-story wing on the east elevation. The original entry on the north was eliminated. In 1982, a second addition was constructed on the south and west elevations, completely covering the first addition. Birmingham Architect, Gunnar Birkerts, designed the addition to contrast, yet be compatible with the original structure. A circular plan was employed reorienting the entrance, once again, to the south. The exterior is clad with limestone.

### Introduction

The applicant has submitted a Historic Design Review application for a small addition to the south side of the building along Martin St. as "Phase 3" of the larger Baldwin Public Library renovation project. Most recently, the Historic District Commission provided a courtesy review for Phase 2, which expanded and renovated the 1960's addition on the east side of the building. Although it is located on public property, the building is a designated historic resource in the City. Thus, a review by the Historic District Commission is required.

## Proposal

The Baldwin Public Library is proposing to add a minimal amount of square footage to the library with a glass addition that “squares off” a section of the 1982 Birkerts addition at the south side of the property. With the addition, the library aims to provide improved circulation and access while also upgrading other services and offerings at the library. In addition, the current plaza at the south side of the building will be reconstructed to add additional programming space and create an active and flexible space for library patrons. The materials proposed are as follows:

Material	Location	Color
Nana Wall Glass	East side of addition at plaza	Clear
Glass	South side of addition	Clear

The building is also located in the Downtown Overlay District, which requires high quality materials such as glass and a minimum of 70% glazing at the first floor. The proposed addition meets both requirements of the Overlay District.

## Signage

There are no new signs proposed as a part of the Phase 3 addition.

## Lighting

There are no new exterior light fixtures proposed as a part of the addition proposed.

## Planning and Zoning

Pursuant to Article 7, Section 7.25 (3) of the Zoning Ordinance, the proposed addition is required to be reviewed by the Planning Board for Site Plan Review. Planning and zoning issues such as setbacks, landscaping, parking and the like will be reviewed at that time.

## Required Attachments

	Submitted	Not Submitted	Not Required
Detailed and Scaled Site Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior Floor Plans	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Landscape Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Photometric Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Colored Elevations	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Specification Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Material Samples	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Site & Aerial Photographs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## Design Review Standards

Chapter 127, Section 127-11 of the City Code of Ordinances states that in reviewing plans, the commission shall follow the U.S. secretary of the interior's standards for rehabilitation and guidelines for rehabilitating historic buildings as set forth in 36 C.F.R. part 67. Design review standards and guidelines that address special design characteristics of historic districts administered by the commission may be followed if they are equivalent in guidance to the secretary of interior's standards and guidelines and are established or approved by the state historic preservation office of the Michigan Historical Center. The U.S. Secretary of the Interior Standards for Rehabilitation are provided in full at the end of this report.

In reviewing plans, the commission shall also consider all of the following:

1. The historic or architectural value and significance of the resource and its relationship to the historic value of the surrounding area.
2. The relationship of any architectural features of the resource to the rest of the resource and to the surrounding area.
3. The general compatibility of the design, arrangement, texture, and materials proposed to be used.
4. Other factors, such as aesthetic value, that the commission finds relevant.
5. Whether the applicant has certified in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the Stille-DeRossett-Hale single state construction code act, 1972 PA 230, MCL 125.1501 to 125.1531.

## Planning Division Analysis

The proposed work is located in an area that has received significant treatments in the past as described above. In addition, the addition is relatively minor and is located a distance away from the original library building. Thus, the project in general meets Standard numbers 1, 2, 3, 5 and 9. A review of each applicable standard is provided below:

1. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

The proposed addition will not affect the historic use as a library, and the use is not proposed to change.

2. *The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.*

Although it does not appear that any historic materials are being removed, this standard provokes a little more conversation regarding the alteration of features that characterize

a property. As noted above, the rear (now front/main entrance) of the library has been altered extensively over the years, first by the 1960's addition and then by the 1982 addition. The main façade of the original library is set back roughly 60 feet from the current façade of the Birkerts addition. An argument can be made that the 1960 and 1982 additions have already significantly altered the features and spaces that characterized the original library building, and that the new addition will not be further injurious to the features that remain visible and intact.

3. *Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

The proposed addition does not create a false sense of historical development.

4. *Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

In contrast to the argument above that the 1982 addition may have inappropriately covered the character defining features of the original library, the 1982 Birkerts addition may have gained historical significance over time that should be considered here. IF the Birkerts addition were to be considered historically significant, the character may not be preserved with the introduction of the Phase 3 addition, as it would introduce a new material to the area, as well as disrupt the distinctive curved flow of the addition.

5. *Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.*

In general, the points made above in the review of Standard 4 also apply here in terms of preserving the distinctive feature of the Birkerts addition, but that the original library building would be undisturbed by the Phase 3 renovations.

9. *New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

Regardless of the issues with Standard numbers 4 and 5 and the possibility that the Birkerts addition has gained historical significance, the Phase 3 addition does not propose to destroy any of the materials of the Birkerts addition, and certainly does not affect the original library building. Furthermore, the Phase 3 addition appears to be constructed so that it may easily be removed in the future without leaving any damage to the historic integrity of either part of the building.

Based on the requirements of Chapter 127, Section 127-11 of the City Code of Ordinances, the Planning Division recommends that the Historic District Commission **APPROVE** the Design Review application for 300 W. Merrill – Baldwin Public Library.

### Sample Motion Language

I move that the Commission **APPROVE** the Historic Design Review application and issue a Certificate of Appropriateness for 300 W. Merrill – Baldwin Public Library. The proposed addition meets the Secretary of the Interior's Standards for Rehabilitation standard numbers 1, 2, 3, 5 and 9.

**OR**

I move that the Commission **POSTPONE** the Historic Design Review application and the issuance of a Certificate of Appropriateness for 300 W. Merrill – Baldwin Public Library – until the following conditions are met: (List Conditions).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**OR**

I move that the Commission **DENY** the Historic Design Review application for 300 W. Merrill – Baldwin Public Library. Because of \_\_\_\_\_ the work does not meet The Secretary of the Interior's Standards for Rehabilitation standard number(s) \_\_\_\_\_.

### Notice to Proceed

I move the Commission issue a Notice to Proceed for number \_\_\_\_\_. The work is not appropriate, however the following condition prevails: \_\_\_\_\_ and the proposed application will materially correct the condition.

### Choose from one of these conditions:

- a) The resource constitutes hazard to the safety of the public or the structure's occupants.
- b) The resource is a deterrent to a major improvement program that will be of substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district. have been attempted and exhausted by the owner.
- d) Retaining the resource is not in the best of the majority of the community.

## **THE SECRETARY OF THE INTERIOR'S STANDARDS FOR REHABILITATION AND GUIDELINES FOR REHABILITATING HISTORIC BUILDINGS**

The U. S. secretary of the interior standards for rehabilitation are as follows:

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.
2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

# AERIAL VIEW



- ① EXISTING STREET TREES TO REMAIN
- ② EXISTING CHILDREN'S ADDITION
- ③ WRAP EXISTING EAST WALL BENCH/PLANTER ALONG SOUTH FACADE
- ④ NEW NANAWALL AT EAST WALL
- ⑤ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑥ NEW PLANTER WITH BENCH
- ⑦ NEW DECIDUOUS SHADE TREES
- ⑧ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ⑨ EXISTING SIDEWALK TO REMAIN
- ⑩ RELOCATED SIGNAGE
- ⑪ EXISTING BIRKERTS BUILDING TO REMAIN



# VIEW FROM SHAIN PARK





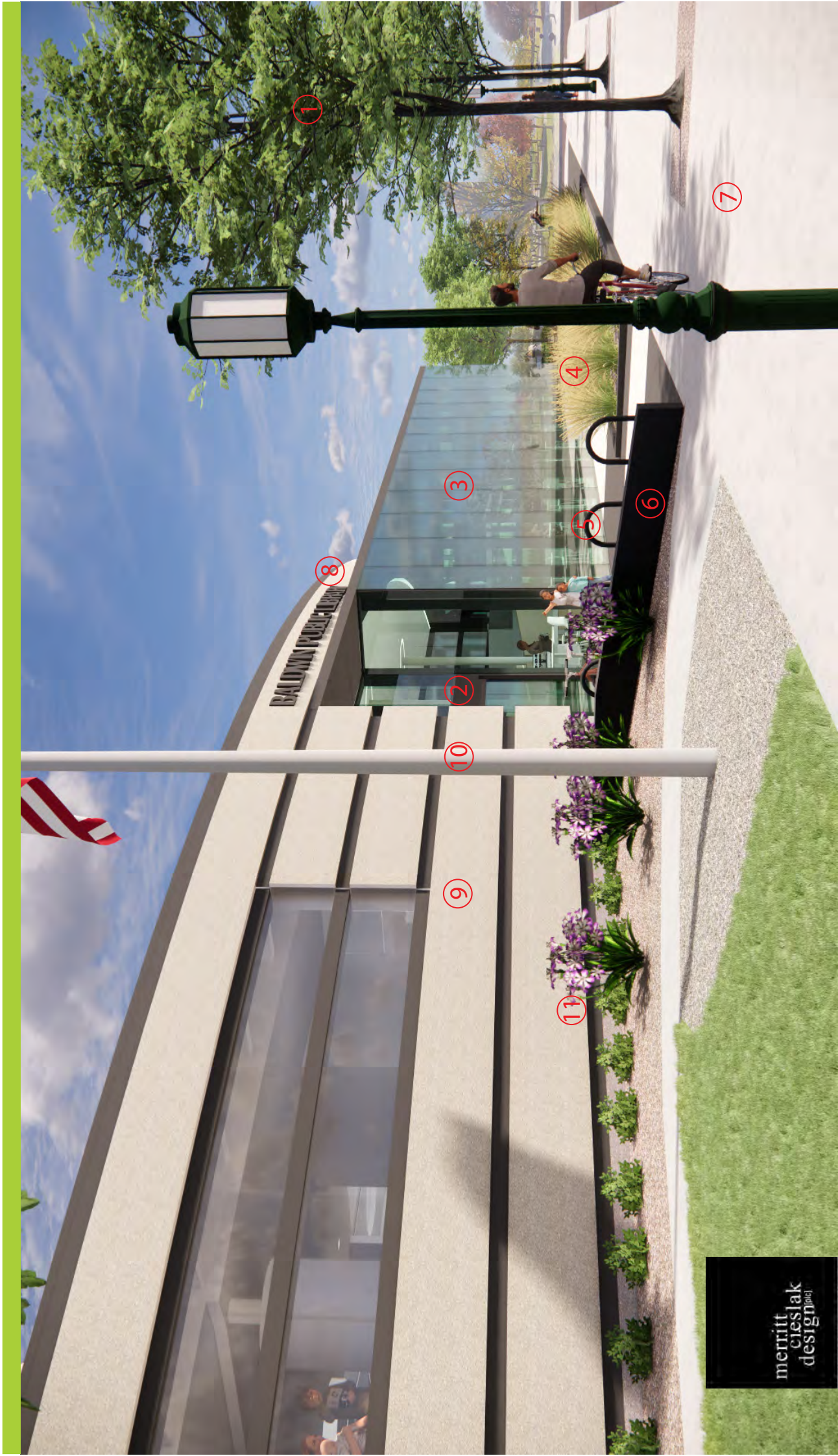
# VIEW OF MATERIAL RETURN



- ① RELOCATED SIGNAGE
- ② EXISTING BIRKERTS BUILDING TO REMAIN
- ③ NEW GLASS WALL UNDER EXISTING BIRKERTS CURVE
- ④ NEW ENTRY VESTIBULE
- ⑤ SIDEWALK LEVEL BOOK RETURN
- ⑥ NEW NATIVE PLANTINGS



# VIEW FROM WEST





# VIEW OF ENTRY



① RELOCATED  
SIGNAGE

② NEW GLASS WALL  
UNDER EXISTING  
BIRKERTS CURVE

③ NEW NATIVE  
PLANTINGS

④ COLORED PAVING  
MATERIAL (CHARCOAL  
& BUFF)

⑤ EXISTING BIRKERTS  
BUILDING TO REMAIN

⑥ NEW ENTRY  
VESTIBULE

⑦ NEW RETAINING  
WALL

⑧ NEW BIKE RACK



# VIEW FROM COMMUNITY HOUSE



- ① NEW GLASS WALL UNDER EXISTING BIRKERT'S CURVE
- ② WRAP EXISTING EAST WALL BENCH/PLANTER ALONG SOUTH FACADE
- ③ NEW NATIVE PLANTINGS
- ④ EXISTING SIDEWALK TO REMAIN
- ⑤ EXISTING STREET TREES
- ⑥ RELOCATED FLAGPOLE
- ⑦ EXISTING BIRKERT'S BUILDING TO REMAIN
- ⑧ EXISTING ORIGINAL BUILDING TO REMAIN
- ⑨ RELOCATED SIGNAGE
- ⑩ NEW LANDSCAPING
- ⑪ NEW RETAINING WALL
- ⑫ NEW BIKE RACK
- ⑬ COLORED PAVING MATERIAL (CHARCOAL & BUFF)
- ⑭ NEW ENTRY VESTIBULE

merritt  
creslak  
design<sup>llc</sup>

ARCHITECTURE | PLANNING

**DATE:** January 14, 2022

**TO:** Tom Markus, City Manager

**FROM:** Rebekah Craft, Library Director

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

---

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

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

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

### ***Library Improvement Goals***

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

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

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

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

#### ***Input from Public and Staff***

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

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

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

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

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

The front steps are daunting.

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

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

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

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

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

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

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

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

### ***Conceptual/Schematic Design of Phase 3***

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

#### **Public Entrance**

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

#### **Circulation Area**

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

### **Collaboration space and café**

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

### **Plaza**

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

### **Other**

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

Renderings of the design are in Appendix A.

### **PROCESS**

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

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



### **TIMELINE**

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

### **DEVELOPMENT OF COST ESTIMATES**

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

### ***Conclusion***

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

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

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

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

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

## Appendix A

### Project Scope of Phase 3

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

## AERIAL VIEW





meritt  
cielsiak  
design

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

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

**PROPOSED  
MAIN & LOWER  
LEVEL PLANS**

ISSUED:  
11/03/21 IBC REVIEW  
11/17/21 IBC REVIEW  
12/01/21 IBC REVIEW  
12/15/21 IBC REVIEW  
12/22/21 PRESENTATION  
01/05/22 PRESENTATION

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

MERRILL STREET



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





## Design Review Application

### Planning Division

*Form will not be processed until it is completely filled out*

#### 1. Applicant

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### 2. Property Owner

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### 3. Project Contact Person

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### 4. Project Designer/Developer

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Email address: \_\_\_\_\_

#### 5. Required Attachments

- I. Two (2) paper copies and one (1) digital copy of all project plans including:
  - i. A detailed and scaled Site Plan depicting accurately and in detail the proposed construction, alteration or repair;
  - ii. Colored elevation drawings for each building elevation;
  - iii. A Landscape Plan (if applicable);
  - iv. A Photometric Plan (if applicable);
- II. Specification sheets for all proposed materials, light fixtures and mechanical equipment;

- III. Samples of all proposed materials;
- IV. Photographs of existing conditions on the site including all structures, parking areas, landscaping and adjacent structures;
- V. Current aerial photographs of the site and surrounding properties;
- VI. Warranty Deed, or Consent of Property Owner if applicant is not the owner;
- VII. Any other data requested by the Planning Board, Planning Department, or other City Departments.

#### 6. Project Information

Address/Location of the property: \_\_\_\_\_  
 \_\_\_\_\_  
 Name of development: \_\_\_\_\_  
 Sidwell #: \_\_\_\_\_  
 Current Use: \_\_\_\_\_  
 Proposed Use: \_\_\_\_\_  
 Area of Site in Acres: \_\_\_\_\_  
 Current zoning: \_\_\_\_\_

	Yes	No
Is the property located in a floodplain? -----	<input type="checkbox"/>	<input type="checkbox"/>
Is the property within a Historic District? -----	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? _____		
Will the project require a variance? -----	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, how many? _____		
Has the project been reviewed by another board? -----	<input type="checkbox"/>	<input type="checkbox"/>
→ If so, which? _____		

#### 7. Details of the Proposed Development (attach separate sheet if necessary)

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**8. Required and Proposed Parking**

Required number of parking spaces: \_\_\_\_\_  
Proposed number of parking spaces: \_\_\_\_\_  
Location of parking on site: \_\_\_\_\_  
Location of parking off site: \_\_\_\_\_  
Shared parking agreement? \_\_\_\_\_  
Size of surface parking lot: \_\_\_\_\_

Number of underground parking levels: \_\_\_\_\_  
Typical size of parking spaces: \_\_\_\_\_  
Typical width of maneuvering lanes: \_\_\_\_\_  
Number of handicap spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**9. Landscaping**

Location of landscape areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed landscape material: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. Streetscape**

Sidewalk width: \_\_\_\_\_  
Number of benches: \_\_\_\_\_  
Number of planters: \_\_\_\_\_

Number of existing street trees: \_\_\_\_\_  
Number of proposed street trees: \_\_\_\_\_  
Number of waste receptacles: \_\_\_\_\_

**11. Loading**

Required number of loading spaces: \_\_\_\_\_  
Proposed number of loading spaces: \_\_\_\_\_  
Location of loading spaces on site: \_\_\_\_\_

Typical size of loading spaces: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**12. Exterior Waste Receptacles**

Required number of waste receptacles: \_\_\_\_\_  
Proposed number of waste receptacles: \_\_\_\_\_  
Location of waste receptacles: \_\_\_\_\_

Size of waste receptacles: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**13. Mechanical Equipment**

**Utilities and Transformers:**

Number of ground mounted transformers: \_\_\_\_\_  
Location of all utilities & easements: \_\_\_\_\_  
\_\_\_\_\_

Size of transformers (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Ground Mounted Mechanical Equipment:**

Number of ground mounted units: \_\_\_\_\_  
Location of all ground mounted units: \_\_\_\_\_  
\_\_\_\_\_

Size of ground mounted units (L•W•H): \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_

**Rooftop Mechanical Equipment:**

Number of rooftop units: \_\_\_\_\_  
Type of rooftop units: \_\_\_\_\_  
Location of all rooftop units: \_\_\_\_\_  
Size of rooftop units (L•W•H): \_\_\_\_\_

Location of screenwall: \_\_\_\_\_  
Screenwall material: \_\_\_\_\_  
Height of screenwall: \_\_\_\_\_  
Distance from rooftop units to all screenwalls: \_\_\_\_\_

**14. Building & Site Lighting**

Number of light fixtures on building: \_\_\_\_\_  
Light level at each property line: \_\_\_\_\_  
Type of light fixtures on building: \_\_\_\_\_  
Location of light fixtures on building: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

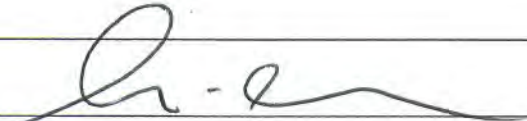
Number of light fixtures on site: \_\_\_\_\_  
Type of light fixtures on site: \_\_\_\_\_  
Height from grade: \_\_\_\_\_  
Location of light fixtures on site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned states the above information is true and correct, and understands that it is the responsibility of the applicant to advise the Planning Division and / or Building Division of any additional changes made to an approved site plan. The undersigned further states that they have reviewed the procedures and guidelines for Site Plan Review in Birmingham, and have complied with the same. The undersigned will be in attendance at the Planning Board meeting when this application will be discussed.

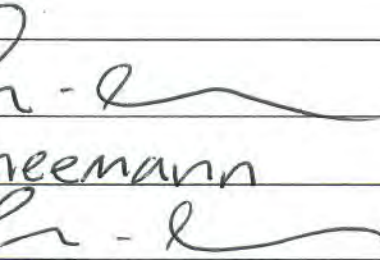
By providing your e-mail to the City, you agree to receive news notifications from the City. If you do not wish to receive these messages, you may unsubscribe at any time.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Signature of Applicant:  \_\_\_\_\_ Date: 6/10/2022

Print Name: Steven Schneemann

Signature of Architect:  \_\_\_\_\_ Date: 6/10/2022

Print Name: Steven Schneemann

Office Use Only		
Application #: _____	Date Received: _____	Fee: _____
Date of Approval: _____	Date of Denial: _____	Accepted By: _____

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## June 2022 Policy Committee Report

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The Baldwin Public Library Board's Policy Committee met on Monday May 9, 2022 at 1:00p.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

- The Committee reviewed and edited the Purchasing Guidelines, as provided by Rebekah Craft and Paul Gillin.
  - Language was adjusted to eliminate the phrase "Purchasing Agent"
  - BPL was used in place of "Library" throughout
  - Some points were reordered, or added reference to other points for clarification
  - The edited policy will be reviewed by City Attorney Mary Kucharek

The Policy Committee recommends that the Library Board approve updates to the the Purchasing Guidelines, as submitted.

Craft reported that our collection development and materials reconsideration form were recently chosen as a "good example" of such a policy, but the Michigan Library Association and is referenced in their new campaign MI Right to Read.

### 2. Discussion of future of this committee (Michigan Library Trustee Handbook)

- Purpose - review and update policies on a semi-annual basis
- Number of members – 2
- Frequency of meetings - 2x year, every six months; as needed in case of new or emergency issues
- Ad hoc or standing - standing



# Purchasing Guidelines

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

## **I. Purpose of Guidelines**

These **purchasing** guidelines have been approved by the Board of Directors of the Baldwin Public Library (BPL) in carrying out its authority and responsibilities under Chapter XVI of the **Birmingham, MI** City Charter to exercise exclusive control of the Library Fund.

The purpose of these guidelines is to provide standardized policies and procedures for the purchase of **BPL Library** materials, equipment, supplies, **and for the incurring of** various operating expenses and contractual services by **BPL the Library** and for the sale or abandonment of property no longer needed by **BPL the Library** with the intent of providing for the efficient and effective use of the Library Fund.

The guidelines define the responsibilities of the Board of Directors, the **Executive** Director **or Associate** Director, **as well as any Purchasing Agent** of **BPL the Library** within the scope of authority granted **to such persons**.

## **II. Definitions:** For purposes of these guidelines the following definitions will apply:

- A. Board** means the elected Board of Directors of the Baldwin Public Library.
- B. Charter** means the Charter of the City of Birmingham presently in effect and as it may be amended from time to time.
- C. Director** means the Executive Director of the Library hired by the Board to operate the Library.
- D. Library Materials** means all property regardless of format (whether tangible, intangible, intellectual or other property) acquired for the use of Library patrons in carrying out the purposes of the Library excluding land or any interest in land.
- E. Equipment** means all furniture, furnishings, fixtures, equipment, machinery and similar tangible property necessary to the operation of the Library.
- F. Supplies** mean all other property including consumables necessary for the operation of the Library.
- G. Contractual Services** means all services obtained or performed by persons not employed by the Library, provided that contracts for contractual services for professional, insurance or other unique services will not be the subject to the guidelines but will be subject to prior authorization, engagement or contractual obligation made by the Board.
- H. Contract** means all types of agreements, regardless of what they might be called, for the procurement of Library Materials, Supplies, Equipment, Contractual Services, or Operating Expenses except that the term will not include collective bargaining agreements.
- I. Department Head** means the individual in charge of a department within the Library or that person's individual designee.
- J. Associate Director** means an individual who assists the Director in the management of the Library and who is authorized to operate the Library in the absence of the Director.
- Operating Expenses** means all expenses incurred other than Library Materials, Equipment, Supplies and Contractual Services including charges for utilities, telecommunication, personnel, training, dues and miscellaneous expenses necessary for the operation of the Library.

