

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

JULY 18, 2022

Frank Pisano  
PRESIDENT

Jennifer Wheeler  
VICE PRESIDENT

Karen Rock  
SECRETARY

Melissa Mark  
Danielle Rumble  
James W. Suhay  
Rebekah Craft  
LIBRARY  
DIRECTOR



LEARN.CONNECT.DISCOVER.

# MISSION

The Baldwin Public Library 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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Term expires 2025

Finance Committee

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

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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**

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Birmingham, MI 48009  
Cell: (734) 693-3861  
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Term expires 2025

Finance Committee,  
Outreach Committee

**Suhay, James W.**

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Home: (248) 642-8514  
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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, July 18, 2022 at 7:30 p.m.

Rotary Tribute & Donor Rooms

The City continues to recommend the public wear masks while attending City meetings per CDC guidelines. The cases of COVID-19 are increasing in the area. All City employees, commissioners, and board members must wear a mask while indoors when 6-feet of social distancing cannot be maintained. This is to ensure the continuity of government is not affected by an exposure to COVID-19 that can be prevented by wearing a mask. The City continues to provide KN-95 respirators and triple-layered masks for all in-person meeting attendees.

### *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 June 20, 2022 Board Meeting Minutes p. 8
- B. Approval of June 2022 vendor payments in the amount of \$173,898.89, including payments in excess of \$6,000. p. 13
- C. Approval of total expenses in the amount of \$584,834.96. p. 27
- D. Approval of payment to All Covered in the amount of \$31,430.00 for the upgrade and addition of a new HPE DL360 Gen10 server appliance using account 971.0100 Machinery & Equipment. p. 17



II.	Board Reports and Special Announcements	
	A. President's report	
	B. Board comments	
	C. Staff anniversaries (Jennifer Wheeler)	p. 42
	D. Upcoming events of interest (Jaclyn Miller)	p. 104
III.	Board Committee Reports	
	A. Finance Committee (Danielle Rumble)	p. 26
	B. Outreach Committee (Missy Mark)	p. 29
IV.	Library Report – Rebekah Craft and Jaclyn Miller	p. 31
V.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 53
	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. Employee Pay increases and updated Salary & Benefits Schedule	p. 56
	<b>Suggested motion:</b> Motion to approve a 5% salary increase for all Baldwin staff and update the FY 2022-23 Baldwin Public Library Pay & Benefits Ranges schedule as shown on pages 58-59.	
	B. Baldwin Public Library Logo Redesign	p. 69
	<b>Suggested motion:</b> Motion to direct Baldwin's graphic designer to create a logo using Library Board agreed upon points from the July 18 Board Meeting.	
VII.	Unfinished Business	
	A. Phase 3 Building Renovation discussion	p. 79
VIII.	Items Removed from Consent Agenda	
IX.	Information Only	
	A. Upcoming events of interest	p. 104
	B. Baldwin Public Library Employee Laptop Usage Agreement	p. 106
	C. Presentation to Bloomfield Hills City Commission: July 12, 2022	p. 108

D. <i>The Birmingham Beat</i> , Vol. 29 No. 3 Summer 2022, Baldwin Public Library advert	p. 117
E. <i>Birmingham-Bloomfield Eagle</i> , "Summer reading at the Baldwin Public Library"	p. 118
F. City of Birmingham Memorandum, Subject: Treatment of City Staff	p. 119
G. <i>Birmingham-Bloomfield Eagle</i> , "Birmingham Museum temporarily closed for window restoration project"	p. 120
H. <i>Downtown News Magazine</i> , "Book bans: Fighting for the minds of children"	p. 121

#### X. General Public Comment Period

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.

#### XI. Adjournment

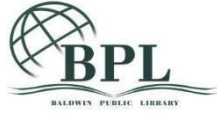
The next regular meeting of the Library Board will be on Monday, August 15, 2022 at 7:30 p.m.

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

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

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





**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
June 20, 2022**

Call to Order and Roll Call:

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

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

Absent and excused: None.

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

Friends of the Library liaison present: Pam DeWeese.

Contract community representatives present: None.

Members of the public present: One.

Rumble read aloud the Library's Mission Statement.

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

1. Consent Agenda:

**Motion to approve the consent agenda.**

**1st** Suhay

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano gave condolences to the Dreer family for the passing of Gerald "Jerry" Dreer, a long-time Birmingham resident and Library Board member. He commended Gerald Dreer's contributions to the community.

Pisano noted the departure of Head of Technical Services Joshua Rouan, who worked at the Library for over twenty years in a variety of