- ~~K. **Purchasing Agents** means those persons authorized by the Board upon recommendation by the Director to make purchases of Library Materials, Equipment, Supplies, Contractual Services and Operating Expenses within the scope of their authority, including the Director or any Associate Director.~~
- ~~L. **Treasurer** means the Treasurer of the City of Birmingham acting in the role of the Treasurer of the Library or the Treasurer's authorized designee.~~

## Guidelines

- A. Centralized Purchasing System:** ~~The Library will maintain a centralized purchasing system. All requests for purchase will be forwarded to the Purchasing Agents for the appropriate approval.~~ The authority and responsibility for the purchase of all BPL Library Materials, Equipment, Supplies, Contractual Services and Operating Expenses will be under the direction of the Director and in conformance with the Board approved BPL budget ~~of the Library~~. The Director will ~~manage~~ oversee all the purchasing and disbursement activities of BPL staff members ~~the designated Purchasing Agents~~. The Bookkeeper will ensure all ~~All~~ purchases are ~~will be reflected in~~ properly reflected in authenticated vouchers in accordance with procedures established by the ~~Treasurer of the City of Birmingham in accordance with the City Charter~~.
- B. Purchasing Controls and Supervision** ~~of Purchasing Agents:~~ The Director will establish and enforce appropriate internal controls for the management of the purchasing process and ~~implementation~~ effectuation of the policies reflected in these guidelines. These will include providing guidance and training to all ~~staff members~~ ~~Purchasing Agents~~ regarding the Purchasing Guidelines, including dollar limitations, quotation and bidding requirements, where applicable, and all purchasing procedures, including requirements of the Treasurer. No purchase will be made except as authorized by the BPL Library budget and in compliance with authorizations and procedures established by these guidelines. The Director will monitor all purchases and determine which items are surplus and suitable for disposal (see section L).
- C. Purchasing Considerations:** In making all purchases, the Purchasing Agent will take into consideration the following factors, giving greater weight to the first three factors compared to the second three factors:
1. Price
  2. Quality and serviceability
  3. Vendor reputation and prior experience with vendor
  4. Availability of quantity discounts
  5. Birmingham-based vendors
  6. ~~Recyclable~~ Sustainably sourced
- D. Request to Purchase:** ~~and Purchase Orders will be generated as follows:~~ Library staff members must receive appropriate approvals from the BPL Director, Associate Director, or Department Head before purchasing Equipment, Supplies, Contractual Services, or incurring Operating Expenses. All purchases must be in accordance with the approved budget.

**Library Materials:** Request to Purchase forms will be prepared based on requisitions authorized by a Department Head and approved by the Purchasing Agent in accordance with the approved budget for Library Materials.

**Equipment, Supplies, Contractual Services and Operating Expenses:** Request to Purchase forms based on requisitions authorized by a Department Head will be prepared for all Equipment, Supplies, Contractual Services and Operating Expenses in accordance with the approved budget.

**Request to Purchase Forms** are not required for certain Operating

Expenses including charges for utility charges, postage, payroll, benefits, insurance, intergovernmental payments and any expenditure from petty cash. Adequate records will be maintained for all expenditures made for any of the foregoing purposes.

**Purchase Orders:** Purchase Orders will be issued for any order in excess of \$6000.00.

**Orders** are placed only after appropriate approvals have been received.

- E. Limitations With Respect To Purchases:** The Director has authority to authorize in conformance with the approved budget and without further Board approval, any purchases order not exceeding \$6,000 in conformance with paragraph III F. The Board must approve any purchases order in excess of \$6,000. Single source Library Materials within the approved budget, do not require further Board approval. The Board may authorize any order, regardless of purchase price, from a single source supplier, based upon the recommendation of the Director. A full report of this order will be made to the Board. A single source item is one that is not available from another vendor.
- F. Purchases under \$6,000:** Staff members will secure three competitive quotes for purchases greater than \$500 and not exceeding \$6,000. If there are less than three competitive quotes the Director will document the efforts made to secure competitive quotes. Based on application of the purchasing considerations, the Director will select the best overall quote. **Use of Competitive Quotes:** Except as otherwise permitted under these Guidelines, prior to issuance of a Request to Purchase form, the Purchasing Agent will secure three competitive quotes for purchases greater than \$500 and not exceeding \$6,000. If there are less than three competitive quotes the Director will document the efforts made to secure competitive quotes. Based on application of the purchasing considerations, the Director will select the best overall quote.
1. The **Director Purchasing Agent** may authorize any order having a purchase price of \$500 or less without obtaining competitive quotes.
  2. The **staff member Purchasing Agent** will obtain a minimum of three quotes for any order having a purchase price over \$500.
  3. The **Director Purchasing Agent** will determine which quote to accept in the case of orders having a purchase price of \$6000 or less.
  4. Competitive quotes are not required for Library Materials that are single source. A single source item is one that is not available from another vendor.



- G. Competitive Bidding for Purchases over \$6,000:** All contracts for purchases which exceed \$6,000 must be approved by the Library Board after the competitive bidding process has been completed. Invitations for bids are to be placed in suitable trade or other publications, such as the Michigan Intergovernmental Trade Network. All bids received should be time-stamped and remain unopened until the date an hour of the bid opening. The Library is not obligated to purchase from the lowest bidder. In addition, all bids may be rejected by the Library Board if deemed to be in the best interests of the Library. All bidders, successful and unsuccessful, are to be notified of the Library Board's decision. The City Attorney's review and approval is required for all formal written contracts.

**Competitive Bidding:**

- 1. Competitive Bidding required**—Except as permitted under 2 below, competitive bidding is required for all items with a cost in excess of \$6,000.

- 2. Competitive Bidding not required**—Upon the recommendation of the Director or upon the direction of the Board, taking into consideration the cost and nature of the item, the costs associated with the competitive bidding process, and the availability of competitive bidders, the Board may dispense with a competitive bidding procedure for any order greater than \$6000 but less than \$25,000.

- H. Bidding Procedure:** An invitation for bids must be publicized, "no less than five (5) days preceding the last day set for the receipt of bids." The invitation must include a general description of the supplies or services to be purchased. It must also state where bid forms and specifications may be obtained, when they must be filed and when the bids will be opened. Bidders will be instructed to submit sealed bids, which are clearly identified as bids on the outside of the envelope. Invitations for bids will be placed in suitable trade publications or on governmental bid website such as MITN. ~~The Purchasing Agent will also solicit sealed bids from all persons who are on any most current "bidders" list by mailing them a copy of the public advertisement so as to acquaint them with the proposed purchase. Invitations for bids sent to prospective bidders on the "bidders' list" will be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.~~ All bids received will be time-stamped and remain unopened until the date and hour of the bid opening. Bids are to be opened publicly at the time, place and date specified in the invitation for bids. Bids are to be recorded, tabulated and available for public inspection. In cases of orders over \$6,000, the Director will recommend to the Board in writing for final approval, the best overall bid based on the purchasing considerations of Section III-C under these guidelines or whether all bids should be rejected. All bidders, successful and unsuccessful, will be notified of the decision ~~by~~ of the Director or Board. Any bid bonds received from unsuccessful bidders will be returned in a timely manner. Any deposits for specifications will be returned upon receipt and opening of the specifications. ~~BPL The Library~~ will not be obligated to purchase from the lowest bidder.

- I. Payment Process:** ~~Vendors will be directed to send~~ all invoices ~~will be submitted~~ to the Library Bookkeeper. ~~Invoices will be matched with the packing slips received with the order.~~ Any registration forms or other documentation to be sent to the vendor should be attached along with an additional copy of each. The ~~Library~~ Bookkeeper will then prepare the voucher required for payment for approval by the Director ~~or Associate Director~~ and

the Board. Vouchers will be certified by the Board Secretary in accordance with Charter requirements and will be forwarded to the Treasurer. The Treasurer will make no payment without proper authorization.

**J. Emergency Purchases:** ~~Only in the case of an emergency involving an apparent threat to the safety, health or welfare of the Library, or its users or employees may the normal purchasing procedures may be disregarded. A report of such action should be made to the Board as soon as possible. Emergency purchases may be made by the Director or Associate Director.~~ Normal purchasing procedures may be circumvented only in the case of an emergency when there is "an apparent threat to the public safety, health, or welfare of BPL or its users." Emergency purchases may be made at the discretion of the Library Director or Associate Director. A report of such action should be made to the Board as soon as possible.

**K. Petty Cash Purchases:** A petty cash fund of not more than ~~\$750~~ **\$200** will be maintained by the Bookkeeper for the purpose of purchasing incidental items in amounts not exceeding \$50. ~~A receipt is required as proof of payment for all petty cash purchases. No reimbursements will be made without the required supporting documentation. Any cash removed from the petty cash fund must be replaced by a pre-numbered petty cash voucher accompanied by a receipt or invoice from the supplier of the item or service purchased. The receipt or invoice must detail the type and amount of the expenditure and signed by the person requesting reimbursement. The petty cash voucher must indicate the appropriate account number to which the purchase should be charged, and indicate the Purchasing Agent's approval. This should be done at regular intervals to avoid running the fund too low. No reimbursements will be made without the required supporting documentation. To insure accountability, the petty cash fund must be balanced daily. Therefore, the sum of all unused cash and petty cash vouchers should equal the total of the respective department's petty cash total. If the actual balance differs from the amount that should be in the fund, the Director will be contacted immediately.~~

**a.—Request for Early Release Checks:** ~~Because early release checks are issued prior to Board approval, they are to be used only when absolutely necessary and are subject to approval by the Treasurer. Early release vouchers must receive proper authorization before submittal to the Treasurer. Such checks will be so noted in the Board report and included in the monthly voucher list. Early release checks may be issued upon compliance with the following requirements:~~

- ~~a.—Prepare a requisition for payment.~~
- ~~b.—Attach all supporting documentation.~~
- ~~c.—Mark requisition "EARLY RELEASE CHECK" and indicate date needed.~~
- ~~d.—Deliver to the Treasurer.~~
- ~~e.—The check will be prepared upon approval of the Treasurer.~~
- ~~f.—The check will be mailed or delivered immediately upon completion.~~

**L. Disposal of Obsolete, Worn or Surplus Library Materials, Equipment and Supplies:** Items determined by the Director to be obsolete, worn or surplus, will be disposed of in one of the following ways:

- a. An item with an original value of less than \$2,500 shall be disposed of by the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
- b. An item with an original value of \$2,500 to \$6,000 shall be disposed of in one of the following methods:
  - 1. Sale after obtaining informal quotes.
  - 2. Auction.
  - 3. Manufacturer trade in.
  - 4. By the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
- c. An item with an original value in excess of \$6,000 shall be disposed of in one of the following methods
  - 1. Sale after obtaining formal quotes and going through the bid procedure.
  - 2. Auction.
  - 3. Manufacturer trade in.
  - 4. By the best and most efficient means in the judgment of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising, with the approval of the Library Board.

~~1. Any item with an original estimated value of not more than \$6,000, after consideration of factors including, but not limited to, usability, storage availability, handling and disposition costs and expenses may be disposed of by the Director or Associate Director, using their best judgment. Any sale of any item based on one or more informal quotes or silent auction will be deemed an appropriate way of disposition.~~

~~2. Any item with an original estimated value of more than \$6,000, after consideration of factors including but not limited to, usability, storage availability, handling and disposition costs and expenses upon recommendation of the Director, may be disposed of by the Board, exercising its best judgment, in one of the following methods:~~

~~(a) Sale after obtaining informal quotes or silent auction.~~

~~(b) Manufacturer trade in.~~

~~(c) Transfer to the City auction.~~

~~(d) Abandonment or other disposal.~~

~~3. Any transfer of obsolete, worn or surplus Library Materials to the Friends of the Library, for purposes of a book sale for the benefit of the Library, having a collective value to the Library of not more than \$6,000, will be deemed an appropriate way of disposition.~~

**M. Issuance of Contracts Pursuant to Accepted Competitive Bids:** When deemed necessary to protect the interests of the Library, the Director will require bid bonds and performance bonds as a part of a request for quotation. The value of the required bonds will be stipulated in the bid document. Bid bonds will be in the form of a cashier's check, certified check, or equivalent direct obligation drawn on a recognized bank doing business in the State of Michigan and will be made payable to the Baldwin Public Library. Performance bonds, if so indicated on the bidding documents, will be furnished by the successful bidder or bidders within ten days notification of acceptance of bid. Said bond will be made out to the Baldwin Public Library as security for the faithful performance of the contract. The surety thereon or surety company indicated must be authorized and licensed to transact business in the State of Michigan. Failure or refusal to furnish said performance bond as required will result in the forfeiture of any bid deposit provided to the Library, as liquidated damages. All vendors or contractors performing services on the Library's property will submit proof of Worker's Compensation Insurance as required by the State of Michigan; liability insurance no less than \$500,000 for injuries, including accidental death to any one person, and subject to the same limit for each person, in an amount not less than \$100,000 on account of any one accident; comprehensive automobile liability and property damage insurance in the amount of \$500,000. The insurance will include non-ownership motor vehicle bodily injury and property damage. Specific insurance requirements will be included as an attachment to all Library issued contracts. The acceptance of an order or contract by a vendor or contractor does not in any way make the Library a party to any infringement or damage suits. All such suits are to be borne by the vendor or contractor.

**Freedom of Information Act:** Procurement information will be a public record to the extent provided in the Freedom of Information Act, Act No. 442 of the Public Acts of 1976 and will be available to the public as provided in the Act. Information furnished by a bidder, which is identified as a trade secret, will not be disclosed outside of BPL the Library without prior written consent of the bidder. Unopened bids ~~and bids on which awards have not been made~~ will not be made available to the public.

**Non-Discrimination Pursuant to Act. No. 453 of the Public Acts of 1976,** as amended, a vendor or contractor, while in the performance of a BPL Library contract, will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, disability, age, gender, or sexual orientation. Any breach of this Act may be regarded as a material breach of the contract. This provision will also apply to any subcontractor in the employ of the vendor or contractor.

# Purchasing Guidelines

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These purchasing guidelines have been approved by the Board of Directors of the Baldwin Public Library (BPL) in carrying out its authority and responsibilities under Chapter XVI of the Birmingham, MI City Charter to exercise exclusive control of the Library Fund.

The purpose of these guidelines is to provide standardized policies and procedures for the purchase of BPL materials, equipment, supplies, and for the incurring of various operating expenses and contractual services by BPL and for the sale or abandonment of property no longer needed by BPL with the intent of providing for the efficient and effective use of the Library Fund.

The guidelines define the responsibilities of the Board of Directors and the Director or Associate Director of BPL within the scope of authority granted.

## Guidelines

- A. Centralized Purchasing System:** The authority and responsibility for the purchase of all BPL Materials, Equipment, Supplies, Contractual Services and Operating Expenses will be under the direction of the Director and in conformance with the Board approved BPL budget. The Director will manage all the purchasing and disbursement activities by BPL staff members. The Bookkeeper will ensure all purchases are properly reflected in authenticated vouchers in accordance with procedures established by the City Charter.
- B. Purchasing Controls and Supervision:** The Director will establish and enforce appropriate internal controls for the management of the purchasing process and implementation of the policies reflected in these guidelines. These will include providing guidance and training to all staff members regarding the Purchasing Guidelines, including dollar limitations, quotation and bidding requirements, where applicable, and all purchasing procedures, including requirements of the Treasurer. No purchase will be made except as authorized by the BPL budget and in compliance with authorizations and procedures established by these guidelines. The Director will monitor all purchases and determine which items are surplus and suitable for disposal (see section L).
- C. Purchasing Considerations:** In making all purchases, the Purchasing Agent will take into consideration the following factors, giving greater weight to the first three factors compared to the second three factors:
  - a. Price
  - b. Quality and serviceability
  - c. Vendor reputation and prior experience with vendor
  - d. Availability of quantity discounts
  - e. Birmingham-based vendors
  - f. Sustainably sourced

- D. Request to Purchase:** Library staff members must receive appropriate approvals from the BPL Director, Associate Director, or Department Head before purchasing Equipment, Supplies, Contractual Services, or incurring Operating Expenses. All purchases must be in accordance with the approved budget.
- E. Limitations with Respect to Purchases:** The Director has authority to authorize in conformance with the approved budget and without further Board approval, any purchases not exceeding \$6,000. The Board must approve all other Contracts having a cost in excess of \$6,000.
- F. Purchases under \$6,000:** Staff members will secure three competitive quotes for purchases greater than \$500 and not exceeding \$6,000. If there are less than three competitive quotes the Director will document the efforts made to secure competitive quotes. Based on application of the purchasing considerations, the Director will select the best overall quote.
- The Director may authorize any order having a purchase price of \$500 or less without obtaining competitive quotes.
  - The staff member will obtain a minimum of three quotes for any order having a purchase price over \$500.
  - The Director will determine which quote to accept in the case of orders having a purchase price of \$6,000 or less.
  - Competitive quotes are not required for Library Materials that are single source.
- G. Purchases over \$6,000:** All contracts for purchases which exceed \$6,000 must be approved by the Library Board after the competitive bidding process has been completed. Invitations for bids are to be placed in suitable trade or other publications, such as the Michigan Intergovernmental Trade Network. All bids received should be time-stamped and remain unopened until the date an hour of the bid opening. The Library is not obligated to purchase from the lowest bidder. In addition, all bids may be rejected by the Library Board if deemed to be in the best interests of the Library. All bidders, successful and unsuccessful, are to be notified of the Library Board's decision. The City Attorney's review and approval is required for all formal written contracts.
- H. Bidding Procedure:** An invitation for bids must be publicized, "no less than five (5) days preceding the last day set for the receipt of bids." The invitation must include a general description of the supplies or services to be purchased. It must also state where bid forms and specifications may be obtained, when they must be filed and when the bids will be opened. Bidders will be instructed to submit sealed bids, which are clearly identified as bids on the outside of the envelope. Invitations for bids will be placed in suitable trade publications or on governmental bid website such as MITN. All bids received will be time-stamped and remain unopened until the date and hour of the bid opening. Bids are to be opened publicly at the time, place and date specified in the invitation for bids. Bids are to be recorded, tabulated and available for public inspection. In cases of orders over \$6,000, the Director will recommend to the Board in writing for final approval, the best overall bid based on the purchasing considerations of Section C under these guidelines or whether all bids should be rejected. All bidders, successful and unsuccessful, will be notified of the decision by the Director or Board. Any bid bonds received from unsuccessful bidders will be returned in a timely manner. Any deposits for specifications will be returned upon receipt and opening of the specifications. BPL will not be obligated to purchase from the lowest bidder.

- I. **Payment Process:** All invoices will be submitted to the Bookkeeper. Any registration forms or other documentation to be sent to the vendor should be attached along with an additional copy of each. The Bookkeeper will then prepare the voucher required for payment for approval by the Director or Associate Director and the Board. Vouchers will be certified by the Board Secretary in accordance with Charter requirements and will be forwarded to the Treasurer. The Treasurer will make no payment without proper authorization.
- J. **Emergency Purchases:** Normal purchasing procedures may be circumvented only in the case of an emergency when there is "an apparent threat to the public safety, health, or welfare of BPL or its users." Emergency purchases may be made at the discretion of the Library Director or Associate Director. A report of such action should be made to the Board as soon as possible.
- K. **Petty Cash Purchases:** A petty cash fund of not more than \$750 will be maintained by the Bookkeeper for the purpose of purchasing incidental items in amounts not exceeding \$50. A receipt is required as proof of payment for all petty cash purchases. No reimbursements will be made without the required supporting documentation.
- L. **Disposal of Obsolete, Worn or Surplus Library Materials, Equipment and Supplies:** Items determined by the Director to be obsolete, worn or surplus, will be disposed of in one of the following ways:
  - a. An item with an original value of less than \$2,500 shall be disposed of by the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
  - b. An item with an original value of \$2,500 to \$6,000 shall be disposed of in one of the following methods:
    - i. Sale after obtaining informal quotes.
    - ii. Auction.
    - iii. Manufacturer trade in.
    - iv. By the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
  - c. An item with an original value in excess of \$6,000 shall be disposed of in one of the following methods:
    - i. Sale after obtaining formal quotes and going through the bid procedure.
    - ii. Auction.
    - iii. Manufacturer trade in.
    - iv. By the best and most efficient means in the judgment of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising, with the approval of the Library Board.

**Freedom of Information Act:** Procurement information will be a public record to the extent provided in the Freedom of Information Act, Act No. 442 of the Public Acts of 1976 and will be available to the public as provided in the Act. Information furnished by a bidder, which is identified as a trade secret, will not be disclosed outside of BPL without prior written consent of the bidder. Unopened bids will not be made available to the public.



**Non-Discrimination Pursuant to Act. No. 453 of the Public Acts of 1976**, as amended, a vendor or contractor, while in the performance of a BPL contract, will not discriminate against an employee or applicant for employment because of race, color, religion, national origin, disability, age, gender, or sexual orientation. Any breach of this Act may be regarded as a material breach of the contract. This provision will also apply to any subcontractor in the employ of the vendor or contractor.

# Code of Ethics and Conflict of Interest

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

## Section 1 PUBLIC POLICY

It is the policy of the Baldwin Public Library ("Library") that all Library officials, employees and consultants act in an ethical matter in the carrying out of their respective Library responsibilities and avoid conflicts between their private interests and those of the public whom they serve. In order to maintain the public's confidence in the integrity and impartiality of Library officials, employees and consultants, it is desirable that adequate guidelines be established, promulgated and adhered to by all persons having Library responsibilities.

## Section 2 DEFINITIONS

2.1 Officials: Officials means elected members of the Library Board of Directors ("Board"), the Director and any assistant Director(s) appointed by the Library Board.

2.2 Employees: Employees means all persons employed by the Library who receive compensation as an employee for services rendered.

2.3 Consultants: Consultants means persons engaged by the Library to provide professional services who receive compensation as an independent contractor.

2.4 Unauthorized Compensation: Unauthorized compensation means any money, property or benefit received or conferred upon any official, employee or consultant in connection with his or her Library responsibilities, from any person, other than compensation lawfully paid by the Library for services rendered or property provided to the Library that is not in conflict with this code of ethics and conflict of interest.

2.5 Library Responsibilities: Library responsibilities means the duties and authorities lawfully granted to any Library official, employee or consultant.

2.6 Related Person and Related Entity: A related person means the spouse or a parent, child, sibling or domestic partner of a Library official, employee or consultant or a spouse of a related person. A related entity means any business entity in which the official, employee or consultant or any related person has an ownership interest of more than four percent.

2.7 Decision-Making: Decision-making means exercising authority vested in elected or appointed officials or employees participating in the making of a decision to obtain services or property for the Library.

### **Section 3      ETHICS**

3.1      Obligations of Public Officials, Employees and Consultants: Library officials, employees and consultants will faithfully adhere to any oath of office, comply with all applicable laws, carry out their respective Library responsibilities impartially and in the public interest and observe the standards of integrity expected of public officials, employees and consultants.

3.2      Prohibition Against Unauthorized Compensation: A Library official, employee or consultant will not solicit on behalf of any person or receive, directly or indirectly, any unauthorized compensation from any person in connection with the performance of their Library responsibilities. The foregoing prohibition will not apply to any lawfully permitted and properly reported contribution in connection with a public election for members of the Library Board.

3.3      Confidential Information: A Library official, employee or consultant will not disclose any confidential information, defined by Library policy, to any unauthorized person prior to any lawful release of such information to the public.

### **Section 4      CONFLICT OF INTEREST**

4.1      Prohibition Against Business Transactions: A Library official will not engage in any business transaction for profit with the Library, provided this prohibition will not apply to compensation paid to an appointed official pursuant to an employment contract or arrangement lawfully authorized by the Library Board.

4.2      Non Use of Confidential Information: A Library official, employee or consultant will not use confidential information not available to the public to derive any financial benefit for such person or any related person or related entity.

4.3      Disclosure and Recusal: A Library official, employee or consultant who would otherwise be part of any decision-making for the Library, will make full disclosure of any related person or related entity who has expressed an interest in making or who intends to make or does make a proposal to provide a service or property to the Library. A Library official, employee or consultant will recuse himself or herself from decision making involving any matter in which a disclosure is required unless the reason for making such disclosure is eliminated prior to any decision making.

4.4      Equal Treatment with Public: A Library official, employee or consultant will not use his or her position to solicit or receive any special benefit, advantage or preferential treatment for such person or any related person or related entity beyond that available to the public.

### **Section 5      EFFECTIVE DATE, IMPLEMENTATION AND ENFORCEMENT**

5.1      Effective Date: This Code will be effective July 21, 2003.

5.2      Responsibility for Implementation and Enforcement: The Library Board will retain ultimate responsibility for the implementation and enforcement of this Code but may delegate such responsibility to the Director or an assistant Director with respect to any Library employees.

5.3 Acknowledgement of Delivery of Code: Each Library official, employee or consultant will receive a copy of this Code upon becoming a Library official, employee or consultant and will acknowledge such receipt and the obligations of such person under this Code in writing.

5.4 Recording of Disclosure under Conflict of Interest Provisions: Any disclosure of a Library official or consultant will be recorded in the minutes of a meeting of the Library Board. Any disclosure of a Library employee will be recorded by the Library Director or, if so delegated, by an assistant Director, and reported to the Library Board.

5.5 Determination of Conflict of Interest: Any question involving the application of this Code to a Library official or consultant will be resolved by the Library Board provided that a Library Board member who is the subject of the question will not participate in that decision. Any question involving a Library employee will be resolved by the Director or, if so delegated, by an assistant Director. An employee not satisfied with this resolution may have the resolution reviewed by the Library Board. All decisions by the Library Board will be final and binding. The Library Board may engage counsel to assist in any determination under this Code.

**ACKNOWLEDGEMENT BY OFFICIAL, EMPLOYEE OR CONSULTANT**  
**CODE OF ETHICS AND CONFLICT OF INTEREST**  
**BALDWIN PUBLIC LIBRARY**

Name: \_\_\_\_\_

Status (official, employee or consultant) \_\_\_\_\_

*The undersigned acknowledges:*

1. Receipt of the Baldwin Public Library Code of Ethics and Conflict of Interest,  
and
2. His or her obligations under this Code.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Section 2-320: Public policy

Public office and employment are public trusts. For government to operate properly, each city official, employee, or advisor must earn and honor the public trust by integrity and conduct.

The city hereby declares that all city officials and employees must avoid conflicts between their private interests and the public interest. Public officials and employees must:

1. Be independent, impartial and responsible to the people
2. Make governmental decisions and policy in the proper governmental channels
3. Not use public office for personal gain.

To enhance public trust, the city must provide its officials and employees with adequate guidelines for separating their roles as private citizens from their roles as public servants.

This Code sets minimum standards of ethical conduct for all city officials and employees, elected or appointed, paid or unpaid. It proscribes actions incompatible with the public interest and directs disclosure of private financial or other interests in matters affecting the city.

## Section 2-321: Responsibilities of public office.

City officials and employees are bound to uphold the Constitution of the United States and the Constitution of the State and to carry out impartially and comply with the laws of the nation, state, and the city. City officials and employees must not exceed their authority or breach the law or ask others to do so. City officials and employees are bound to observe in their official acts the highest standards of ethical conduct and to discharge the duties of their offices faithfully, regardless of personal consideration, recognizing that their official conduct should be above reproach.

All city officials and employees shall safeguard public confidence by being honest, fair and respectful of all persons and property with whom they have contact, by maintaining non-partisanship in all official acts, and by avoiding official conduct which may tend to undermine respect for city officials and employees and for the city as an institution.

## Section 2-322: Definitions

- **City official or employee** means a person elected, appointed or otherwise serving in any capacity with the city in any position established by the City Charter or by city ordinance which involves the exercise of a public power, trust or duty. The term includes all officials and employees of the city, whether or not they receive compensation, including consultants and persons who serve on advisory boards and commissions. The term does not include election inspectors and student representatives appointed to city boards or commissions.
- **Consultant** means a person who gives professional advice or services regarding matters in the field of his or her special knowledge or training.
- **Compensation** means any money, property, thing of value or benefit conferred upon or received by any person in return for services rendered or to be rendered to himself or herself or any other party.
- **Financial interest** means any interest in money, property or thing of value or benefit.
- **Immediate family** means a city official or employee, his or her spouse, parents or children.



- **Official duties** or **official action** means a decision, recommendation, approval, disapproval or other action or failure to act, which involves the use of discretionary authority.
- **Personal interest** means an interest arising from blood or marriage relationships or any business association.
- **Private gain** means any interest or benefit, in any form, received by a city employee or official.
- **Substantial** shall mean considerable in quantity or significantly great.

### **Section 2-323: Intention of code**

It is the intention of section 2-324 below that city officials and employees avoid any action, whether or not specifically prohibited by section 2-324, which might result in, or create the appearance of:

1. Using public employment or office for private gain
2. Giving or accepting preferential treatment, including the use of city property or information, to or from any organization or person
3. Losing complete independence or impartiality of action
4. Making a city decision outside official channels
5. Affecting adversely the confidence of the public or the integrity of the city government.

The code of ethics is intended to be preventative and not punitive. It should not be construed to interfere with or abrogate in any way the provisions of any federal or state statutes, the City Charter, the city ordinances, or any rights and/or remedies guaranteed under a collective bargaining agreement.

This declaration of policy is not intended to apply to contributions to political campaigns, which are governed by state law.

### **Section 2-324: - Promulgation.**

- a. Conflict of interest—General
  1. No official or employee of the city shall divulge to any unauthorized person, confidential information acquired in the course of employment in advance of the time prescribed for its authorized release to the public.
  2. No official or employee of the city shall represent his or her personal opinion as that of the city.
  3. Every official or employee of the city shall use personnel resources, property and funds under his or her official care and control solely in accordance with prescribed constitutional, statutory and regulatory procedures and not for personal gain or benefit.
  4. No official or employee of the city shall directly or indirectly, solicit or accept any gift or loan of money, goods, services or other thing of value for the benefit of any person or organization, other than the city, which tends to influence the manner in which the official or employee or any other official or employee performs his or her official duties.  
Gratuities do not include fees for speeches or published works on legislative subjects and, except in connection therewith reimbursement for expenses for actual expenditures for travel, and reasonable subsistence, for which no payment or reimbursement is made by the city, invitations to such events as ground breakings, grand openings, charitable or civic events, or inconsequential gifts from established friends.
  5. No official or employee of the city shall engage in a business transaction in which he or she may profit because of his or her official position or authority or benefit financially

from confidential information which he or she has obtained or may obtain by reason of such position or authority.

6. No official or employee of the city shall engage in or accept employment or render services for any private or public interest when that employment or service is incompatible or in conflict with the discharge of his or her official duties or when that employment may tend to impair his or her independence of judgment or action in the performance of his or her official duties.

This section shall not prohibit a part-time elected or appointed city official from engaging in private employment or business on his or her own time as a private citizen and where city business is not involved, subject to his or her disclosing such private employment or business on the public record for any matter on which he or she may be called upon to act in his or her official capacity, in accordance with Section 5 B below. He or she shall refrain from voting upon or otherwise participating in debate on any such matter.

7. No official or employee of the city shall participate, as an agent or representative of the city, in the negotiation or execution of contracts, granting of subsidies, fixing of rates, issuance of permits or certificates, or other regulation or supervision, relating to any business entity in which he or she has, directly or indirectly, a financial or personal interest.
8. No official or employee of the city shall use, or attempt to use, his or her official position to secure, request or grant unreasonably any special consideration, privilege, exemption, advantage, contract or preferential treatment for himself, herself, or others, beyond that which is available to every other citizen.
9. It is recognized that various boards and committees are part of the plan of government for the city. As such, it is further recognized that by virtue of the various requirements for membership of the board, a member may be placed in the position of participating in a decision that may directly or indirectly affect his or her financial or personal interests. Therefore, those members of the various boards and committees in the city, as they may be established from time to time, may participate in such decisions provided that they act:
  - a. In furtherance of the public good
  - b. In compliance with the duties of their respective boards
  - c. In a manner consistent with subsection (8) of this section.
10. Determination of conflict of interest. A conflict of interest exists if:
  - a. The city official or employee has any financial or personal interest, beyond ownership of his or her place of residence, in the outcome of a matter currently before that city official or employee, or is associated as owner, member, partner, officer, employee, broker or stockholder in an enterprise that will be affected by the outcome of such matter, and such interest is or may be adverse to the public interest in the proper performance of said official's or employee's governmental duties, or
  - b. The city official or employee has reason to believe or expect that he or she will derive a direct monetary gain or suffer a direct monetary loss, as the case may be, by reason of his or her official activity, or
  - c. The public official has any other prohibited interest as defined by state statutes relating to conflicts of interest.
11. Subsequent conflict of interest. No official or employee of the city shall acquire any financial interest in or accept any employment concerning any project which has been granted approval by the city or any commission, board, department or employee

thereof within one year of the official's or employee's participation in any manner in considering or recommending the approval or disapproval of said project.

B. Full disclosure.

1. Responsibility to disclose. It shall be the responsibility of the official or employee to disclose the full nature and extent of his or her direct or indirect financial or personal interest in a matter before him or her.

No official or employee of the city shall participate, as an agent or representative of the city, in approving, disapproving, voting, abstaining from voting, recommending or otherwise acting upon any matter in which he or she has directly or indirectly a financial or personal interest. The official or employee shall, in such circumstances, recuse himself or herself from the matter before him or her.

2. Disclosure of conflict of interest and disqualification.

- a. Any city official or employee who has a conflict of interest, as defined herein, in any matter before the city shall disclose such fact on the appropriate record of the city prior to discussion or action thereon and shall refrain from participating in any discussion, voting or action thereon, as follows, provided that such exceptions shall be observed as are permitted by law:

1. A city commissioner shall disclose any conflict of interest and the nature and extent of such interest on the record of the city commission
    2. A member of any city board, commission or committee shall disclose any conflict of interest and the nature and extent of such interest on the records of said board, commission or committee
    3. A city employee who has a financial or other interest in a matter before the city commission or any city board, commission or committee and who participates in discussion with, or gives an official opinion to the city commission, or to such other city board, commission or committee relating to such matter, shall disclose on the records of the city commission or such other city board, commission or committee, as the case may be, any conflict of interest and the nature and extent of such interest.
    4. Otherwise, any appointed city official or employee shall address such a disclosure to the supervisory head of his or her department, and any elected city official shall address such a disclosure to the general public.

- b. If a city official, commissioner or employee who has a conflict of interest, as defined herein, in any matter before the city, and who discloses that conflict on the appropriate records but who refuses to refrain from discussion, deliberation or voting thereon, the matter under consideration shall be immediately referred to the board of ethics for a final determination as to the conflict in question and whether the official, commissioner or employee must refrain from discussion, deliberation, action or voting thereon.

- c. Within 20 days after election, employment, appointment, or the effective date of this ordinance, or any change in the facts set forth in the city official's or employee's previously filed disclosure statement, each city official and employee shall file with the city clerk an affidavit and disclosure statement. The city clerk shall provide each city official or employee with the required affidavit and disclosure statement form immediately upon his or her election, employment or appointment. The affidavit and disclosure statement does not apply to part-time and temporary employees of the city. Additionally, the

disclosure requirements on this section do not apply to regular full-time employees below the level of assistant department head, except at the discretion of the city manager.

d. The effective date for this ordinance shall be July 21, 2003.

## **Section 2-325: Violation, enforcement and advisory opinions**

### **A. Board of ethics**

1. The city commission shall appoint a board of ethics, consisting of three members, as an advisory body for the purpose of interpreting this code of ethics.
2. The initial three members of the board of ethics shall be appointed for one-, two-, and three-year terms of office respectively, which shall begin on July 1, 2003. If appointed prior to July 1st, they shall begin their terms of office immediately and their terms shall include the additional time prior to July 1st. Terms of office shall expire on June 30th of the respective years.

Thereafter, all members shall be appointed to three-year terms, beginning July 1, so that only one member's term expires each year. A member shall hold office until his or her successor is appointed. The city commission shall fill a vacancy by an appointment for the unexpired term only.

3. The board of ethics shall be made up of residents of the city who have legal, administrative or other desirable qualifications.
  - a. The members of the board of ethics shall serve without compensation, and shall not be elected officials, persons appointed to elective office, full-time appointed officials or city employees, nor shall they be currently serving on any other city board or commission.
  - b. The board shall select its own presiding officer from among its members.
  - c. The board shall establish such procedures it deems necessary or appropriate to perform its functions as set forth in this article.

- B. Functions of the board of ethics. When there is a question or a complaint as to the applicability of any provision of this code to a particular situation, that question or complaint shall be directed to the board of ethics. It shall then be the function of the board of ethics to conduct hearings and/or issue an advisory opinion, as applicable.

1. Hearings. The board of ethics shall follow the following hearing procedure:
  - a. The board shall, within seven days after any matter is brought to its attention, set a date certain for hearing said matter.
  - b. The board shall, at least 28 days before the hearing date, send notice of such hearing, accompanied by a concise statement of the alleged breach of this code of ethics, to any person requested to appear before them, by certified mail, return receipt requested, to addressee only.
  - c. Any person requested to appear before a board of ethics hearing may request one extension for a period not to exceed 28 days. Extensions thereafter will be granted only under extreme circumstances.
  - d. Any person requested to appear before a board of ethics hearing may be accompanied by his or her attorney.
  - e. All hearings at which any person shall be requested to appear shall be subject to the Open Meetings Act.
  - f. All findings of board hearings shall be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.
2. Advisory opinions. All advisory opinions so issued shall also be published in permanent form and communicated to the city commission and the public, subject to the requirements of the Open Meetings Act.

3. After the board of ethics' advisory opinions and/or hearing findings have been published:
  - a. The city commission shall be responsible for imposing any sanction for a violation of this Code on one of its members or any person appointed by the commission to any city board.
  - b. If it becomes necessary to seek the removal of a city official after the board of ethics' advisory opinion and/or hearing findings, the city shall follow the requirements for removal of a public official in accordance with the laws of the state.
  - c. The city manager shall be responsible for imposing any discipline for a violation of this Code on any employee of the city.

**Section 2-326: Affidavit and disclosure statement.**

Immediately following an election, employment or appointment of a city official or employee, the city clerk shall provide the individual with an affidavit and disclosure statement form. Within 20 days after election, appointment, employment or any change in the facts set forth in the city official's or employee's previously filed affidavit and disclosure statement, all city officials or employees shall file with the city clerk an affidavit and disclosure statement including the following:

- A. A disclosure statement responding in detail to the following questions:
  1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property located within the City of Birmingham, in land contiguous to the City of Birmingham, or in any area covered by a 425 Agreement to which the City of Birmingham is party?
  2. If your answer to question 1. is affirmative, to the best of your knowledge state the following information for each such interest owned:
    - a. The nature of your interest in the real property
    - b. The location of the real property (for improved property, provide the street address; for unimproved property state its location in relation to existing streets)
    - c. The property's permanent real estate tax identification number.
  3. To the best of your knowledge, do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Birmingham?
  4. If your answer to question 3. is in the affirmative, state the following, to the best of your knowledge:
    - a. The name of the entity
    - b. The address of the entity
    - c. The nature of your relationship to the entity
    - d. The date relationship commenced.
  5. To the best of your knowledge, do you or any members of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit that is not reported in the prior answers.
  6. To the best of your knowledge, have you or any members of your immediate family given or received any gifts, other than from immediate family members, the value of which exceeds \$50.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the City, other than legal campaign contributions? If so, list the names and addresses of each donor or donee of each such gift and the date upon which it was made and the nature of the gift.
- B. An affidavit in which the City official or employee states: "I have read and I understand the Code of Ethics of the City of Birmingham and, to the best of my knowledge, I am not in conflict with its provisions."

## CITY OF BIRMINGHAM CODE OF ETHICS

Employee Name: \_\_\_\_\_

1. To the best of your knowledge, do you or any members of your immediate family own any interest in real property located within the City of Birmingham, in land contiguous to the City of Birmingham, or in any area covered by a 425 Agreement to which the City of Birmingham is party?  
\_\_\_\_\_ YES                  \_\_\_\_\_ NO
  
2. If your answer to question 1. is affirmative, to the best of your knowledge state the following information for each such interest owned:  
The nature of your interest in the real property  
The location of the real property (for improved property, provide the street address; for unimproved property state its location in relation to existing streets)  
The property's permanent real estate tax identification number.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. To the best of your knowledge, do you or members of your immediate family own five percent (5%) or more of any business entity located in the City of Birmingham?  
\_\_\_\_\_ YES                  \_\_\_\_\_ NO
  
4. If your answer to question 3. is in the affirmative, state the following, to the best of your knowledge:  
The name of the entity, the address of the entity, the nature of your relationship to the entity, the date relationship commenced.  
\_\_\_\_\_  
\_\_\_\_\_
  
5. To the best of your knowledge, do you or any members of your immediate family have any direct financial or business relationships with any supplier, service provider or contractor of the City of Birmingham from which you or they derive direct compensation or financial benefit that is not reported in the prior answers.  
\_\_\_\_\_ YES                  \_\_\_\_\_ NO
  
6. To the best of your knowledge, have you or any members of your immediate family given or received any gifts, other than from immediate family members, the value of which exceeds \$50.00, within the last year, or since the effective date of this code, whichever time period is shorter, to or from any person or business or other legal entity doing business with the City, other than legal campaign contributions? If so, list the names and addresses of each donor or donee of each such gift and the date upon which it was made and the nature of the gift.  
\_\_\_\_\_ YES                  \_\_\_\_\_ NO

### ***The undersigned acknowledges:***

I have read and I understand the Code of Ethics of the City of Birmingham and, to the best of my knowledge, I am not in conflict with its provisions.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

## Statistical Dashboard

May 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q4 Target
<b>Financials</b>					
Revenues	\$ 168,192	\$ 157,036	\$ 4,638,338	\$ 4,505,026	
Expenses	\$ 308,318	\$ 255,107	\$ 3,404,814	\$ 3,932,711	
<b>Circulation</b>					
Circ (Charges & Renewals)	44,491	42,143	519,349	463,844	400,000
Self-Check Usage	52.0%	38.0%	49.5%	36.9%	
% of Circ by Residents*	92.3%	93.9%	92.7%	94.4%	92.0%
% of Circ by Non-Residents	7.7%	6.1%	7.2%	5.6%	8.0%
<b>Interlibrary Loans</b>					
Items borrowed	698	774	8,698	8,457	
Items loaned	956	702	9,148	7,126	
<b>Technology Usage</b>					
Database Sessions	2,816	2,298	31,460	31,051	23,000
Downloadable Content	12,490	10,868	130,228	134,435	123,000
Public Computer Usage	303	244	3,231	3,647	
Wireless Sessions	4,270	4,157	47,918	48,602	60,000
<b>Program Attendance</b>					
Program Attendance for Adults	468	310	3,769	4,804	
# of Programs for Adults	20	14	202	246	
Program Attendance for Teens	949	121	2,444	984	
# of Programs for Teens	9	1	57	40	
Program Attendance for Youth	3,172	1,045	11,330	8,785	
# of Programs for Youth	72	33	342	352	
Computer Classes	23	30	261	584	
# of Computer Programs	6	6	58	70	
Online Video Views	89	189	1,825	3,378	
Idea Lab Visits	180	-	959	-	
<b>Total Program Attendance</b>	<b>4,881</b>	<b>1,695</b>	<b>20,588</b>	<b>18,535</b>	<b>27,000</b>
<b>Total # of Programs</b>	<b>107</b>	<b>54</b>	<b>659</b>	<b>708</b>	<b>600</b>
<b>Outreach Attendance</b>	3,302	-	5,365	-	
<b># of Outreach Programs</b>	53	-	97	-	
<b>Gate Count</b>	<b>15,951</b>	<b>8,727</b>	<b>148,320</b>	<b>82,781</b>	<b>160,000</b>
<b>Volunteer Hours</b>	<b>176</b>	<b>10</b>	<b>560</b>	<b>112</b>	<b>1,000</b>
<b>Social Media</b>					
	New Users	New Users			
Website Hits/Pageviews	23,245	17,054	239,750	207,049	240,000
e-Newsletter Subscribers**	-22	-24	11328	11462	11000
Facebook Page Likes	6	10	2701	2629	2700
Twitter Followers	6	-1	1335	1319	1425
Instagram Followers	3	12	1987	1861	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

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## Strategic Plan Status Report

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Comparisons of actual results to projections are made on a quarterly basis—in the months of October, January, April and July. The Strategic Plan Action Plan will be presented to the Library Board at the July 18 Board meeting.

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### Programs & Services

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

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#### *Hotspots*

In addition to offering 8 Internet-to-Go Kits (Chromebook and Hotspot), we are now offering two separate hotspots for checkout, for use with patron mobile devices outside the Library.

#### *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 2 more staff members test positive for COVID-19 since May 16. They were required to isolate at home for a period of 7 days before returning to work. The City has ceased the requirement for unvaccinated staff members to be tested weekly for COVID-19.

Beginning on June 22, we will be opening up public computers for use by residents and non-residents. Computer users are given two hours of computer use time each day.

#### *Summer Reading Program Kickoff*

The 2022 Summer Reading Program began on June 10 with our annual kickoff party. The event was held on the front patio this year and attendees had the option to sign up for the program, spin the Teen prize wheel, make some crafts, and enjoy ice cream. Thank you to the Friends of the Baldwin Public Library for financially supporting our 2022 Summer Reading Program.







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## Facility

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

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### *Elevator*

The passenger elevator control panel was replaced on May 25 and the elevator has been available use since then.

### *Teen Scene Updates*

Due to an increase in behavior issues with teen visitors to the Library, staff have made several changes within the building. The Teen Scene has been rearranged to add additional study tables and spread out lounge seating and computers in the Teen Scene are limited to visitors aged 13-19. We have posted signs stating that the space is for dedicated use by teens. We have seen an increase in use of this area by teens and both patrons and staff are happy to have a dedicated spot for teens to use and socialize with friends away from quieter areas of the building.



### *Uninterrupted Power Supply*

Jamie Richards installed a new UPS on the server equipment, to help prevent issues during extremely quick, or longer temporary power outages.

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## **Diversity and Equity**

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

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

The IDEA Committee met on June 8. The group will continue to meet monthly to accomplish the goals set forth by the Library Board. The Committee is working together to update the 2022-2025 Strategic Plan Action Plan.

### *Staff Book Club*

Our staff book club will meet next in September, and we will read "Spare Parts" by Joshua Davis.

### *Project READY*

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

### *Newsbank/Online Newspapers*

A subscription was added to allow access to Detroit News, Americas News and USA today. This will replace our access to a Detroit publication through ProQuest, with a user-friendlier access option



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## Community Outreach and Partnerships

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

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### *Birmingham Public Schools*

Summer Reading Visits were completed for BPS school by staff across departments. We spoke to about 2,500 students at all the elementary, middle, and high schools.

### *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.

Jaclyn Miller handed out information about upcoming programs, summer reading, and Phase 3 renovations at the DPS Open House on May 14. About 150 people stopped to chat, most of whom led with “we love the library!”



A group of 18 library staff, Board member, Friends, family members, and pets represented BPL in the Birmingham Hometown Parade on May 15, passing out candy and answering library related questions along the parade route. Thanks to Rebekah Craft & family, Jaclyn Miller, Kristen Tait, Beverly Banks, Dan Patton., Jenny Wheeler & family, Danielle Rumble & family, Jim Suhay, Frank Pisano, Ryndee Carney, and Judy Vindici for walking the parade route!





A former resident of Birmingham sent us this kind note, when she received a notice about her library card expiration date:

*Our time in Birmingham came to an end last fall and we have since moved back to Germany. I remember fondly my walks to the library and all the books I inhaled while I was there. Thank you so much for continuing to support the oasis of a library you have in downtown!*



#### *Beverly Hills*

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

Craft will be attending the June 21 Beverly Hills Village Council meeting to give an update on Library services to the Council members.

Staff, Board members, and family members, represented the Library in the Beverly Hills Memorial Day parade on May 30. Thanks to Rebekah Craft, Jaclyn Miller, Elisabeth Phou and family, Beverly

Banks and family, Jen Hassell and family, Paul Gillin, Jamie Richards, and Jim Suhay for walking the parade route!

#### *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.

#### *Beverly Hills Storybook Trail*

With the onset of warmer and brighter days, we now have a new book on display at the Story Book Trail at Beverly Park, in Beverly Hills. For the month of June, visit the 0.4-mile nature trail to read "A Lullaby of Summer Things" by Natalie Ziarnik & Madeline Valentine. A different page of the book is displayed on the permanent posts along the trail.

#### *Bingham Farms*

Miller submits monthly Board Meeting updates to the Library Liaison. Craft will be attending the June 27 Bingham Farms Village Council meeting to give an update on Library services to the Council members.

#### *City of Bloomfield Hills*

Miller submits monthly Board Meeting updates to the Library Liaison. Craft will be attending the July 12 City Commission meeting to give an update on Library services to the Commissioners.

#### *Birmingham Next*

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

Craft will be hosting a book discussion of "The Women of the Copper Country" by Mary Doria Russell on June 23 at 1:00 p.m. at Next. This book was chosen as the 2021-2022 Great Michigan Read.

On Thursday, June 30 at 10:30 a.m., Craft will be presenting the program entitled "Books on the Brain" at Next. Here is a description of the program:

While we can't say that reading is a miracle cure, the experts agree that seniors who read regularly have less stress and anxiety, fewer instances of loneliness and depression, better sleep, and delayed cognitive decline compared to those who do not read. Join Baldwin Public Library Director Rebekah Craft to learn about the benefits of reading, assistive reading options available at the library, and some great books that will keep you wanting to turn the page.

#### *Birmingham Museum*

Museum staff shared a presentation on Birmingham's Connection to the Underground Railroad on June 2.



While the Museum is closed to undergo window replacement and lead remediation, Museum staff will be working from Baldwin's staff workroom for four weeks in July.

#### *DIA/Birmingham Arts Board*

Baldwin was selected as a site for the DIA Inside Out program. A reproduction of the piece *Nocturne in Black and Gold, the Falling Rocket*, by James Abbott McNeil Whistler was installed in the grassy area next to the curved path on the southwest corner of the building on May 27 and will remain until November 2022. This installation was facilitated by the Birmingham Public Arts Board.



#### *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. At their May Book sale, the Friends raised approximately \$2,200, \$341.95 in online sales through their third party vendor, plus \$873.85 at the donation tables in the lobby. We also thank the Friends for donating \$24,136.45 to fund wish list requests for Youth, Adult, Teen and Outreach services. Finally, the Friends have scheduled a pop-up book sale on July 23, and a Fall Book Sale for October 28-31.

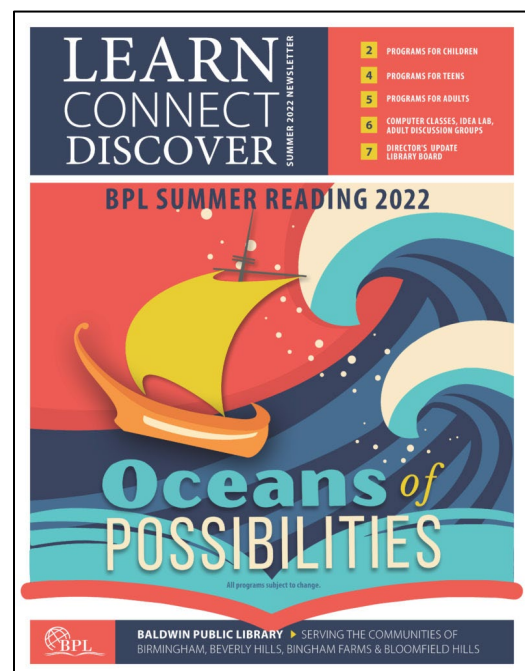
#### *Marketing*

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* Summer edition
- Display and directional signage
- Youth Program posters and fliers
- Teen bulletin board poster
- Summer reading promotional material
- New Book Club logo and updated promotional material

#### *eNewsletters*

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



### *Press Releases*

Miller forwarded a press release about the Summer Reading 2022 program to local media outlets.

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## **Personnel and Organization**

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

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### *Volunteer Hours*

176 volunteer hours were utilized in the month of May.

### *Communications with Staff*

An all staff meeting was held on May 18. The next all staff meeting will be held on June 22.

### *Staff Anniversaries*

**Debra Gantz**, Substitute Youth Librarian, reached 20 years of service on June 17.

**Jennifer Hassell**, Adult Services Librarian, reached 1 year of service on June 1.

**Daniel O'Brien**, Page, reached 21 years of service on June 12.

**Donna Smith**, Youth Services Librarian, will reach 19 years of service on June 30.

**Sheila Sweeting**, Technical Services Assistant, reached 1 year of service on June 12.

### *Awards*

Robbie Terman, a substitute librarian at Baldwin, has been running our Genealogy 101 program for the past several months. She is the recipient (along with her colleague Laura Gottlieb) of this year's Society of American Archivists Archival Innovator Award. They won for their work creating the Center for Michigan Jewish Heritage, a model for how organizations can partner while still maintaining separate identities.

### *Staffing Updates:*

Josh Rouan, Head of Technical Services, submitted his resignation. His last day at Baldwin was Friday, June 17. Josh has accepted a position in the private sector. Josh began working at BPL in high school and has been at Baldwin continuously since 2007. He's held many roles here, including Page, Circulation Clerk, Administrative Assistant, Adult Services Librarian, and Technical Services Coordinator. Josh's attention to detail, thorough research, tenaciousness, technical knowledge, thoughtfulness, and speedy search skills of his vast email archive will definitely be missed.

### *Staff Reorganization*

With the departure of Josh Rouan, we took time to evaluate our staffing at Baldwin. First, we have created a new department, Access Services, that combines the Technical Services and Circulation departments. Kristen Tait will be the new Head of the Access Services Department. As part of this new role, she will be taking over as the Polaris system administrator.

One lesson that we've all learned from Jaclyn is that we don't ever want to create a "silo" situation where one person holds all of the knowledge about niche topics/work. Because of this, we are creating a new full-time job position, Assistant Head of Access Services. Both Kristen and the new Assistant Head will be working closely together to lead this new department. The internal job posting for the Assistant Department Head closed on June 15. We will be interviewing candidates for this position in June and hope to have this position filled by July.

For existing staff, all other job roles in these two departments will stay the same. Current Library Assistants in Technical Services will still be processing materials. Current Library Assistants in Circulation will still be working at the circulation desk. With this new change will come the opportunity for staff to do cross training in processing or at the circulation desk. The combination of these two departments will give staff working at the circulation desk time to assist with processing items and cleaning up our patron and item database.

Once the new Circulation desk is open after the renovation, we expect to change up internal processes and staffing of the new Circulation desk. Kristen Tait will be working closely with staff in this new department to make improvements.

#### *MetroNet Directors Committee*

Rebekah Craft has been appointed the Chair of the MetroNet Directors Committee for FY2022-23. The Committee met at BTPL on June 1 to discuss staffing, pay and benefits, and potential changes to the OverDrive lending library. Staff on the MetroNet Electronic Services Committee are proposing that MetroNet join the Reciprocal Lending Agreement and begin sharing electronic resources with other libraries in Michigan. This program would be a digital equivalent to the MeLCat interlibrary loan program that we participate in with other Michigan libraries.

#### *Michigan Library Association 2023 Conference Planning Committee*

Rebekah Craft has been appointed to the 2023 MLA Conference Planning Committee. She attended training for this committee on June 15. The Committee will meet bi-weekly in the next year to plan the 2023 conference.

#### *Zingerman Customer Service Training*

Bart Gioia, Elisabeth Phou, and Carri Fritz-Gvozdoch attended Zingerman's Customer Service Training on May 11. Carri reports that participants shared comments about how important it is to really listen, instead of just jumping in when you think you know the situation. Make sure you hear people out, all the way. Elisabeth noted I always enjoy reminders and new ideas on how to give great service. In this training she learned that saying "no problem" is actually a problem and has been working on adjusting her response. Carri also heard some nice compliments about Baldwin from other attendees, especially regarding our willingness to share materials through ILL. Bart stated that the session was a great introduction to the fundamentals of customer service. He found that, overall, BPL staff have already been doing an exceptional job at following the principles presented. The most interesting fact to Bart was that the training program was developed as an internal program at Zingerman's to address customer service shortcomings.



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## **Financial Stability**

*Strategic goal: Maintain and improve financial health.*

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

Craft presented the Library's FY2022-23 budget to the City Commission at their May 7, 2022 Budget Hearing. The City's FY2022-23 budget was passed at the June 13, 2022 City Commission meeting.

### *Interest Income*

Interest income will be negatively affected by interest rates at year end. There will be a substantial market loss booked on June 30 for interest income. Most of the City's current portfolio was purchased during the pandemic when interest rates were very low. Interest rates in the past 6 months have really increased sharply which have resulted in the decrease of market value of the portfolio. This is an unrealized loss which is necessary for audit purposes. This loss will eventually go away when the investments mature as long as interest rates don't continue to increase. As of May 31, the Library has booked \$18,038 for interest income.

As of April 2022, The City has an unrealized market loss of approximately \$3.2M. As the Library makes up approximately 3% of the total portfolio, the Library will need to book at least a 96,000 loss and probably more as interest rates continue to increase. The average duration of the City's investments to maturity is approximately 1.5 years; some investments will mature now and some will mature in 3 years. When rapid changes to interest rates occur in less than the average duration, we see substantial market value changes. This is magnified when interest rates were so low and increased almost 3%. The City holds most of its funds until maturity and expects to book gains for the same funds in the future.

<b>Baldwin Public Library: Friends Funds</b>	
<b>May 2022 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees	\$ 600.00
Program supplies	\$ 26.48
Seed Library	\$ 206.10
Page to Screen, Graphic Novel Book Club Books	\$ 467.96
Books Unshelved	\$ 62.02
Total	\$ 1,362.56
<b>Teen Services</b>	
Summer Reading Programs	\$ 446.80
Teen Scene supplies/decorations	\$ 46.95
Pizza - TAB and Pizza & Pages	\$ 100.95
Tiny Art Show prizes	\$ 150.00
Total	\$ 744.70
<b>Youth Services</b>	
Books for collection	\$ 267.25
Misc Supplies - paper, glue sticks, envelopes	\$ 122.67
Books Unboxed	\$ 57.98
Books Plus Snacks	\$ 5.18
Summer Reading Crafts	\$ 106.41
Total	\$ 559.49
<b>Outreach &amp; Equipment</b>	
Summer Reading Prizes	\$ 279.04
Books Unboxed Snacks	\$ 251.00
Birbery Program	\$ 303.00
Filament for giveaways, YS	\$ 288.51
Candy for Bham, Bev Hills Parades	\$ 98.94
Total	\$ 1,220.49
<b>Total Expenditures</b>	<b>\$ 3,887.24</b>
<b>May 2022 Balances</b>	
Adult Services	\$ 8,569.62
Teen Services	\$ 6,057.67
Youth Services	\$ 6,713.23
Outreach & Equipment	\$ 4,935.82
<b>Total Balance</b>	<b>\$ 26,276.34</b>
<b>May In-Library Book Sale Donations</b>	\$873.85
Submitted by Jaclyn Miller on June 13, 2022	

## NEW BUSINESS

# MEMORANDUM

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DATE: June 17, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Proposal from Resident David Bloom for Collaborative Art Project

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## INTRODUCTION

David Bloom first emailed me about collaborating on an art show with Birmingham schools on January 26, 2022. Since that time, he has been working with a committee to plan a new artwork exhibition at Baldwin to debut this fall. Our normal protocol is for Baldwin staff members to work directly with other community organizations to implement programs and partnerships inside the building. Mr. Bloom has requested that the Library Board review and vote on his new proposal for collaboration with Birmingham Public Schools and Bloomfield Hills Schools at the June 20 Board meeting.

## BACKGROUND

Mr. Bloom first worked with the Library to host a collaborative art program, called "Zip US Up!" from September 2021 through May 2022. Mr. Bloom handled all logistics and payments for this project and the Library had minimal involvement aside from reserving time and space for the artwork installation. The artwork was hung in the fascia along the outer edge of the Youth Room and was visible only from the exterior during daytime hours. Mr. Bloom explored the option of installing additional lighting to the perimeter of the Youth Room to illuminate the art at night, but the cost of the lighting installation was prohibitive at \$29,000.

Baldwin has a long history of collaborating with local public and private schools. Baldwin staff have worked with various art teachers and Community Schools Organizers at Baldwin Public Schools to feature artwork from students each month. When planning the Youth Room interior design, we specifically asked the architects for a variety of bulletin boards with which to display artwork from students in our service area. Due to COVID-19, we suspended this practice, however, we plan to resume this collaboration beginning in the fall. The bulletin boards are located inside the Youth Room, are easily accessible to visitors, and give artists a chance to visit the library and take their photograph in front of their artwork.

Mr. Bloom's proposal with Birmingham Public Schools and Bloomfield Hills Schools recommends collaboration with both districts' art teachers and students from the elementary, middle, and high schools. The artwork will be hung around November 2022 and the exhibit will end on May 31, 2023. Mr. Bloom will work directly with the art teachers and will be responsible for hanging up and removing the artwork.

## FISCAL IMPACT

Project costs include canvas panels, temporary hooks for hanging the artwork, and drone photography. The school districts and Mr. Bloom will pay for these associated costs.

Mr. Bloom proposes that the Library pay for liability insurance for the artwork. If the Board were to agree to this arrangement, the Library would be responsible for making any repairs to the drywall and for paying any premiums, should volunteers become injured while installing or removing the artwork.

#### SUMMARY

Mr. Bloom had a successful art show and installation at Baldwin with his “Zip US Up!” show. He has shown much initiative to work with local artists and organizations to bring public art to Baldwin. His attached proposal is set up similar to the “Zip US Up!” show, is streamlined in the way the artwork will be hung and displayed, and will showcase artwork from students in our community.

#### SUGGESTED BOARD ACTION:

Move to approve the collaborative art project, facilitated by David Bloom, with Bloomfield Hills Schools and Birmingham Public Schools, according to the details listed in his June 12, 2022 report.

## **BPS + BHS Exhibition Proposal – submitted by David Bloom, June 12, 2020**

This is being sent so we can get Board approval to go ahead with the joint Birmingham Public Schools (BPS) and Bloomfield Hills Public Schools (BHS) art exhibition at the June 20<sup>th</sup> Library and Trust Board Meetings.

### **Exhibition Scope**

- 40 Blick Premier Gallery Profile stretched canvas panels of art displayed on the inner fascia walls facing outward towards the Community House (south side of youth wing), Shain Park (east side of Youth Wing) and Post Office (north side of youth wing). No art planned for courtyard facing west side fascia.

<u>Size</u>	<u>Quantity</u>
48" w x 24" h	36
36" w x 24" h	1
18" w x 24" h	3

- Each school within the districts will be represented (Elementary, Middle and High + BPS Annex)
- Each school art teacher responsible for managing submission for the school and/or students
- Art split between districts with 20 panels for each district
- Each of the elementary schools (8 for BPS) will have a collaborative school entry. Middle and HS entries TBD either by class and/or individual students as managed by districts. Will probably include individual art works by some HS students. Collaborative school art work will be returned to each school for hanging at conclusion of the exhibition.

### **Timing**

- Canvases to be procured upon Board approval of project
- Art to be created by students as fall semester project
- Hanging and soft open week before Thanksgiving 2022
- Hard Open - Winter Market Weekend at Shain Park
- Conclusion – End of May 2023 - before Memorial Day weekend

### **Cost**

- Cost of stretched canvases and art materials to be borne and managed by BPS and BHS approx. \$2,000 split between the districts upon project approval by the Library Board.
- Cost of command strip hangers and frame mounting to be borne by David Bloom \$350-450
- Cost of Drone Video to be bore by David Bloom \$200
- Request BPL or BPL Trust handle the commercial and general liability insurance for the project ad a project partner. *The cost for Zip US Up! was \$364.*



## **Installation and Removal**

- Removable 3M Command strips used to hang art using 2 hooks for each of the 48 inch wide paintings. There are 3 options to choose from:
  - [https://www.command.com/3M/en\\_US/command/products/~/Command-Universal-Picture-Hanger/?N=5924736+3294529207+3294774821&preselect=8706801+3293786499&rt=rud](https://www.command.com/3M/en_US/command/products/~/Command-Universal-Picture-Hanger/?N=5924736+3294529207+3294774821&preselect=8706801+3293786499&rt=rud)
  - [https://www.command.com/3M/en\\_US/command/products/~/Command-Wire-Backed-Picture-Hanger/?N=5924736+3294529207+3294774740&preselect=8706801+3293786499&rt=rud](https://www.command.com/3M/en_US/command/products/~/Command-Wire-Backed-Picture-Hanger/?N=5924736+3294529207+3294774740&preselect=8706801+3293786499&rt=rud)
  - <https://www.amazon.com/Command-Canvas-Decorate-Damage-Free-17045-ES/dp/B01C60C8A6>
- David Bloom to be financially responsible for repair of any damage to library facia wall from hanging, displaying or removing command strips and paintings.
- Request that Library Board consider leaving Command Strip hangers up after project for potential future projects in order to reduce future project costs and allow for quicker and easier installation

## **Project Organization Structure:**

- BPS Lead - Sarah Smith (Art Teacher/Department Facilitator)
- BHS Co Leads - Carey Crocker (Virtual Administrator, Assessment Coordinator and Data Specialist) and Matthew Beauchamp (Visual Arts Educator)
- David Bloom, Barbara Heller and Laura Host will oversee and coordinate the project with BPS and BHS.
- Library to have final say to reject any project art.

## **Project Theme:**

- Open art theme. Appropriate art at discretion of students overseen by faculty and district leads

# MEMORANDUM

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DATE: June 17, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Purchase of Staff Laptops

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## INTRODUCTION

This memo outlines the rationale for the proposed purchase of 20 laptops along with accompanying software and peripherals for staff members to allow for more flexibility. The total cost for this staff investment would be \$15,789.60 for 20 laptops and \$3,447 for software and peripherals, for a total of \$19,236.60. I have allotted \$25,000 for this purchase in the FY2022-23 budget.

## BACKGROUND

Since March 2020, Baldwin staff have been working from home and using personal devices, such as tablets, smartphones, and laptops, to conduct Library business. At the beginning of the pandemic, three staff members without personal laptops at home were issued Chromebooks for work from home use. We did not have enough Chromebooks to distribute to staff, so staff were forced to use personal devices for work. As the Covid-19 pandemic has continued, it has been difficult for staff members to complete work from home using personal devices because they are not equipped with the software, tools, and network access needed to do their jobs effectively. Currently, staff members work 1-2 days from home to assist with social distancing and lessen the spread of the virus in the workplace. Staff have found this work from home time to be beneficial as it provides them with uninterrupted time to work on special projects, manage collection development, and host virtual programs.

In addition to providing current technology in full working order, here are several benefits to purchasing laptops for staff to use both in the Library and at home:

- Staff would have the opportunity to collaborate with coworkers using alternate work locations throughout the building while still having access to the file sharer.
- Laptops would be available for staff in place of desktop computers going forward.
- Staff will be equipped with the proper software to be able to work effectively from home.
- VPN access on laptops will give all staff working from home access to Baldwin's file server.
- Employees who have the tools they need to perform their jobs well can complete their tasks more efficiently.
- Staff have the opportunity to use the laptop for outreach programs off-site and for programs held in the Library's meeting rooms, such as lectures, story times, and book clubs.
- Laptops are equipped with built-in cameras and microphones for Zoom access during virtual meetings or training webinars.
- Uniform laptops will help IT staff to easily maintain devices, more easily diagnose issues, and more quickly repair, update, and replace models
- Laptops maintained by BPL IT staff will help to eliminate data breaches and hacks, which are more likely on personal devices. Giving every employee a company laptop ensures the right security measures are made.

The laptops will be supplied to the following 20 staff members who have regularly scheduled work from home shifts:

- Head of Youth Services
- Youth Librarians (6)
- Head of Adult Services
- Adult Librarians (8)
- Head of Access Services
- Assistant Head of Access Services
- Acquisitions Assistant
- Idea Lab Supervisor

Jamie Richards, IT Coordinator researched laptops and proposed the purchase of Dell Latitude 3320 laptops with the following specifications:

- 13.3" screen
- Core i5 1135G7
- 8 GB RAM
- 256 GB SSD

#### FISCAL IMPACT

For the FY2022-23 budget, I included \$25,000 for the purchase of 20 laptops and supporting software and peripherals.

We received three quotes for the Dell Latitude 3320 laptop from the following companies.

<b>Company</b>	<b>Cost Per Unit</b>	<b>Total Cost</b>
Dell (with TLN Discount)	\$789.48	\$15,789.60
CDW	\$871.81	\$17,436.20
Southern Computer Warehouse	\$1,040.88	\$20,817.00

We propose purchasing the laptops from Dell using The Library Network discount as it has offered the lowest total price of \$15,789.60.

We will also purchase the following items for each of the laptops, for a total of \$3,447:

- Protective carrying cases (20) - \$260
- Computer mice (20) - \$260
- MS Office software (20 seats) - \$2,322
- VPN software for laptops to connect with BPL's servers - \$605

Our Polaris software is cloud based, as are the portals for ordering materials, maintaining databases, and scheduling.

#### SUMMARY

The purchase of these laptops will provide staff with the appropriate tools needed to work flexibly within the building, complete work from home, attend outreach programs, and administer programs on site. This purchase fits into the FY2022-23 budget. Providing the same model of laptops to staff will help IT staff to easily maintain devices, provide security updates, and maintain the integrity of the Library's network.

**SUGGESTED BOARD ACTION:**

Move to approve the purchase of 20 laptops for staff work from use from Dell, in the amount of \$15,789.60, using the Machinery & Equipment fund (971.0100).




Savings	\$14,122.60
Subtotal (20)	\$15,789.60
Estimated Shipping	\$0.00
Total	\$15,789.60

✓ You've successfully saved a new eQuote - #3000123030294

✕

Details	Billing	Shipping	Payment method
Baldwin 3330 laptop non touch Quote number # 3000123030294  Created June 15, 2022 Expires July 15, 2022 Created by amichelini@tln.lib.mi.us Authorized buyer Angie Michelini	<b>Order contact</b> Angie Michelini The Library Network Contract Code: C000000181093 Customer agreement number: MHEC-07012015 Phone number: (248) 716-5583 Additional:: amichelini@tln.lib.mi.us  <b>Billing information</b> ANGELINA MICHELINI LIBRARY NETWORK 41365 VINCENTI CT, NOVI, MI, 48375-1928 Customer number: 3974467 Phone number: (248) 536-3100 ext. 144 Additional:: AMICHELINI@TLN.LIB.MI.US  <b>Tax exemption</b> I am tax exempt	<b>Shipping information</b> Jamie Richards Baldwin Public Library 300 W Merrill St, Birmingham, MI, 48009-1483 Phone number: (248) 554-4691 Additional:: jamie.richards@baldwinlib.org  <b>Delivery method</b> FREE Standard Delivery  <b>Trade compliance</b> No, I will not be exporting	

Items	Quantity	Unit Price	Item total	
<div><div></div><div>Latitude 3330 Laptop Non Touch</div></div> <div>Discounted unit price: \$789.48</div> <div><b>Estimated Ship Date</b></div> <div>July 7, 2022 - July 11, 2022</div>	20	\$1,495.61	\$29,912.20	
<div>Premier discount</div> <div>Catalog Number: 84 / rrcr818206-6609684</div>			-\$14,122.60	
Category	Description	Code	SKU	ID
Dell Latitude 3330	Dell Latitude 3330, XCTO	GOSM1GN	[210-BDPJ]	1
Processor	11th Gen Intel® Core™ i5-1155G7 (8 M B cache, 4 cores, 8 threads, 2.50 GHz t o 4.50 GHz Turbo)	G25FKDJ	[379-BEUI]	146
Operating System	Windows 10 Pro (Windows 11 Pro licen se included), English, French, Spanish	G42N6D1	[619-AQMP]	11
Office Productivity Software	No Microsoft Office Included	GC70FJV	[658-BCSB]	1002
Base Options	Integrated Intel® Iris® X® Graphics for i5-1155G7 processor with 8G memory f or clamshell	GX051N8	[338-CDOT]	149
Chassis Options	Latitude 3330 Bottom Door	G06NBLX	[321-BHKS]	116

Category	Description	Code	SKU	ID
Systems Management	Intel ME disabled	G7P9SJR	[631-ADKN]	49
Memory	8 GB, LPDDR4x, 4266 MHz, integrated	GGN8DPO	[370-AHDJ]	3
Hard Drive	256 GB, M.2, PCIe NVMe, SSD, Class 35	GWH9ZKO	[400-BNLN]	8
LCD	13.3" FHD (1920x1080) AG, Non-touch, 250 nits, WVA, HD Camera & Microphone	GGKZ5AV	[391-BGNN]	760
Keyboard	Single Pointing Backlit Keyboard, English US	G3PI9KG	[580-AJMH]	4
Mouse	No Mouse	G8043UZ	[570-AADK]	12
Driver	Intel® Wi-Fi Bluetooth Driver	GBGS50W	[555-BHJT]	7
Wireless	Intel® Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2	GQWT6XF	[555-BGGT]	19
Mobile Broadband	No Mobile Broadband Card	GR957IY	[556-BBCD]	114
Primary Battery	4 Cell, 54 Wh, ExpressCharge™ Capable	GM061SN	[451-BCUB]	112
Power Supply	65W Type-C EPEAT Adapter	G35S0FA	[492-BCXP]	1015
PalmRest	No Fingerprint Reader	GYAC1X6	[346-BHSG]	55
Protect your new PC	No anti-virus software	GD4K19S	[650-AAAM]	1014
Operating System Recovery Options	OS-Windows Media Not Included	GLA90Q1	[620-AALW]	200013
Cable	E4 Power Cord 1M for US	G7XRU8M	[537-BBBL]	20
Placemat	Quick Start Guide for 3330	GQC3WMD	[340-CYGR]	60
Diagnostic CD / Diskette	No Resource USB Media	G5KFAU6	[430-XXYG]	50
Docks & Port Replicators	No Docking Station	GJTIBU6	[452-BBSE]	271
Documentation	Safety/Environment and Regulatory Guide (English/French Multi-language)	G7RB0GY	[340-AGIK]	21
ENERGY STAR	ENERGY STAR Qualified	G6J34SM	[387-BBLW]	122
FGA Module	No FGA	NOFGA	[817-BBBB]	572
Non-Microsoft Application Software	Dell Applications Windows 10	GZXEOPO	[658-BBMR] [640-BBLW] [525-BBCL] [658-BDVK] [658-BBRB] [658-BEOK] [658-BEQP] [658-BFDQ]	1003
Packaging	Mix Model Packaging L10 TGL Type-C Adapter CS	G3QPKLF	[340-CZGN]	465
Processor Branding	Intel® Core™ i5 non-vPro Processor Label	G7PMQZT	[389-DXDU]	749
Transportation from ODM to region	Standard Shipment (VS)	G1IR983	[800-BBQK]	200080
EAN/UPC Labels	No UPC Label	G8WGTYN	[389-BCGW]	292
EPEAT 2018	EPEAT 2018 Registered (Gold)	GBU8CHM	[379-BDZB]	200331



Category	Description	Code	SKU	ID
Camera	HD Camera, Temporal Noise Reduction, Camera Shutter, Mic	GH9VTYS	[319-BBID]	379
Windows AutoPilot	No AutoPilot	GYE02AP	[340-CKSZ]	291
Services:Hardware Support	3 Years Hardware Service with Onsite/In-Home Service After Remote Diagnosis	NBD3	[997-6727] [975-3461] [997-6737] [997-6735]	29

Item total: \$15,789.60

Savings: \$14,122.60

Subtotal (20): \$15,789.60

Savings \$14,122.60

Subtotal (20) \$15,789.60

Estimated Shipping \$0.00

Total \$15,789.60

Ultrabook, Celeron, Celeron Inside, Core Inside, Intel, Intel Logo, Intel Atom, Intel Atom Inside, Intel Core, Intel Inside, Intel Inside Logo, Intel vPro, Itanium, Itanium Inside, Pentium, Pentium Inside, vPro Inside, Xeon, Xeon Phi, Xeon Inside, and Intel Optane are trademarks of Intel Corporation or its subsidiaries in the U.S. and/or other countries.

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Smart Selection. Limited quantities. Only available for orders placed by 5:59 p.m. CT Mon.–Thurs. Systems shipped the next business day after an order is placed. Subject to order approval. Software and accessories not part of the configuration will be shipped separately and may arrive after your system. Please note that Smart Selection Configuration pricing cannot be combined with other pricing offers or discounts provided or agreed to by Dell. \*\* Orders with Custom Factory Integration might require additional processing time.

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<sup>1</sup>Subject to applicable law and regulations.

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MAXCases Extreme Shell-L - notebook shell case



Logitech Crayon - digital pen - gray

<div><div></div><div></div><div></div></div>	Logitech Rugged Combo 3 For	<div><div>\$129.00</div><div>Advertised Price</div></div>	<div><div>\$51.86</div><div>Advertised Price</div></div>	<div><div>\$31.91</div><div>Advertised Price</div></div>	<div><div>\$69.99</div><div>Advertised Price</div></div>	<div><div></div><div></div><div></div></div>
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## Quote (Open)

### Date

May 18, 2022 08:50 AM EDT

### Modified Date

May 18, 2022 08:57 AM EDT

### Quote #

1724754 - rev 1 of 1

### Description

None

### SalesRep

Dilg, Travis  
 (P) 1-877-468-6729

### Customer Contact

Richards, Jamie  
 (P) 248-554-4691  
[jamie.richards@baldwinlib.org](mailto:jamie.richards@baldwinlib.org)

### Customer

Baldwin MI Public  
 Library (BM38569)  
 Richards, Jamie  
 300 W Merrill St  
 Birmingham, MI 48009  
 United States  
 (P) 248-554-4691

### Bill To

Baldwin Public Library  
 Accounts, Payable  
 300 W Merrill St  
 Darlene Poprafsky  
 Birmingham, MI 48009  
 United States  
 (P) 248-554-4691

### Ship To

Baldwin Public Library  
 PO, REF  
 300 W Merrill St  
 Jamie Richards  
 Birmingham, MI 48009  
 United States  
 (P) 248-554-4691

### Customer PO:

### Terms:

Undefined

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### Special Instructions:

### Carrier Account #:

#	Image Description	Part #	Qty	Unit Price	Total
1	Dell - Latitude 3330 CTO - Intel Core i5-1155G7 - Windows 10 Pro (Windows 11 Pro license included) - 8 GB LPDDR4x 4266 MHz - 256 GB M.2 PCIe NVMe SSD Class 35 13.3" FHD (1920x1080) AG, Non-touch, 250 nits, WVA, HD Camera & Microphone - Intel Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2 - ProSupport and Next Business Day Onsite Service, 36 Month(s)	210-BDPJ-CTO	1	\$1,040.88	\$1,040.88

#	Image Description	Part #	Qty	Unit Price	Total
	Note: Dell Estimated Ship Date: Ships in 17 - 21 business days				
	Full Specifications				
	Dell Latitude 3330 Dell Latitude 3330, XCTO GOSM1GN [210-BDPJ] Processor 11th Gen Intel® Core™ i5-1155G7 (8 MB cache, 4 cores, 8 threads, 2.50 GHz to 4.50 GHz Turbo) G25FKDJ [379-BEUI] Operating System Windows 10 Pro (Windows 11 Pro license included), English, French, Spanish G42N6D1 [619-AQMP] Office Productivity Software None GC7OFJV [658-BCSB] Base Options Intel® Iris® X® Graphics for i5-1155G7 processor with 8G memory for clamshell GXO51N8 [338-CDOT] Chassis Options Latitude 3330 Bottom Door G06NBLX [321-BHKS] Systems Management Intel ME disabled G7P9SJR [631-ADKN] Memory 8 GB, LPDDR4x, 4266 MHz, integrated GGN8DPO [370-AHDJ] Hard Drive 256 GB, M.2, PCIe NVMe, SSD, Class 35 GWH9ZKO [400-BNLN] LCD 13.3" FHD (1920x1080) AG, Non-touch, 250 nits, WVA, HD Camera & Microphone GKGZ5AV [391-BGNN] Keyboard Single Pointing Backlit Keyboard, English US G3PI9KG [580-AJMH] Mouse No Mouse G8043UZ [570-AADK] Driver Intel® Wi-Fi Bluetooth Driver GBGS50W [555-BHJT] Wireless Intel® Wi-Fi 6 AX201 2x2 .11ax 160MHz + Bluetooth 5.2 GQWT6XF [555-BGGT] Mobile Broadband No Mobile Broadband Card GR957IY [556-BBCD] Primary Battery 4 Cell, 54 Wh, ExpressCharge™ Capable GM061SN [451-BCUB] Power Supply 65W Type-C EPEAT Adapter G35S0FA [492-BCXP] PalmRest No Fingerprint Reader GYAC1X6 [346-BHSG] Protect your new PC No anti-virus software GD4K19S [650-AAAM] Operating System Recovery Options OS-Windows Media Not Included GLA9OQ1 [620-AALW] Cable E4 Power Cord 1M for US G7XRU8M [537-BBBL] Placemat Quick Start Guide for 3330 GQC3WMD [340-CYGR] Diagnostic CD / Diskette No Resource USB Media G5KFAU6 [430-XXYG] Docks & Port Replicators No Docking Station GJTIBU6 [452-BBSE] Documentation Safety/Environment and Regulatory Guide (English/French Multi-language) G7RB0GY [340-AGIK] ENERGY STAR ENERGY STAR Qualified G6J34SM [387-BBLW] FGA Module No FGA NOFGA [817-BBBB] Non-Microsoft Application Software Dell Applications Windows 10 GZXEOP0 [525-BBCL] [640-BBLW] [658-BBMR] [658-BBRB] [658-BDVK] [658-BEOK] [658-BEQP] [658-BFDQ] Packaging Mix Model Packaging L10 TGL Type-C Adapter CS G3QPKLF [340-CZGN] Processor Branding Intel® Core™ i5 non-vPro Processor Label G7PMQZT [389-DXDU] Transportation from ODM to region Standard Shipment (VS) G1IR983 [800-BBQK] EAN/UPC Labels No UPC Label G8WGTYN [389-BCGW] EPEAT 2018 EPEAT 2018 Registered (Gold) GBU8CHM [379-BDZB] Camera HD Camera, Temporal Noise Reduction, Camera Shutter, Mic GH9VTYS [319-BBID] Windows AutoPilot No AutoPilot GYEO2AP [340-CKSZ] Services:Hardware Support Mail In Service 12 Months, 12 Month(s) GCLIK9P [709-BBRC] Extended Service ProSupport and Next Business Day Onsite Service, 36 Month(s) GCBH3WQ [199-BIQI] [199-BIQJ]				
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Please note that expedited shipping charges are estimated, and could decrease or increase when invoiced.

All prices are subject to change without notice. Supply subject to availability.

<b>Subtotal:</b>	<b>\$1,040.88</b>
Tax (.0000%):	\$0.00
Shipping:	\$0.00
<b>Total:</b>	<b>\$1,040.88</b>





**INFORMATION ONLY**

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## Upcoming Events of Interest

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### **Weekly Story Times**

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

### **Teen Mario Kart Tournament**

*Thursday, June 23 — 3:00 p.m. to 5:00 p.m.*

Come show off your racing skills! All players will have the opportunity to battle it out on the track. The winner of each cup will move up to the next bracket. The final two champions will race for a prize. Registration required. Grades 7-12.

### **Let Your Resume Tell Your Story**

*Monday, June 27 — 7:00 p.m. to 8:00 p.m.*

Creating an impressive resume is more than just listing your professional experience. Join Amazon recruitment specialist Will Ham as he talks about the techniques to use to craft a resume that tells a story about what you have to offer and contribute at an organization, and connects with recruiters. This is a virtual event. Registration is required.

### **The Restless Genius of Benjamin Franklin**

*Tuesday, June 28 — 7:00 p.m. to 8:00 p.m.*

Join Dr. Richard Bell, Professor of History at the University of Maryland, as he rejoins us to examine the genius of Benjamin Franklin. A man with only two years of proper schooling, Franklin explored ideas encompassing not only natural science and engineering, but also all sorts of public works, civic improvements, political trail-blazing, and fresh new business ideas. This is a virtual event.

### **Commotion in the Ocean**

*Wednesday, June 29 — 3:00 p.m. to 4:30 p.m.*

Grades 1 to 5. Swim into an ocean of fun, full of self-guided, ocean-themed activities and simple experiments. Registration for a time slot required.

### **Collecting Vintage Kitsch**

*Wednesday, June 29 — 7:00 p.m. to 8:00 p.m.*

Vintage kitsch is cute, fun, and collectable! Expert reseller Amie Hackworth will tell us where she finds the most adorable vintage treasures, and how she transforms them into crafts, decor, and business opportunities. Virtual Event.

### **Social Networking for Seniors: Facebook**

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

Learn the essentials of Facebook for safe social networking. Virtual Event.

**At the Beach Outdoor Family Story Time**

*Thursday, July 7 — 11:00 a.m. to 11:30 a.m.*

Have a sun-sational time with Ms. Caroline and enjoy books and activities together with the whole family. This story time will take place in the Children's Garden on the north side of the Library.

**Man's Best Friend: Dogs in the Ancient World**

*Saturday, July 9 — 3:00 p.m. to 4:30 p.m.*

Dogs were the first animal humans domesticated, and have held a special place in our societies ever since. Acting as guards, guides to the underworld, companions and hunters, they have played many parts throughout history. Join archaeologist Ellen Green in her return to BPL for an exploration of what roles dogs had in the ancient world and how our canine friends have been there for us for 29,000 years. Ellen Green is a PhD researcher at the University of Reading in England, specializing in human remains. Prior to her return to academia she was a field archaeologist in London for 5 years, and she has worked on sites from every period in the city's history. She developed a love of archaeology through many visits to Roman ruins and castles in the UK over many vacations, which inspired a fascination with the past. She is also a big fan of Indiana Jones. This is a virtual event. Registration is required to receive the Zoom link.

**Volunteer with the Henry Ford Hospice**

*Monday, July 11 — 3:30 p.m. to 4:30 p.m.*

Learn about the Henry Ford Hospice and the many ways you can make a difference through various volunteer opportunities; such as compassionate companionship/socialization with patients, caregiver relief, and veteran support.

**Teen Crafternoon - Pour Painting**

*Tuesday, July 12 — 3:30 p.m. to 4:30 p.m.*

JUNE 14: MACRAME RAINBOWS

JULY 12: POUR PAINTING

AUGUST 16: NEON SIGNS

Grades 7-12. All supplies will be provided.

This program will take place in the Children's Garden on the north side of the Library. Check your email for weather related updates. Registration required.

**Perler Bead Craft Night**

*Wednesday, July 13 — 7:00 p.m. to 8:00 p.m.*

Grades 4 to 6. Are you hooked on Perler beads? Join us for a fin-tastic evening of creation. All supplies will be provided. Registration required.

# LEARN CONNECT DISCOVER

SUMMER 2022 NEWSLETTER

- 2** PROGRAMS FOR CHILDREN
- 4** PROGRAMS FOR TEENS
- 5** PROGRAMS FOR ADULTS
- 6** COMPUTER CLASSES, IDEA LAB,  
ADULT DISCUSSION GROUPS
- 7** DIRECTOR'S UPDATE  
LIBRARY BOARD

## BPL SUMMER READING 2022



# Oceans *of* POSSIBILITIES

All programs subject to change.



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

# SUMMER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6



## SUMMER READING KICK-OFF

FRIDAY, JUNE 10 FROM 1:00 TO 4:00 P.M.

Stop by the library to sign up for the Youth Summer Reading Challenge and enjoy some crafts and activities.

ALL PROGRAMS SUBJECT TO CHANGE. CHECK THE WEBSITE ([WWW.BALDWINLIB.ORG/CALENDAR](http://WWW.BALDWINLIB.ORG/CALENDAR)) FOR UP-TO-DATE INFORMATION AND LOCATIONS BEFORE ATTENDING ANY EVENT.

### JUNE

**NARWHAL AND JELLY JAM** | GRADES 1 TO 4  
THURSDAY, JUNE 16 AT 3:00 P.M.

Are you a fan of the "Narwhal and Jelly" books? We're hosting a celebration of these fun books with activities and crafts.

Registration for a time slot required.

**BEACH PARTY** | ALL AGES  
SATURDAY, JUNE 18 AT 11:00 A.M.

Bring your beach towel & sandals because this party will be a splash! Registration for a time slot required.

**COMMOTION IN THE OCEAN** | GRADES 1 TO 5  
WEDNESDAY, JUNE 29 AT 3:00 P.M.

Swim into an ocean of fun, full of self-guided, ocean-themed activities and simple experiments. Registration for a time slot required.

### JULY

**UNDER THE SEA PARTY** | ALL AGES  
WEDNESDAY, JULY 6 AT 3:00 P.M.

Dive into fun ocean-themed activities and crafts. Oceans of possibilities await! Registration for a time slot required.

**PERLER BEAD CRAFT NIGHT** | GRADES 4 TO 6  
WEDNESDAY, JULY 13 AT 7 P.M.

Are you hooked on Perler beads? Join us for a fin-tastic evening of creation. All supplies will be provided. Registration required.

### JULY

**DINO DAY** | AGES 2 TO 5  
SATURDAY, JULY 23 AT 11:00 A.M.

Join us for dinosaur fun with crafts, activities, and surprises. Registration required.

**TIE-DYE T-SHIRTS** | GRADES 3 TO 6  
WEDNESDAY, JULY 27 AT 3:00 P.M.

Bring a 100% cotton white t-shirt (or socks) to learn the art of tie-dye. Registration required.

**GOONIES INTERACTIVE MOVIE**  
BEST FOR GRADES 3 AND UP  
THURSDAY, JULY 28 FROM 6:30 TO 8:30 P.M.

Hey You Guys! Collect your interactive participation kit and watch along on Discord from home. Registration required.

### AUGUST

**HEAR A STORY, MAKE A PUPPET!**  
GRADES K TO 3

MONDAY, AUGUST 1 AT 6:30 P.M. | VIRTUAL  
Join us from your remote island for some seaside stories, then create a puppet for each book! Supplies will be available one week before the program. Registration required.

**STEAM PAINT LAB** | PRESCHOOL AGE  
TUESDAY, AUGUST 2 AT 11:00 A.M.

Come dressed to paint and explore different painting techniques as you create your next masterpiece. Registration required.

**PAINT BY NUMBER** | GRADES 1 TO 5  
THURSDAY, AUGUST 4 AT 3 P.M.

Paint by the numbers to create a beautiful work of art. Come dressed to paint. Registration required. 109

# BOOK CLUBS

FOR CHILDREN

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

**FAMILY BOOK CLUB** | GRADES 3 TO 6  
TUESDAY, JULY 19 AT 7:00 P.M.

WHALE OF THE WILD BY ROSANNE PARRY

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

**PANELS AND FRAMES** | GRADES 3 TO 6  
TUESDAYS AT 7:00 P.M.

JUNE 21: HILO: THE BOY WHO CRASHED TO EARTH BY JUDD WINICK

AUGUST 16: MAX MEOW: CAT CRUSADER BY JOHN GALLAGHER  
Email [Caroline.Salucci@baldwinlib.org](mailto:Caroline.Salucci@baldwinlib.org) to register.

**BEYOND THE BOOK** | GRADES 2 TO 4  
THURSDAYS AT 7:00 P.M.

JUNE 9: WHO WOULD WIN: ULTIMATE JUNGLE RUMBLE BY JERRY PALLOTTA

JULY 14: WHO IS NEIL DEGRASSE TYSON BY PAM POLLACK  
AUGUST 11: DK FINDOUT! OCEANS BY ANDREA MILLS

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

**BOOKS PLUS** | GRADES 2 TO 3 AND A GROWNUP  
MONDAYS AT 7:00 P.M.

JUNE 27: JASMINE TOGUCHI, MOCHI QUEEN BY DEBBI MICHICO FLORENCE

JULY 25: J.D. AND THE FAMILY BUSINESS, BY J. DILLARD  
AUGUST 29: THE DOLL PEOPLE BY ANN M. MARTIN  
Email [Donna.Smith@baldwinlib.org](mailto:Donna.Smith@baldwinlib.org) to register.

**MOTHER/DAUGHTER** | GRADES 4 TO 6 AND MOMS  
TUESDAYS AT 7:00 P.M.

JUNE 14: WORDS ON FIRE BY JENNIFER NIELSEN

JULY 12: STRANGE BIRDS: A FIELD GUIDE TO RUFFLING FEATHERS BY CELIA C. PÉREZ

AUGUST 9: MY LIFE IN THE FISH TANK, BY BARBARA DEE  
Email [Susan.Dion@baldwinlib.org](mailto:Susan.Dion@baldwinlib.org) to register.

**BOOKS AND BAGELS** | GRADES 4 TO 6  
TUESDAYS AT 7:00 P.M.

JUNE 28: SHORT BY HOLLY GOLDBERG SLOAN

JULY 26: THE ACCIDENTAL APPRENTICE BY AMANDA FOODY  
AUGUST 23: MARCUS VEGA DOESN'T SPEAK SPANISH BY PABLO CARTAYA

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

**MOMS BOOK CLUB**  
WEDNESDAYS AT 7:00 P.M.

JUNE 1: LEONARD AND HUNGRY PAUL BY RONAN HESSON

AUGUST 3: THE PERSONAL LIBRARIAN BY MARIE BENEDICT AND VICTORIA CHRISTOPHER MURRAY

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

# STORY TIMES

FOR CHILDREN

Visit our story time page at [www.baldwinlib.org/storytime](http://www.baldwinlib.org/storytime) for dates, locations, and more information. **Registration required.**

## MOVE & GROOVE | 3 TO 5 YEARS

WITH MS. CAROLINE ON MONDAYS  
Join Ms. Caroline for stories and activities that will get you moving up, down, and all around.

## WIGGLE & RHYME | BIRTH TO 1.5 YEARS

WITH MS. STEPHANIE ON TUESDAYS  
Join Ms. Stephanie for a lapsit story time with singing, clapping, tapping, and more

## TODDLER TALES | 1.5 YEARS TO 2.5 YEARS

WITH MS. ROSEMARY ON WEDNESDAYS  
Join Ms. Rosemary for stories, songs, and rhymes.

## SING & TELL | 2.5 YEARS TO 3.5 YEARS

WITH MS. SUSAN ON FRIDAYS  
Join Ms. Susan as she reads stories and rhymes, sings songs, and more.

## ROCK N READ | 2 YEARS TO 5 YEARS

WITH MS. DONNA EVERY OTHER THURSDAY  
Shake out your sillies, listen to stories, and move to music at this lively virtual story time.

## BEDTIME TALES

ALL AGES  
WEDNESDAYS AT 6:30 P.M.

JUNE 15: VIRTUAL OR  
JUNE 22: IN PERSON

AUGUST 17: VIRTUAL OR  
AUGUST 24: IN PERSON

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

## OUTDOOR FAMILY STORY TIME

THURSDAYS AT 11:00 A.M.

JULY 7: AT THE BEACH

AUGUST 4: OCEAN IN MOTION

Have a sun-sational time with Ms. Caroline and enjoy books and activities together with the whole family. **Registration required.**

## BOOK BUNDLES

For babies through 6th grade. Don't know what you want to read? Want some surprises? Fill out a Book Bundle form at [www.baldwinlib.org/youth](http://www.baldwinlib.org/youth) and a Youth Services Librarian will pull a bundle of surprise books for checkout.

# SUMMER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

## SUMMER CREATIVITY

### YOUTH TAKE AND MAKE CRAFTS

MONDAYS: JUNE 13 THROUGH AUGUST 1

Pick up your free craft kit to take home.

**First come, first served.**

### COLORING CLUB

TUESDAYS: JUNE 14 • JULY 12 • AUGUST 9

Receive a fun poster to color at home.

Two choices are available each month.

**Registration required.**

## KIDS LIBRARY SOCIETY



GRADES 3 TO 6

THURSDAYS: JUNE 16 • JULY 21 • AUGUST 18 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.**

## BOOKS UNBOXED



GRADES 4 TO 12

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

## PROJECT KIDSIGHT

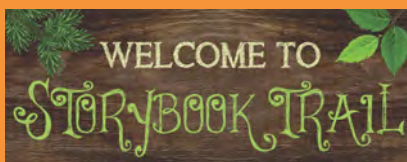
VISION SCREENING FOR KIDS  
FROM 10:00 A.M. TO NOON

- SATURDAY, JUNE 18
- SATURDAY, JULY 23
- TUESDAY, AUGUST 2

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.*

## STORY BOOK TRAIL



Visit Beverly Park and walk the 0.4 miles trail and read an entire book that is displayed on permanent posts throughout the park. Experience a new story every month from April through December.

## BOOK SCAVENGERS



We've hidden pictures in the Youth Room! How many can you find?

A new scavenger hunt will be put up at the beginning of each month.

## LIBRARIAN LETTERS



Would you or your child like to receive a letter from a Baldwin Librarian? We would love to write you one! Fill out the online form at [www.baldwinlib.org/letters](http://www.baldwinlib.org/letters) and a librarian will joyfully write you or your child a letter.

1,000  
BOOKS

BEFORE  
KINDERGARTEN

1,000 BOOKS  
BEFORE  
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Encourage reading and help prepare your child for kindergarten.

Earn prizes for every 250 books you read

with your child before they enter Kindergarten!

*Sponsored by the Bob and Jean Kelly Endowment.*



# SUMMER PROGRAMS FOR TEENS

GRADES 7 TO 12



## SUMMER READING KICK-OFF

FRIDAY, JUNE 10 FROM 1:00 TO 4:00 P.M.

Stop by the library to sign up for the Teen Summer Reading Challenge! Pick out a free book and enter into a drawing to win \$25 Birmingham Bucks.

PROGRAMS ARE FOR TEENS ENTERING GRADES 7 TO 12, UNLESS OTHERWISE NOTED.  
PLEASE NOTE THAT PARENTS AND YOUNGER SIBLINGS WILL NOT BE ABLE TO ATTEND TEEN PROGRAMS.

ALL PROGRAMS WILL MEET IN PERSON.

### JUNE

#### IMMUNITY QUEST ESCAPE ROOM WITH ESCAPE ROOM NOVI THURSDAY, JUNE 16

Your group has been placed on a deserted island and must work as a team to solve puzzles and riddles while searching for the God of Immunity Mask. But beware, not all things are as they seem on the island. Find the mask before time is up.

6:00 P.M., 6:30 P.M., 7:00 P.M., 7:30 P.M.

Total of 8 teens per time slot; coordinate with your friends if you want to play with someone specific. Each game lasts 25 minutes. Please arrive 5 minutes early. Registration required.

#### MARIO KART TOURNAMENT THURSDAY, JUNE 23 FROM 3:00 TO 5:00 P.M.

Come show off your racing skills! All players will have the opportunity to battle it out on the track. The winner of each cup will move up to the next bracket. The final two champions will race for a prize. Registration required.

### JULY

#### TASTE TEST EXPERIMENT THURSDAY, JULY 21 FROM 3:00 TO 4:00 P.M. AND 7:00 TO 8:00 P.M.

Let's confuse our taste buds with the miracle berry, the fruit that temporarily makes sour and bitter foods taste sweet. We will experiment with different types of foods to see how they taste. Registration required. Disclaimer: We cannot guarantee that food served at this program has not come into contact with allergens.

### JULY

#### GOONIES INTERACTIVE MOVIE THURSDAY, JULY 28 FROM 6:30 TO 8:30 P.M.

Hey You Guys! Watch the classic movie *The Goonies* while acting along, using your interactive participation script. Yell, stomp your feet, use props, and more. Come view the movie in person or stay home and watch with us on Discord. Registration required.

### AUGUST

#### END OF SUMMER READING PIZZA PARTY FRIDAY, AUGUST 5 FROM 6:00 TO 9:00 P.M.

Celebrate after-hours at the library with pizza, ice cream sundaes, video games, movies, hide & seek, and more! Registration and signed permission slip required.

### BOOKS UNBOXED



GRADES 4 TO 12  
Join our subscription box service and receive a surprise library book along with snacks and other goodies. Visit [www.baldwinlib.org/teen](http://www.baldwinlib.org/teen) to subscribe now.

Sign up by the third Tuesday of the month to receive your box on the fourth Tuesday of the month. Subscriptions last for 3 months.

# FUN ALL SUMMER

FOR TEENS

#### PIZZA AND PAGES THURSDAYS AT 7:00 P.M.

JUNE 2: *LAST NIGHT AT THE TELEGRAPH CLUB*  
BY MALINDA LO

JULY 7: *FIVE TOTAL STRANGERS* BY NATALIE D. RICHARDS

AUGUST 4: *THE HOUSE IN THE CERULEAN SEA* BY TJ KLUNE

The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. Pizza will be provided. Registration required.

#### CRAFTERNOONS TUESDAYS AT 3:30 P.M.

JUNE 14: MACRAME RAINBOWS

JULY 12: POUR PAINTING

AUGUST 16: NEON SIGNS

Let's craft in person! All supplies will be provided. Registration required.

#### ANIME CLUB THURSDAYS AT 7:00 P.M.

JUNE 9

JULY 14

AUGUST 11

Watch anime, talk about manga, do fun activities, and enjoy snacks. Cosplay encouraged. Registration required.

#### CINEMA SATURDAYS SATURDAYS AT 3:00 P.M.

JUNE 18: *FREE WILLY* (PG, 112 MINUTES)

JULY 23: *SHARKNADO* (TV-14, 86 MINUTES)

AUGUST 20: *BLUE CRUSH* (PG-13, 104 MINUTES)

Watch a movie at the library. Popcorn, candy, and drinks will be provided, but feel free to bring your own snacks. Registration required.

### WRITING CONTEST

#### FLASH FICTION WRITING CONTEST

Write a short short story between 75 and 200 words. \$50 Amazon gift cards will be awarded to one writer in each grade category: Grades 7-8, Grades 9-10, and Grades 11-12. Entries will be accepted July 1 through August 31. The contest will be judged by librarians, and the winning stories will be featured on our website. Visit [baldwinlib.org/teen](http://baldwinlib.org/teen) for more details, contest rules and entry instructions.

# BOOK CLUBS

## FOR ADULTS

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

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AUGUST 2: *MS. MARVEL* BY SALADIN AHMED

## GENEALOGY 101

### WRITE YOUR FAMILY STORY THURSDAY, JUNE 9 AT 7:00 P.M.

Join esteemed local archivist and published author, Robbie Terman, as she speaks about the information you'll need combined with the steps you take to document your family history. Create something to share with loved ones and pass down to future generations. **Registration required.**

# SUMMER PROGRAMS FOR ADULTS

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### LET YOUR RESUME TELL YOUR STORY MONDAY, JUNE 27 AT 7:00 P.M.

Creating an impressive resume is more than just listing your experience. Join Amazon recruitment specialist Will Ham as he talks about the techniques to use to craft a resume that tells a story and connects with recruiters. **Virtual event. Registration required.**

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Join Dr. Richard Bell, Professor of History at the University of Maryland, as he examines the genius of Benjamin Franklin. A man with only two years of proper schooling, Franklin explored ideas encompassing not only natural science and engineering, but also all sorts of public works, civic improvements, political trail-blazing, and fresh new business ideas. **Virtual event. Registration required.**

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Edsel Ford led a design revolution at Ford Motor Company in the 1930s. Learn about the artistic and historical influences that contributed to that shift. Hear about the aesthetic connections between Ford's designs and key art movements. **Virtual event. Registration required.**

### SHIPWRECK TALES OF GEORGIAN BAY MONDAY, AUGUST 29 AT 7:00 P.M.

In 2018, Cris Kohl & Joan Forsberg's dive team located two famous shipwrecks, J.H. Jones & Manasoo, in Lake Huron's Georgian Bay. Cris & Joan will discuss and show video footage of their important and exciting finds, as well as other shipwrecks in the Georgian Bay, including the fabled Griffin.

**Virtual event.**

**Registration required.**



## VOLUNTEERING

### LOCAL VOLUNTEERING OPPORTUNITY INFORMATION SESSIONS

MONDAYS: JUNE 6 • JULY 11 • AUGUST 1

Learn about how you can volunteer and support local organizations doing good. **Registration required.**

# COMPUTER CLASSES

REGISTRATION IS REQUIRED FOR ALL COMPUTER CLASSES.  
ONCE REGISTERED, YOU WILL RECEIVE A ZOOM LINK A HALF HOUR BEFORE CLASS.

## JUNE

### CHECK OUT EBOOKS FROM THE LIBRARY SATURDAY, JUNE 4 AT 3:00 P.M.

Learn how to check out eBooks and eAudio-books from the Library with your BPL card.

### BUILD A WEBSITE

WEDNESDAYS, JUNE 8 & 15 AT 7:00 P.M.

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

### MICROSOFT WORD

THURSDAY, JUNE 9 AT 3:00 P.M.

Learn document creation and word processing with Microsoft Word.

### GOOGLE DOCS

THURSDAY, JUNE 16 AT 3:00 P.M.

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

### SOCIAL NETWORKING FOR SENIORS: FACEBOOK

THURSDAY, JUNE 30 AT 3:00 P.M.

Learn the essentials of Facebook for safe social networking.

## JULY

### GOOGLE SHEETS

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

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

### CHECK OUT EBOOKS FROM THE LIBRARY THURSDAY, JULY 7 AT 3:00 P.M.

Learn how to check out eBooks and eAudio-books from the Library with your BPL card.

### MICROSOFT EXCEL: CREATING SPREADSHEETS

WEDNESDAY, JULY 13 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation with Microsoft Excel.

## JULY

### NEWSPAPERS FROM HOME THURSDAY, JULY 14 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.

### TRACKING STOCKS IN GOOGLE SHEETS

THURSDAY, JULY 21 AT 3:00 P.M.

Track and manage your stock portfolio within Google Sheets.

### SELLING ONLINE

SATURDAY, JULY 30 AT 3:00 P.M.

Declutter and make money by selling your unwanted items online.

## AUGUST

### POWERPOINT: CREATE A PRESENTATION

WEDNESDAYS, AUGUST 10 & 17  
AT 7:00 P.M.

Learn the fundamentals of slideshow creation with Microsoft PowerPoint.

### TWITTER

THURSDAY, AUGUST 11 AT 3:00 P.M.

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

### NEWSPAPERS FROM HOME

THURSDAY, AUGUST 18 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.

### GOOGLE SLIDES

THURSDAY, AUGUST 25 AT 3:00 P.M.

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

### ONLINE PHOTO EDITING

SATURDAY, AUGUST 27 AT 3:00 P.M.

Crop, edit, and apply effects to improve your photos with free and powerful online software.

# IDEA LAB

## IDEA LAB TAKE AND MAKE: 3D PRINTED WATER ROCKET KIT MONDAY, JUNE 13

Spring is here, and that means it's time to play outside! Our 3D Printed water rocket kit attaches to a plastic bottle. Assemble your kit, add water, pump up the pressure, and blast off! It might be getting hot outside, but these rockets are as cool as it gets! *Bicycle-style hand pump required.* Limit one per household.

## IDEA LAB LIVE: KITCHEN THINGS WEDNESDAY, JUNE 29 AT 7:00 P.M.

Join Jeff on Instagram Live for our "Idea Lab: Things" series! In this episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or laser-cuttable models that will enhance your kitchen.

## IDEA LAB KIT: 3D PRINTED BLADELESS FAN MONDAY, JULY 18

Beat the summer heat with a high-tech bladeless fan kit. Made from 3D printed parts, this ingenious fan uses the Coandă effect to produce tremendous airflow and keep your room nice and breezy. **Registration required.** Limit one per household.

## IDEA LAB LIVE: BOARD GAME THINGS WEDNESDAY, JULY 27 AT 7:00 P.M.

Join Jeff on Instagram Live for our "Idea Lab: Things" series! In this episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or laser-cuttable models that will enhance your board game playing.

## IDEA LAB KIT: DIY DIGITAL CLOCK MONDAY, AUGUST 15

Grab a kit for this stylish and high-tech digital clock that you can make from scratch! The kit includes a printed circuit board, all of the necessary electronic components, and a snazzy laser-cut case. This project is the perfect balance of fun and complexity. *Not recommended for kids under 10 years old. Adult supervision recommended. Requires a soldering iron.* Registration required. Limit one per household.

## IDEA LAB LIVE: AUDIO THINGS WEDNESDAY, AUGUST 31 AT 7:00 P.M.

Join Jeff on Instagram Live for our "Idea Lab: Things" series! In this episode, Jeff will discuss and demonstrate a variety of interesting and useful 3D-printable or laser-cuttable models that will enhance your listening enjoyment.

## ADULT DISCUSSION GROUPS

### SOCIAL KNITWORKING WEDNESDAYS AT 2:00 P.M.

JUNE 15 • JULY 20 • AUGUST 17

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

### GREAT BOOKS DISCUSSION GROUP

Discussions take place the first and third Wednesday of the month. All meetings currently take place via Zoom. Email [adult.reference@baldwinlib.org](mailto:adult.reference@baldwinlib.org) to join.



# SUMMER DIRECTOR'S UPDATE

## SUMMER FUN AT BPL

As Michiganders, there's no denying that our lovely summers are worth the wait after surviving the long winter months. As you make plans in the next few months, consider signing up for our yearly Summer Reading Challenge, sponsored by the Friends of the Baldwin Public Library. You can find out more information about the program by visiting [baldwinlib.org/summer-reading](http://baldwinlib.org/summer-reading).

In addition to signing up for our summer reading program, I hope you'll take a look and discover something new at your library this summer:

- In May, we expanded the Children's Garden on the north side of our building by over 2,000 square feet. We look forward to hosting story times and other fun programs in the garden this year.
- Watch the plans take shape for our upcoming expansion and renovation of the front entrance online at [baldwinlib.org/renovation](http://baldwinlib.org/renovation). Construction is expected to start in summer 2023.
- Listen to an audiobook on an upcoming walk with our Books on Foot program. With monthly themes, book suggestions, and prizes, this program will help keep you active and engaged.
- Have you been having fun playing the daily Wordle game? Use your Baldwin card to play all of the New York Times Games at [baldwinlib.org/nyt-crossword/](http://baldwinlib.org/nyt-crossword/)
- Attend college-level lectures from the comfort of your home by watching the Great Courses, available on over 100 different subjects in our Hoopla app (visit your device's app store to download the app and get started)
- Consider hosting your next meeting at the Library in one of our three rental rooms. Learn more about our reasonable rental rates at [baldwinlib.org/rent](http://baldwinlib.org/rent)
- Our new Vinyl Collection is debuting this summer. Visit the A/V section in the Adult Services area to browse our starting set of over 100 albums. Thanks to librarian Mick for developing this collection with assistance from Megan, H, Kristen, Brandon, Josh, and David.
- And, speaking of vinyl, we offer both vinyl cutting and vinyl format conversion in our Idea Lab makerspace. We can convert video and audio cassettes, vinyl records, film slides and negatives, and motion picture film to digital files for you in the Lab.

If you'd like to learn even more about the Library, join me on an upcoming Behind the Scenes Tour. 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 on Tuesday, June 14 at 4:00 p.m., Wednesday, July 20 at 2:00 p.m., or Thursday, August 11 at 10:00 a.m.

Take care and have a lovely summer!

Rebekah Craft, Library Director

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

248-554-4681

## LIBRARY BOARD



**THE LIBRARY BOARD WILL MEET ON MONDAYS, JUNE 20, JULY 18, AND AUGUST 15 IN THE ROTARY ROOM AT 7:30 P.M.**

**Board Members:**

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

## THANK YOU TO OUR DONORS

**DECEMBER 2021  
TO MARCH 2022**

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PUBLIC LIBRARY  
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STACY GOLDBERG *IN MEMORY  
OF NEWTON AND ILEENE LEVIN*  
JEFF AND JANICE HAUSMAN  
PETER AND SUSAN HAWKINS  
SUSAN JOHNSTON AND THE  
SUSAN AND LAIRD JOHNSTON  
FOUNDATION  
NEEDA MALIK  
MELISSA S. AND THOMAS E. MARK  
EMILY McRITCHIE  
ROBERT D. NICHOLSON  
PEO SISTERHOOD CHAPTER CG  
MEREDITH QUARRIER  
DEREK SMITH



# LEARN.CONNECT.DISCOVER.

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MANY THANKS TO THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY FOR FUNDING  
THE SUMMER 2022 ISSUE OF LEARN. CONNECT. DISCOVER!



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☐ RENEWING MEMBER

☐ \$15 INDIVIDUAL

☐ \$25 BUSINESS/ASSOC.

☐ \$100+ PATRON

☐ \$20 FAMILY

☐ \$50+ SUSTAINING

☐ \$500+ GRAND PATRON

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EMAIL: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PLEASE MAKE CHECKS PAYABLE TO FRIENDS OF THE BALDWIN PUBLIC LIBRARY AND MAIL WITH THIS FORM TO  
FRIENDS OF THE BALDWIN PUBLIC LIBRARY, 300 W. MERRILL, BIRMINGHAM, MI 48009.

WE ARE ALWAYS LOOKING FOR NEW FRIENDS! IF YOU WOULD LIKE TO VOLUNTEER TO HELP WITH  
BOOK SALES/SORTING OR BECOME A BOARD MEMBER, PLEASE EMAIL US AT FRIENDS@BALDWINLIB.ORG

## LIBRARY HOURS:

### MONDAY TO THURSDAY

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

### FRIDAY & SATURDAY

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

SUNDAY : 12:00 to 5:00 P.M.

CLOSED : MONDAY, JULY 4

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

## CONTACT US:

[www.baldwinlib.org](http://www.baldwinlib.org)

MAIN PHONE: 248-647-1700

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS:

248-554-4630

YOUTH SERVICES: 248-554-4670

## PARKING:

2 Hours FREE Parking  
in the Chester Street Deck

SUNDAYS: All Parking is Free



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**PARTICIPATE IN BALDWIN'S**

# **ADULT SUMMER READING CHALLENGE!**

**YOU CAN EARN BADGES BY**  
reading, attending programs,  
trying out databases like Mango  
and Creativebug, going to a  
museum or just visiting with a friend.

**ONCE YOU'VE REACHED 5 POINTS**  
you will automatically be entered  
into the grand prize drawing.

**YOU CAN EARN 1 POINT FOR EACH**  
book you read, each review  
you write or each activity  
you complete.

**FIND FULL DETAILS**  
and register at  
[baldwinlib.org/  
summer-reading](http://baldwinlib.org/summer-reading)

# **Oceans *of* POSSIBILITIES**

**BALDWINLIB.ORG/SUMMER-READING**

**June 10  
THROUGH  
August 5**





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THURSDAY, AUGUST 18 AT 7:00 P.M.

Edsel Ford led a design revolution at Ford Motor Company in the 1930s. Learn about the artistic and historical influences that contributed to that shift. Hear about the aesthetic connections between Ford's designs and key art movements. **Virtual event. Registration required.**

### SHIPWRECK TALES OF GEORGIAN BAY

MONDAY, AUGUST 29 AT 7:00 P.M.

In 2018, Cris Kohl & Joan Forsberg's dive team located two famous shipwrecks, J.H. Jones & Manasoo, in Lake Huron's Georgian Bay. Cris & Joan will discuss and show video footage of their important and exciting finds, as well as other shipwrecks in the Georgian Bay, including the fabled Griffin. **Virtual event. Registration required.**

## DISCUSSION GROUPS

### SOCIAL KNITWORKING

WEDNESDAYS AT 2:00 P.M.

JUNE 15 - JULY 20 - AUGUST 17

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

### GREAT BOOKS DISCUSSION GROUP

Discussions take place the first and third Wednesday of the month. All meetings currently take place via Zoom.

Email [adult.reference@baldwinlib.org](mailto:adult.reference@baldwinlib.org) to join.

## GENEALOGY 101

### WRITE YOUR FAMILY STORY

THURSDAY, JUNE 9 AT 7:00 P.M.

Join esteemed local archivist and published author, Robbie Terman, as she speaks about the information you'll need combined with the steps you take to document your family history. Create something to share with loved ones and pass down to future generations. **Registration required.**

## VOLUNTEERING

### LOCAL VOLUNTEERING OPPORTUNITY INFORMATION SESSIONS

MONDAYS: JUNE 6 - JULY 11 - AUGUST 1

Learn about how you can volunteer and support local organizations doing good. **Registration required.**





# BPL SUMMER READING 2022

## TEEN SUMMER READING PROGRAM

GRADES 7-12

**June 10**  
THROUGH  
**August 5**

RECEIVE A FREE BOOK WHEN YOU SIGN UP!

- READ, WRITE BOOK REVIEWS, PARTICIPATE IN LIBRARY PROGRAMS, AND LOG IT ALL ON BEANSTACK. **EARN ONE POINT** FOR EVERY **HOUR** YOU READ, EVERY **ACTIVITY** YOU **COMPLETE**, AND EVERY **BOOK REVIEW** YOU WRITE.
- EARN **5 POINTS** AND WIN A VINYL STICKER. EARN **10 POINTS** AND WIN A FULL SIZE CANDY BAR. EARN **15 POINTS** AND WIN A GIFT CARD TO DAIRY DELUXE. EARN **20 POINTS** AND COME IN TO SPIN THE PRIZE WHEEL. *YOU'VE COMPLETED THE CHALLENGE!*
- FOR **EVERY 5 POINTS** YOU EARN, YOU WILL AUTOMATICALLY BE ENTERED INTO THE GRAND PRIZE DRAWING. *THERE WILL BE THREE GRAND PRIZE WINNERS. EACH PERSON WILL RECEIVE A 3-MONTH SUBSCRIPTION TO OWLCRATE, A YA BOOK SUBSCRIPTION SERVICE.*
- VISIT **BALDWINLIB.ORG/SUMMER-READING** TO REGISTER OR DOWNLOAD THE BEANSTACK APP.



# Oceans *of* POSSIBILITIES

**BALDWINLIB.ORG/SUMMER-READING**





# SUMMER PROGRAMS FOR TEENS

GRADES 7 TO 12



## SUMMER READING KICK-OFF

FRIDAY, JUNE 10 FROM 1:00 TO 4:00 P.M.

Stop by the library to sign up for the Teen Summer Reading Challenge! Pick out a free book and enter into a drawing to win \$25 Birmingham Bucks.

PROGRAMS ARE FOR TEENS ENTERING GRADES 7 TO 12, UNLESS OTHERWISE NOTED.  
PLEASE NOTE THAT PARENTS AND YOUNGER SIBLINGS WILL NOT BE ABLE TO ATTEND TEEN PROGRAMS.

ALL PROGRAMS WILL MEET IN PERSON.

### JUNE

#### IMMUNITY QUEST ESCAPE ROOM WITH ESCAPE ROOM NOVI

THURSDAY, JUNE 16

Your group has been placed on a deserted island and must work as a team to solve puzzles and riddles while searching for the God of Immunity Mask. But beware, not all things are as they seem on the island. Find the mask before time is up.

6:00 P.M., 6:30 P.M., 7:00 P.M., 7:30 P.M.

Total of 8 teens per time slot; coordinate with your friends if you want to play with someone specific. Each game lasts 25 minutes. Please arrive 5 minutes early. Registration required.

#### MARIO KART TOURNAMENT

THURSDAY, JUNE 23 FROM 3:00 TO 5:00 P.M.

Come show off your racing skills! All players will have the opportunity to battle it out on the track. The winner of each cup will move up to the next bracket. The final two champions will race for a prize. Registration required.

### JULY

#### TASTE TEST EXPERIMENT

THURSDAY, JULY 21 FROM 3:00 TO 4:00 P.M. AND 7:00 TO 8:00 P.M.

Let's confuse our taste buds with the miracle berry, the fruit that temporarily makes sour and bitter foods taste sweet. We will experiment with different types of foods to see how they taste.

Registration required. Disclaimer: We cannot guarantee that food served at this program has not come into contact with allergens.

### JULY

#### GOONIES INTERACTIVE MOVIE

THURSDAY, JULY 28 FROM 6:30 TO 8:30 P.M.

Hey You Guys! Watch the classic movie *The Goonies* while acting along, using your interactive participation script. Yell, stomp your feet, use props, and more. Come view the movie in person or stay home and watch with us on Discord. Registration required.

### AUGUST

#### END OF SUMMER READING PIZZA PARTY

FRIDAY, AUGUST 5 FROM 6:00 TO 9:00 P.M.

Celebrate after-hours at the library with pizza, ice cream sundaes, video games, movies, hide & seek, and more! Registration and signed permission slip required.

### BOOKS UNBOXED



BALDWIN PUBLIC LIBRARY

GRADES 4 TO 12

Join our subscription box service and receive a surprise library book along with snacks and other goodies. Visit [www.baldwinlib.org/teen](http://www.baldwinlib.org/teen) to subscribe now.

Sign up by the third Tuesday of the month to receive your box on the fourth Tuesday of the month. Subscriptions last for 3 months.

# FUN ALL SUMMER

FOR TEENS

#### PIZZA AND PAGES

THURSDAYS AT 7:00 P.M.

JUNE 2: *LAST NIGHT AT THE TELEGRAPH CLUB* BY MALINDA LO

JULY 7: *FIVE TOTAL STRANGERS* BY NATALIE D. RICHARDS

AUGUST 4: *THE HOUSE IN THE CERULEAN SEA* BY TJ KLUNE

The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. Pizza will be provided. Registration required.

#### CRAFTERNOONS

TUESDAYS AT 3:30 P.M.

JUNE 14: MACRAME RAINBOWS

JULY 12: POUR PAINTING

AUGUST 16: NEON SIGNS

Let's craft in person! All supplies will be provided. Registration required.

#### ANIME CLUB

THURSDAYS AT 7:00 P.M.

JUNE 9

JULY 14

AUGUST 11

Watch anime, talk about manga, do fun activities, and enjoy snacks. Cosplay encouraged. Registration required.

#### CINEMA SATURDAYS

SATURDAYS AT 3:00 P.M.

JUNE 18: *FREE WILLY* (PG, 112 MINUTES)

JULY 23: *SHARKNADO* (TV-14, 86 MINUTES)

AUGUST 20: *BLUE CRUSH* (PG-13, 104 MINUTES)

Watch a movie at the library. Popcorn, candy, and drinks will be provided, but feel free to bring your own snacks. Registration required.

### WRITING CONTEST

#### FLASH FICTION WRITING CONTEST

Write a short short story between 75 and 200 words. \$50 Amazon gift cards will be awarded to one writer in each grade category: Grades 7-8, Grades 9-10, and Grades 11-12. Entries will be accepted July 1 through August 31. The contest will be judged by librarians, and the winning stories will be featured on our website. Visit [baldwinlib.org/teen](http://baldwinlib.org/teen) for more details, contest rules and entry instructions.



# YOUTH SUMMER READING

is for everyone from  
babies through six grade.

- Earn **one point** for every **hour** you read (up to twenty hours) and for **every activity** you complete.
- Earn **ten points** and you will win a **free book**.
- Earn **twenty points** to win a **second free book**.
- Every **five points** earns you **one ticket** for the **Grand Prize** drawing.
- Register, log your progress, and enter your Grand Prize tickets at [baldwinlib.org/summer-reading](http://baldwinlib.org/summer-reading)

**JOIN US** FOR OUR  
KICKOFF CELEBRATION ON  
**JUNE 10** FROM 1-4 P.M.  
AND PARTICIPATE IN THE PROGRAM  
THROUGH **AUGUST 5**



Oceans *of*  
POSSIBILITIES



# SUMMER YOUTH PROGRAMS

ALL PROGRAMS SUBJECT TO CHANGE. CHECK THE WEBSITE ([WWW.BALDWINLIB.ORG/CALENDAR](http://WWW.BALDWINLIB.ORG/CALENDAR))  
FOR UP-TO-DATE INFORMATION AND LOCATIONS BEFORE ATTENDING ANY EVENT.

## JUNE

### **NARWHAL AND JELLY JAM** | GRADES 1 TO 4 **THURSDAY, JUNE 16 AT 3:00 P.M.**

Are you a fan of the "Narwhal and Jelly" books? We're hosting a celebration of these fun books with activities and crafts.

Registration for a time slot required.

### **BEACH PARTY** | ALL AGES **SATURDAY, JUNE 18 AT 11:00 A.M.**

Bring your beach towel & sandals because this party will be a splash! Registration for a time slot required.

### **COMMOTION IN THE OCEAN** | GRADES 1 TO 5 **WEDNESDAY, JUNE 29 AT 3:00 P.M.**

Swim into an ocean of fun, full of self-guided, ocean-themed activities and simple experiments. Registration for a time slot required.

## JULY

### **UNDER THE SEA PARTY** | ALL AGES **WEDNESDAY, JULY 6 AT 3:00 P.M.**

Dive into fun ocean-themed activities and crafts. Oceans of possibilities await! Registration for a time slot required.

### **PERLER BEAD CRAFT NIGHT** | GRADES 4 TO 6 **WEDNESDAY, JULY 13 AT 7 P.M.**

Are you hooked on Perler beads? Join us for a fun-tastic evening of creation. All supplies will be provided. Registration required.

### **DINO DAY** | AGES 2 TO 5 **SATURDAY, JULY 23 AT 11:00 A.M.**

Join us for dinosaur fun with crafts, activities, and surprises. Registration required.

### **TIE-DYE T-SHIRTS** | GRADES 3 TO 6 **WEDNESDAY, JULY 27 AT 3:00 P.M.**

Bring a 100% cotton white t-shirt (or socks) to learn the art of tie-dye. Registration required.

### **GOONIES INTERACTIVE MOVIE** BEST FOR GRADES 3 AND UP **THURSDAY, JULY 28 FROM 6:30 TO 8:30 P.M.**

Hey You Guys! Collect your interactive participation kit and watch along on Discord from home. Registration required.



## AUGUST

### **HEAR A STORY, MAKE A PUPPET!**

GRADES K TO 3

**MONDAY, AUGUST 1 AT 6:30 P.M. | VIRTUAL**

Join us from your remote island for some seaside stories, then create a puppet for each book!

Supplies will be available one week before the program.

Registration required.

### **STEAM PAINT LAB** | PRESCHOOL AGE **TUESDAY, AUGUST 2 AT 11:00 A.M.**

Come dressed to paint and explore different painting techniques as you create your next masterpiece. Registration required.

### **PAINT BY NUMBER** | GRADES 1 TO 5 **THURSDAY, AUGUST 4 AT 3 P.M.**

Paint by the numbers to create a beautiful work of art. Come dressed to paint.

Registration required.

## KIDS LIBRARY SOCIETY

GRADES 3 TO 6

**THURSDAYS: JUNE 16 • JULY 21**

**• AUGUST 18 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.

## SUMMER CREATIVITY

### **YOUTH TAKE AND MAKE CRAFTS**

**MONDAYS: JUNE 13 THROUGH AUGUST 1**

Pick up your free craft kit to take home.

First come, first served.

### **COLORING CLUB**

**TUESDAYS: JUNE 14 • JULY 12 • AUGUST 9**

Receive a fun poster to color at home.

Two choices are available each month.

Registration required.

## BOOKS UNBOXED

GRADES 4 TO 12

Join our three month subscription book service and receive a surprise library book tailored to your preference each month.

Visit [www.baldwinlib.org/youth](http://www.baldwinlib.org/youth) to subscribe now.

# BOOK CLUBS

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

## FAMILY BOOK CLUB

GRADES 3 TO 6

**TUESDAY, JULY 19 AT 7:00 P.M.**

*WHALE OF THE WILD* BY ROSANNE PARRY

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

## PANELS AND FRAMES

GRADES 3 TO 6

**TUESDAYS AT 7:00 P.M.**

**JUNE 21:** *HILO: THE BOY WHO CRASHED TO EARTH*  
BY JUDD WINICK

**AUGUST 16:** *MAX MEOW: CAT CRUSADER* BY JOHN GALLAGHER

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

## BEYOND THE BOOK

GRADES 2 TO 4

**THURSDAYS AT 7:00 P.M.**

**JUNE 9:** *WHO WOULD WIN: ULTIMATE JUNGLE RUMBLE*  
BY JERRY PALLOTTA

**JULY 14:** *WHO IS NEIL DEGRASSE TYSON* BY PAM POLLACK

**AUGUST 11:** *DK FINDOUT! OCEANS* BY ANDREA MILLS

Email [Rosemary.Isbell@baldwinlib.org](mailto:Rosemary.Isbell@baldwinlib.org) to register

for this non-fiction book club.

## BOOKS PLUS

GRADES 2 TO 3 AND A GROWNUP

**MONDAYS AT 7:00 P.M.**

**JUNE 27:** *JASMINE TOGUCHI, MOCHI QUEEN*  
BY DEBBI MICHICO FLORENCE

**JULY 25:** *J.D. AND THE FAMILY BUSINESS*, BY J. DILLARD

**AUGUST 29:** *THE DOLL PEOPLE* BY ANN M. MARTIN

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

## MOTHER/DAUGHTER

GRADES 4 TO 6 AND MOMS

**TUESDAYS AT 7:00 P.M.**

**JUNE 14:** *WORDS ON FIRE* BY JENNIFER NIELSEN

**JULY 12:** *STRANGE BIRDS: A FIELD GUIDE TO RUFFLING FEATHERS* BY CELIA C. PÉREZ

**AUGUST 9:** *MY LIFE IN THE FISH TANK*, BY BARBARA DEE

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

## BOOKS AND BAGELS

GRADES 4 TO 6

**TUESDAYS AT 7:00 P.M.**

**JUNE 28:** *SHORT* BY HOLLY GOLDBERG SLOAN

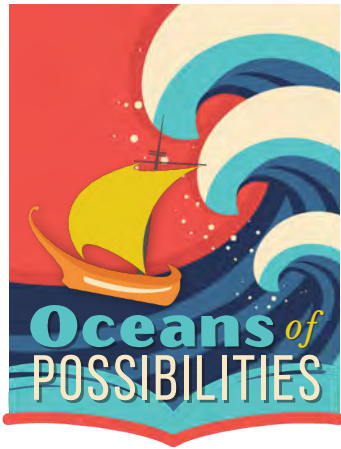
**JULY 26:** *THE ACCIDENTAL APPRENTICE* BY AMANDA FOODY

**AUGUST 23:** *MARCUS VEGA DOESN'T SPEAK SPANISH*  
BY PABLO CARTAYA

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



# BPL YOUTH SUMMER READING CHALLENGE 2022



## GRADES 1 TO 6

PARTICIPANT NAME \_\_\_\_\_

Earn **one point** for every **hour** you read and for every **activity** you complete (up to twenty).

Earn **ten points** and you will win a **free book**. Earn twenty points to win a second free book.

Every **five points** you earn, you will receive **five tickets** for the **Grand Prize** drawing.

Make sure to log your progress and enter your Grand Prize tickets at [baldwinlib.beanstack.org/](http://baldwinlib.beanstack.org/)

**SUMMER READING IS JUNE 10 THROUGH AUGUST 5**

### WALK

the Story Book Trail at Beverly Park and create your own story to go with the pictures.

### READ

a biography or an autobiography.

### READ

Read a magazine (the Library has many to choose from!)

### READ

a book from the Folk/Fairy Tale Collection

### GO

swimming or play with water

### READ

a book from the Illustrated Shorts Collection.

### READ

a book on a topic that interests you.

### GO

for a walk by water (pond, river, puddles, etc) and count how many animals you can see or hear.

### READ

a poetry book.

### READ

a book from the New section at the Library.

### LISTEN

to an audiobook.

### RE- READ

your favorite book with someone

### READ

out loud to a stuffed animal, pet, or another person.

### READ

someone else's favorite book.

### ATTEND

a library program or use a take home kit.

### READ

a book about the ocean or an ocean animal.

### CREATE

your own treasure map.

### PLAY

charades with other people using the Ocean as your theme.

### ASK

a librarian for a book suggestion.

### CREATE

your own ocean animal (real or imagined) using any objects you want (paper, popsicle sticks, sand, etc). Take a picture or bring in the creature to show a librarian.

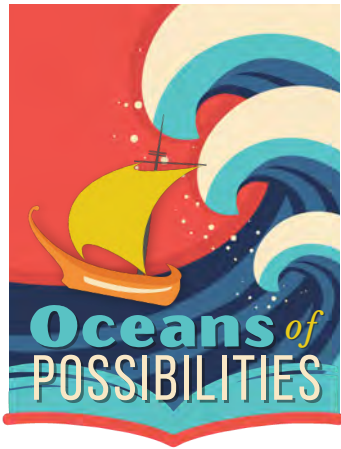


# GRADES 1 TO 6

READ & LOG:



# BPL YOUTH SUMMER READING CHALLENGE 2022



## READ TO ME

PARTICIPANT NAME \_\_\_\_\_

Earn **one point** for every **hour** you read and for every **activity** you complete (up to twenty).

Earn **ten points** and you will win a **free book**. Earn twenty points to win a second free book.

Every **five points** you earn, you will receive **five tickets** for the **Grand Prize** drawing.

Make sure to log your progress and enter your Grand Prize tickets at [baldwinlib.beanstack.org/](http://baldwinlib.beanstack.org/)

**SUMMER READING IS JUNE 10 THROUGH AUGUST 5**

### PLAY

Go swimming  
or play  
with water.

### TALK

Read a favorite  
book and talk  
about the  
pictures.

### SING

Read a book and then  
sing the words. Make  
up your own tune  
or use a familiar  
tune.

### WRITE

Draw with sidewalk  
chalk or crayons.

### READ

Read a magazine.

### PLAY

Play with puppets.

### TALK

Walk the Story Book  
Trail at Beverly Park  
and read the book  
out loud.

### SING

Dance to music.  
Clap, jump, twirl,  
and spin as you  
listen and sing.

### WRITE

Play with sand and  
draw the letters of  
your name.

### READ

Read a book from the  
New section of the  
Library together.

### PLAY

Play with blocks or  
puzzles.

### TALK

Use family photos  
to tell different  
stories with  
someone.

### SING

Listen to a new song

### WRITE

Write and draw with  
finger paint, baby food,  
shaving cream, or  
something wet.

### READ

Read a book from  
the 100 Books to Know  
Before Kindergarten  
Collection together.

### PLAY

Pretend you are  
different ocean animals.  
What sounds do they  
make? How do they  
move? What do they  
look like?

### TALK

Read a Board Book  
out loud and point  
to each word as you  
say it.

### SING

Sing a song  
while taking a bath.

### WRITE

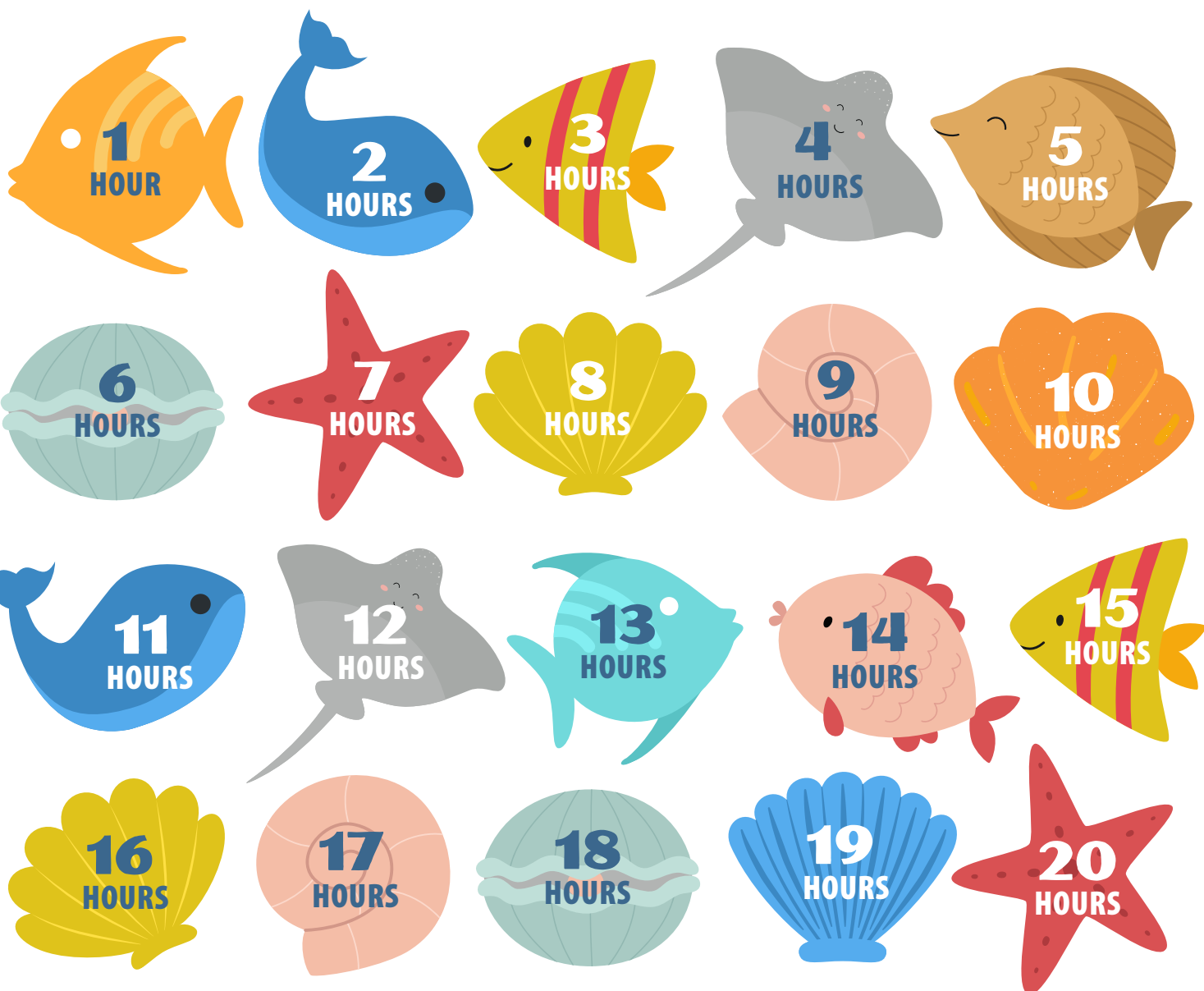
Find the letters of your  
name in print around  
your house and trace  
them with your finger  
(in a book, on a box of  
food, in the car,  
etc).

### READ

Read a book about  
the ocean or ocean  
animals.

# READ TO ME

READ & LOG:





# LIBRARY BOARD FACTS ABOUT:

This information sheet is intended as a tool to assist in clarification and decision making for **Public Library Directors and Boards**. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries.

## BOOK AND MATERIALS CHALLENGES

- **Materials Challenge or Materials Reconsideration** are the terms used by libraries, publishers, and authors to describe a question or complaint about an item, program, or publication's presence in the collection of a public, school, academic or any other library.
- **Censorship** is the term used when materials are removed from a library due to the subject matter, author, language, or viewpoint of the item. Materials can also be considered censored when access to them is restricted (because of their subject matter, author, language, viewpoint, etc.) with the intent to make the materials difficult to access. This situation can be very contentious.
- **The First Amendment of the United States Constitution guarantees all people the RIGHT to receive information of their choosing.** *Martin v. City of Struthers Ohio*, 319 U.S. 141, (1943), clarified the Supreme Court's interpretation of this right:

*"The authors of the First Amendment knew that novel and unconventional ideas might disturb the complacent, but they chose to encourage a freedom which they believed essential if vigorous enlightenment was ever to triumph over slothful ignorance. This freedom embraces the right to distribute literature, Lovell v. Griffin, 303 U.S. 444, 452, and necessarily protects the right to receive it."*

- **The First Amendment prohibits the restriction of access to information on the basis of viewpoint or topic.** *"The State may not, consistently with the spirit of the First Amendment, contract the spectrum of available knowledge."* *Griswold v. Connecticut*, 381 U.S. 479, 482, (1965).
- There are FIVE (5) types of speech NOT protected by the First Amendment: **Defamation, Fighting Words, Incitement, True Threats, and Obscenity**. (For more information, see pgs. 2-6 of [Book Challenges, Censorship, and Michigan Public Libraries](#)).
- Obscenity is not a label that is based on an individual or group opinion informed by personal beliefs. **Obscenity is a label applied to information by a court of law using a specific set of criteria.** [Miller v. California](#), 413 US 15
- **Pornography is not the same as obscenity.** Obscenity is illegal under federal law, [18 USC 1465](#). If a library can purchase a book or material in the legal mainstream marketplace (via a publisher or Amazon, for example), it is presumably not obscene – even if they depict sexual themes.

- **Pornography that is not obscene is protected under the First Amendment** (Miller v. California) “*Sexual expression which is indecent but not obscene is protected by the First Amendment.*” [Sable Comm. Of Calif. V. FCC](#), (1989).
- Individual states may impose restrictions on the exposure of children to materials that contain sexual themes. **Michigan’s law explicitly exempts Library staff and teachers from prosecution for this**, [MCL 722.676](#). This exemption is evidence that the state considers public libraries not responsible for supervising minors’ choices of reading material. These laws are also not intended for age-appropriate materials that depict controversial themes.
- Michigan public libraries are required to implement mechanisms such as filtering software or privacy screens to limit minors’ exposure to explicit sexual content via the Internet while still permitting adults to have access to such content if requested, [MCL 397.606](#)
- **Uphold your Oath. Municipal officials – INCLUDING library trustees, take oaths of office.** Michigan’s constitutionally prescribed oath pledges that the trustee will support both the Michigan and the US Constitutions. The text of this oath, listed [in Art. XI, Section I is:](#)  
*“All officers, legislative, executive, and judicial, before entering upon the duties of their respective offices, shall take and subscribe the following oath or affirmation: I do solemnly swear (or affirm) that **I will support the Constitution of the United States and the constitution of this state**, and that I will faithfully discharge the duties of the office of ..... according to the best of my ability.”*
- **Board members have no power or authority to act unilaterally.** Library board powers and authority are authorized and granted by the legislature to the board as a WHOLE entity- NOT to individual board members. Board members acting individually are acting outside the scope of their authority See, OAG, 1977–1978, No 5286, p 403, 404 (March 31, 1978) (City council members acting individually have no authority to conduct city business), [County of Saginaw v Kent](#), 209 Mich 160, 167, (individual county board member cannot bind the county by their acts).
- **Members of a governing board have a ‘Fiduciary Duty’ to always act in the best interests of the library-** NOT the bests interests of a personal agenda, political view, religious view, or local municipal government view. **Board members who use their decisions to impose personal, religious, political, or other beliefs onto library users are not acting in the best interests of the library as an entity.** The library belongs to and serves an entire COMMUNITY and trustees are in place to maintain and protect the library **for the entire community** - not just the groups and demographics board members identify with. This is particularly true in matters where Library assets or funds are affected (or where actions could invite a lawsuit).
- **No Community is Homogenous.** The 2020 census has illustrated that the United States is more [diverse](#) in almost every metric. [Michigan](#) reflects this trend. Approximately 7% of Michigan’s population is [LGBTQ+](#). The likelihood that the board (or library staff) alone fully represent every segment of their community is increasingly unlikely. This means that, in order to fulfill its mission and purpose and its responsibility as a resource for the exercise of the constitutional right to information (including information on controversial and uncomfortable topics), a public library may not restrict its collection



only to items deemed “appropriate” by a few based on the personal viewpoints, religion, politics and morals of those few.

- **70% of the American public are against [limits](#) or bans on library materials.** Another [poll](#) suggests that a minority of people are the ones likely to initiate complaints and censorship behavior.
- **At no time should a board member (while representing themselves as a board member or while on duty as a board member) participate in or advocate for the illegal removal of materials, programs, items, etc., from the library.** This action is not only a likely constitutional violation, but a violation of their oath of office, an arguable breach of fiduciary duty and an arguable misuse of library assets and money (irresponsibly discarding useable materials paid for by library funds). [Challenges to Materials and Programs: The Role of Library Trustees & Board Members](#) (3/31/22)
- Trustees’ failure to uphold their oath, protect constitutional rights, comply with their fiduciary duty, and adhere to the laws and regulations applicable to Michigan libraries and government organizations could result in hefty fines and expensive lawsuits for a library. **Lawsuits can and are happening:** [Texas public library board in Llano County is sued over book bans | The Texas Tribune](#)
- **Only parents have the responsibility and the right to dictate what their children can or cannot read/view/check out of the library.** Public libraries do not have the same legal responsibilities or duties towards children as schools do. Public libraries are NOT “in Loco Parentis” like public schools are.
- **A public library is not a childcare facility. It is not a school.** It is a government service in a public building. For example, the Post Office expects parents to monitor their children, and so does the public library.
- **Public library trustees, like any public official (even a school board) have no authority or right to assert their personal viewpoints and beliefs as the preferred or designated beliefs of an entire community.** The public library, as an entity uniquely situated to facilitate people’s exercise of their First Amendment right to information, has a responsibility and a duty to nurture a collection that represents a variety of beliefs and viewpoints.  
  
*“If there is any fixed star in our constitutional constellation, it is that no official, high or petty, can prescribe what shall be orthodox in politics, nationalism, religion, or other matters of opinion .... If there are any circumstances which permit an exception, they do not now occur to us.” [West Virginia Board of Education v. Barnette](#), 319 U.S., at 642, quoted by.” [Bd. of Educ., Island Trees Union Free Sch. Dist. No. 26 v. Pico](#), 457 U.S. 853, (1982).*
- **Know your library’s [Collection Development Policy](#).** Collection Development Policies define a library’s design for its collections and is a library’s template for how they purchase items for the community to borrow and utilize.

- **Know your library's [Materials Reconsideration Policy](#)** that describes the procedure and criteria for removing material from the collection.
- **Know your library's [Patron Behavior Policy](#)** which addresses problematic patron behavior – including “First Amendment” issues that are really behavior issues (viewing or reading pornography is protected by the First Amendment- engaging in inappropriate behavior or lewd actions while viewing pornography is not protected). Behavior policies should include robust consequences and an appeals process.
- **Know your library's Public Relations, Crisis Communication, or Media Contact Policies.** These policies will determine which library employee or official is authorized to be an official spokesperson for the library in the event of a public incident or crisis.

## RESOURCES

[Pornography & Obscenity, by David L. Hudson Jr., First Amendment Center, Updated July 2009](#)

[Libraries and Intellectual Freedom](#), The First Amendment Encyclopedia, The Free Speech Center, Middle Tennessee State University visited 5/20/2022

[CBS News Poll – Big Majorities Reject Book Bans, February 2022](#)

[Handling Materials Reconsideration, Challenges and Censorship, A Checklist, Library of Michigan, 2020](#)

[Book Challenges, Censorship, and Michigan Public Libraries, Library of Michigan, December 2021](#)

[Terms and Definitions Related to Intellectual Freedom and Censorship United for Libraries, February 2022](#)

[Materials Challenges – Key Library Policies to Review and Revise, United for Libraries, February 2022](#)

Clare Membiela, MLS JD  
Library Law Consultant  
Library of Michigan

5/2022

**This information is intended as a tool to assist in clarification and decision making for Public Library Directors and Boards. It is not intended as legal advice. Library Boards and Directors should consult with their library attorneys when determining a plan or policy for their libraries**

## Bloomfield Hills okays 2023 fiscal year budget

Published on May 13, 2022 | By Lisa Brody

Bloomfield Hills city commissioners unanimously approved the proposed fiscal year 2022-2023 budget, projected at \$11.8 million, at their meeting on Tuesday, May 10.

Bloomfield Hills Finance Director/Treasurer Sandra Barlass presented the budget, which she said was presented in the format required by the city charter and the state of Michigan Uniform Budgeting and Accounting Act.

The city's budget has six funds, of which the general fund is the largest. The total proposed revenues for the general fund for fiscal year 2023, which begins July 1, 2022, is \$11.8 million, of which \$10.3 million comes from property taxes. Other projected revenues are \$562,224 in licenses and permits; \$443,443 in federal and state sources, including state revenue sharing; and \$267,008, for charges for services.

Projected expenditures for the city's general fund for fiscal year 2023 are \$11.63 million. The largest expenditure in the general fund is public safety, at \$5.3 million. The department of public works is projected to cost \$1 million, with transfers to other funds at \$2 million. Other expenses include the building and planning department, \$424,374; general administration, \$424,374; and payment for use of Birmingham's Baldwin Public Library, \$329,378.

Bloomfield Hills anticipates receiving \$404,588 in state revenue sharing for the city's major street fund; expenditures are transfers of \$200,000 to local roads; \$71,576 in routine maintenance; and \$48,000 in winter maintenance.

The local street fund sees \$204,613 in state revenue sharing; \$200,000 in transfer from the city's major street fund; and \$15,767 in grant revenue.

The water and sewer fund has projected revenue for fiscal 2023 of \$6.5 million, \$3.5 million from operations, \$2.2 million from capital, and the remainder from investments and other revenue. Projected expenses for the fiscal year are \$6.15 million, with \$2.53 million coming from water payments, \$1.45 million from sewer payments, \$760,000 from depreciation and \$750,000 from routine maintenance.

In addition, commissioners unanimously approved the millage levy of 10.96 mills on all real and personal property within the city.

"We've been able to have a pretty smooth budget process the last five or six years," said city manager David Hendrickson. "Our approach is to be thorough, give the city commissioners all the information to help them make their decisions."

# BPS eNews

May 27, 2022



## BPS News and Accolades

Birmingham Public Schools eNews, May 27, 2022

### 2nd grade Field Trip to Downtown Birmingham

For the past three weeks, BPS 2nd graders have been involved in a half-day field trip to Downtown Birmingham. The students visited the Baldwin Library to learn about Birmingham's history and the Baldwin, Allen, and Hunter family history. The teachers and chaperones had a fun scavenger hunt, with eight different stops to learn more about various landmarks. Click on this [link](#) to see pictures from this fun trip!











Quarton Elementary School | Weekly Reminder May 31, 2022

## Baldwin Public Library Summer Reading Program

Students participated in a virtual presentation from Baldwin Public Library introducing their summer reading program. Please visit their website for information and registration: <https://www.baldwinlib.org/summer-reading/>



## Local libraries offer summer reading programs

Published on June 10, 2022

Readers of all ages are invited to participate in summer reading programs being offered by Baldwin Public Library and Bloomfield Township Public Library.

Baldwin Public Library's annual summer reading program runs from June 10 through August 5. The special Summer Reading 2022 Kickoff event will be held on Friday, June 10, from 1-4 p.m. outside at the library. Activities and crafts are planned around the theme of "Oceans of Possibilities," and participants of all ages are invited to attend and enjoy the fun. The Friends of the Baldwin Public Library are the 2022 sponsors of the Summer Reading program.

"Summer Reading is fantastic because there is a lot of excitement and enthusiasm from kids, parents, and library staff. Summer Reading brings in many new families to the Library and is a great opportunity for us to show our community all the resources we have to offer" shared Stephanie Klimmek, head of Youth Services. "And thanks to the Friends of the Baldwin Public Library, we get to give away free books to kids, which we love to do. I love to see the joy shared among family members as they sit and read together in the Youth Room or the thrill a child experiences when they find a new story that captivates them."

Teen Librarian Elisabeth Phou echoed Klimmek's enthusiasm for the annual program, noting the library is "offering a fun and easy summer reading challenge for teens, along with great in-person programs, and ways to earn cool prizes."

Visit [baldwinlib.org/summer-reading](http://baldwinlib.org/summer-reading) for more information about the program, and details about each challenge for kids, teens and adults.

Bloomfield Township Public Library invites readers of all ages to explore their program, also called Oceans of Possibilities, this summer, with a variety of programs, activities, concerts, and more, all starting with the Summer Reading Kickoff on Tuesday, June 21, at 6:30 p.m.

Their kickoff event will include activity "islands" throughout the Youth Room and Terrace, where kids can pick up take-home craft kits, play games, take a Star Readers photo, and receive a free book. Adults can test their knowledge with Walking Track Trivia, and teens can participate in a scavenger hunt throughout the library for fun prizes. All are welcome to sign up for the Oceans of Possibilities Summer Reading Program and discover some great titles to help reach their reading goals.

The Bloomfield Township Public Library uses Beanstack to offer the Summer Reading Program. Beanstack is a free online service that allows readers of all ages to log their reading, participate in activities, read and write reviews, earn badges, and enter prize drawings.

Besides logging the books they read, participants can also earn badges by completing activities. Access the website at [btpl.beanstack.org](http://btpl.beanstack.org) or download the Beanstack Tracker mobile app from the Apple App Store or Google Play Store. Readers have from June 21 to July 31 to log their activity and enter any prize drawings that interest them. See the full listing of Oceans of Possibilities programs and events by visiting [btpl.org/summer](http://btpl.org/summer).



# **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 May 16, 2022 minutes p. 139

B. Acceptance of the May 2022 receipts of \$24,400.61 p. 146

C. Approval of the May 2022 disbursements of \$10,125.19 p. 147

II. New and Miscellaneous Business

III. General Public Comment Period

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

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, July 18, 2022

***Motion:*** To adjourn the June 20, 2022 Trust Meeting.

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

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



**BALDWIN LIBRARY BOARD MINUTES,  
TRUST MEETING  
May 16, 2022**

**1. Call to Order**

The meeting was called to order by President Frank Pisano at 9:41 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

**2. Consent Agenda**

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

1st Rumble

2nd Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**3. New and Miscellaneous Business:**

Craft and Library Bookkeeper Paul Gillin calculated the amount which may be withdrawn from the Trust, per the Trust Investment Policy. This amount was calculated to be \$61,124.82.

**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.**

1st Suhay

2nd Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. General Public Comment Period: None.

5. Adjournment:

**Motion: To adjourn the meeting.**

1st        Rock

2nd        Mark

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:47 p.m. The next Trust Meeting will be on Monday, June 20, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

---

Karen Rock, Secretary

Date

## Baldwin Public Library Trust: May 2022

May receipts totaled \$24,400.61. May disbursements totaled \$10,125.19.

The current value of the Trust is \$2,146,743.80, divided up in the following way:

	<b>June 2021 - EOY</b>	<b>May 2022</b>
Total endowment investments*	\$ 1,384,951.27	\$ 1,101,941.61
Endowment funds distributed for use	\$ 164,573.68	\$ 179,195.95
<b>Total endowment funds</b>	<b>\$ 1,549,524.95</b>	<b>\$ 1,281,137.56</b>
General spendable funds	\$ 360,367.54	\$ 355,272.19
Van Dragt fund	\$ 218,084.39	\$ 117,388.20
Building fund	\$ 345,470.42	\$ 331,795.58
Restricted funds**	\$ 22,369.64	\$ 36,426.72
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.90
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
<b>Total non-endowment funds</b>	<b>\$ 969,054.33</b>	<b>\$ 865,606.24</b>
 Total endowment funds	 \$ 1,549,524.95	 \$ 1,281,137.56
Total non-endowment funds	\$ 969,054.33	\$ 865,606.24
<b>Total of all Trust funds</b>	<b>\$ 2,518,579.28</b>	<b>\$ 2,146,743.80</b>

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

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

As of May 2022, the amount of money in the Trust that is undesignated stands at \$445,871.23

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

<b><u>Index</u></b>	<b><u>2022: YTD</u></b>	<b><u>2021: Entire Year</u></b>
S&P 500-Equity Benchmark (75%)	-9.98%	20.17%
Global Aggregate-Bond Benchmark (25%)	0.22%	-0.12%
Blended Return of Both Benchmarks*	-9.76%	20.05%
Baldwin Endowment Funds' Portfolio	-16.46%	9.73%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-6.71%</b>	<b>-9.29%</b>

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

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Huntington Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of May 31, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,115,773.61
Raymond James General Funds Account	\$648,737.12
Huntington Bank Checking Account	\$3,720.79
Huntington Bank Money Market Account	<u>\$378,512.28</u>
<b>Total</b>	<b>\$ 2,146,743.80</b>

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



**BALDWIN PUBLIC LIBRARY TRUST  
BALANCES BY FINANCIAL INSTITUTIONS  
MAY 31, 2022**

Investment and Cash Report									
	Prior Month	Current	Year to Date	Current	Year to Date	Transfer	Transfer	Change in	Ending
	Balance	Month	Revenue	Month	Revenue	In	Out	Investment	Balance
	04/30/22	Revenue		Expenses	Expenses			Value	05/31/22
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,105.20	\$49,274.55	\$3,105.20			\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$410.18	\$0.00			\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$3,820.00	\$100,696.19	\$3,820.00			\$0.00
Restricted Funds	\$3,720.66	\$0.13	\$1.15	\$3,199.99	\$34,796.96	\$3,199.99			\$3,720.79
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,720.66								\$3,720.79
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$6,786.21	\$0.00			\$0.00
TOTAL	\$3,720.66	\$0.13	\$1.15	\$10,125.19	\$191,964.09	\$10,125.19	\$0.00		\$3,720.79
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$120,182.22	\$0.00	\$272.00			\$61,124.82	(\$3,105.20)		\$178,201.84
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7.24	\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$121,208.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$3,820.00)		\$117,388.20
Restricted Funds	\$23,131.45	\$24,136.45	\$53,724.27	\$0.00	\$0.00	\$0.00	(\$3,199.99)		\$44,067.91
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43
General Spendable Funds	\$38,066.63	\$264.03	\$15,532.07	\$0.00	\$0.00	\$0.00	\$0.00		\$38,330.66
TOTAL	\$303,112.17	\$24,400.48	\$69,528.34	\$0.00	\$0.00	\$61,124.82	(\$10,125.19)		\$378,512.28
Raymond James & Associates:									
Endowment Fund Investments	\$1,119,899.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$13,233.10)	\$1,106,666.56
Endowment Cash	\$70,231.27	\$0.00	\$225.00	\$0.00	\$225.00	\$0.00	(\$61,124.82)	\$0.60	\$9,107.05
Sub-total Endowment Funds	\$1,190,130.93	\$0.00	\$225.00	\$0.00	\$225.00	\$0.00	(\$61,124.82)	(\$13,232.50)	\$1,115,773.61
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$375.96
General Spendable Mutual Funds	\$313,065.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,858.03	\$316,923.92
General Spendable Building Mutual Funds	\$327,421.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,015.51	\$331,437.24
Sub-total General Spendable Funds	\$640,863.58	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,873.54	\$648,737.12
TOTAL	\$1,830,994.51	\$0.00	\$225.00	\$0.00	\$225.00	\$0.00	(\$61,124.82)	(\$5,358.96)	\$1,764,510.73
Total All Funds	\$2,137,827.34	\$24,400.61	\$69,754.49	\$10,125.19	\$191,964.09	\$71,250.01	(\$71,250.01)	(\$5,358.96)	\$2,146,743.80

## MAY 31, 2022

[illegible]

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

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance
	Purpose	04/30/22	Revenue	Revenue	Expense	Expense	In	Out	Value	05/31/22
<b>Gift &amp; Tribute Funds</b>										
<b>General Spendable Funds</b>		\$351,150.13	\$264.03	\$15,532.07	\$0.00	\$6,786.21			\$3,858.03	\$355,272.19
<b>Restricted Funds:</b>										
Building Fund		\$327,780.08	\$0.00	\$0.00	\$0.00	\$0.00			\$4,015.51	\$331,795.58
Van Dragt Fund		\$121,208.20	\$0.00	\$0.00	\$3,820.00	\$100,696.19				\$117,388.20
Memorials/Tributes		\$11,256.99	(\$2,499.87)	\$306.15	\$0.00	\$66.89				\$8,757.12
2012 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
2013 Books & Bites at Baldwin Fundraiser		\$7.24	\$0.00	\$0.00	\$0.00	\$410.18				\$7.24
2015 Books & Bites at Baldwin Fundraiser		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00				\$0.00
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
<b>Friends</b>										
Adult Services Programs		\$837.90	\$8,100.00	\$19,190.00	\$942.56	\$11,563.37				\$7,995.34
Young Adult Programs		\$703.99	\$6,100.00	\$9,651.62	\$744.70	\$5,285.95				\$6,059.29
Youth Services Programs		\$492.72	\$6,955.00	\$14,635.00	\$292.24	\$12,236.40				\$7,155.48
Outreach & Equipment		\$4,174.86	\$2,981.45	\$5,481.45	\$1,220.49	\$5,644.35				\$5,935.82
<b>Sub-total Restricted</b>		\$466,978.41	\$21,636.58	\$49,264.22	\$7,019.99	\$135,903.33	\$0.00	\$0.00	\$4,015.51	\$485,610.50
<b>Rotary Room Fund</b>										
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
<b>Ileane Thal Reference Desk</b>										
Miranda Burnett Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
		\$9,385.65	\$0.00	\$1,961.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
<b>Total Gift and Tribute Funds</b>		\$842,852.08	\$21,900.61	\$66,757.49	\$7,019.99	\$142,689.54	\$0.00	\$0.00	\$7,873.54	\$865,606.24
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
General Funds		\$63,442.12	\$0.00	\$72.00	\$370.72	\$18,269.10	\$12,673.59			\$75,744.99
Adult Large Print		\$1,626.44	\$2,500.00	\$2,500.00	\$1,083.15	\$3,299.54	\$2,997.08			\$6,040.37
Adult Services Department		\$20,242.00	\$0.00	\$0.00	\$420.00	\$1,275.90	\$5,836.28			\$25,658.28
Adult Audio Visual		(\$0.00)	\$0.00	\$0.00	\$0.00	\$717.61	\$723.28			\$723.28
Adult Reference		\$1,713.89	\$0.00	\$0.00	\$0.00	\$17,049.18	\$18,598.84			\$20,312.73
Adult Programs		\$11,765.45	\$0.00	\$0.00	\$480.00	\$578.85	\$5,261.66			\$16,547.11
Adult Architecture		\$3,134.80	\$0.00	\$0.00	\$0.00	\$9.89	\$682.87			\$3,817.67
Youth Services Department		\$4,084.88	\$0.00	\$0.00	\$482.62	\$5,665.23	\$5,733.13			\$9,335.39
Youth Programs (Nix)		\$387.82	\$0.00	\$0.00	\$169.44	\$169.44	\$503.64			\$722.02
Professional Development		\$10,692.18	\$0.00	\$0.00	\$0.00	\$0.00	\$6,390.00			\$17,082.18
Staff Appreciation		\$1,402.80	\$0.00	\$200.00	\$99.27	\$1,427.97	\$681.63			\$1,985.16
Koschik Building Fund		\$183.95	\$0.00	\$0.00	\$0.00	\$811.84	\$1,042.82			\$1,226.77
<b>Sub-total</b>		\$118,676.33	\$2,500.00	\$2,772.00	\$3,105.20	\$49,274.55	\$61,124.82	\$0.00	\$0.00	\$179,195.95
<b>Total Endowment Investments</b>		\$1,176,298.93	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00	\$61,124.82	(\$13,232.50)	\$1,101,941.61
<b>Total Endowment Funds</b>		\$1,294,975.26	\$2,500.00	\$2,997.00	\$3,105.20	\$49,274.55	\$61,124.82	\$61,124.82	(\$13,232.50)	\$1,281,137.56
<b>Total All Trust Funds</b>		\$2,137,827.34	\$24,400.61	\$69,754.49	\$10,125.19	\$191,964.09	\$61,124.82	\$61,124.82	(\$5,358.96)	\$2,146,743.80

## TRUST RECEIPTS

**May-22**

**Trust Money Mkt General Funds:**

Charles & Leona Gates JT Rev Trust (Belles Lettres Book Club) in Memory of Ruth Hartman and Margaret (Biani) Moran	\$	25.00	
Mary E and Frederick E Simms (Belles Lettres Book Club) in Memory of Ruth Hartman and Margaret (Biani) Moran	\$	225.00	
Money Market Interest Income	\$	14.03	\$ 264.03

**Friends of BPL:**

- Adult Programs	\$	8,100.00	
- Teen Programs	\$	6,100.00	
- Youth Programs	\$	6,955.00	
- Outreach and Equipment	\$	2,981.45	\$ 24,136.45

**Memorial/Book Fund:**

Checking Account Interest	\$	0.13	\$ 0.13
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**Miranda Burnett Youth Desk**

\$	-	\$	-
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**Trust Money Mkt Endowment Fund:**

	\$	-	
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**Total Receipts at Huntington Bank**

\$	24,400.61	\$	24,400.61
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**Raymond James**

\$0.00	\$0.00
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**Total Trust Receipts**

<u>\$24,400.61</u>	<u>\$24,400.61</u>
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**CHECK REGISTER FOR CITY OF BIRMINGHAM**  
**CHECK DATE FROM 05/01/2022 - 05/31/2022**

<u>Check Date</u>	<u>Bank</u>	<u>Check</u>	<u>Vendor</u>	<u>Vendor Name</u>	<u>Amount</u>	
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST						
5/13/2022	LIBRY	5738	902	CENGAGE LEARNING INC	\$ 130.35	
5/13/2022	LIBRY	5739	MISC	CONQUER THE SOIL	\$ 500.00	
5/13/2022	LIBRY	5740	4604	GORDON FOOD	\$ 112.67	
5/13/2022	LIBRY	5741	1090	INGRAM LIBRARY SERVICES	\$ 587.56	
5/13/2022	LIBRY	5742	9478	ODP BUSINESS SOLUTIONS, LLC	\$ 54.01	
5/13/2022	LIBRY	5743	2860	ORIENTAL TRADING CO INC	\$ 90.40	
5/13/2022	LIBRY	5744	757	SCHOLASTIC INC	\$ 184.50	
5/27/2022	LIBRY	5745	9126	AMAZON CAPITAL SERVICES INC	\$ 1,156.70	
5/27/2022	LIBRY	5746	902	CENGAGE LEARNING INC	\$ 75.96	
5/27/2022	LIBRY	5747	4269	CENTER POINT LARGE PRINT	\$ 81.81	
5/27/2022	LIBRY	5748	MISC	DE WOLFE MUSIC USA, INC	\$ 480.00	
5/27/2022	LIBRY	5749	MISC	ESCAPE ROOM NOVI	\$ 215.00	
5/27/2022	LIBRY	5750	9315	FIRST NATIONAL BANK OF OMAHA	\$ 1,248.74	
5/27/2022	LIBRY	5751	7211	HOME DEPOT CREDIT SERVICES	\$ 15.05	
5/27/2022	LIBRY	5752	MISC	HOMEMADE LUNCH SERVICE	\$ 303.00	
5/27/2022	LIBRY	5753	1090	INGRAM LIBRARY SERVICES	\$ 474.72	
5/27/2022	LIBRY	5754	1090	VOID	\$ -	V
5/27/2022	LIBRY	5755	MISC	ISCG INC	\$ 3,820.00	
5/27/2022	LIBRY	5756	MISC	JACLYN MILLER	\$ 98.94	
5/27/2022	LIBRY	5757	MISC	MELISSA BEHRENS	\$ 8.05	
5/27/2022	LIBRY	5758	9478	ODP BUSINESS SOLUTIONS, LLC	\$ 108.69	
5/27/2022	LIBRY	5759	757	SCHOLASTIC INC	\$ 279.04	
5/27/2022	LIBRY	5760	MISC	WILLIAM R. LOOMIS	\$ 100.00	
5/31/2022	LIBRY	5761	5550	LEE & ASSOCIATES CO., INC.	\$ 1,824.00	
LIBRY TOTALS:						
Total of 24 Checks:					\$ 11,949.19	
Less 1 Void Checks:					\$ -	
Total of 23 Disbursements:					\$ 11,949.19	
Less Reprint of Voided Check #5736 to Lee and Associates (2022-04-22), never received. Replacement check #5761 printed 2022-05-31					\$ (1,824.00)	
Actual May Expensed Checks					\$ 10,125.19	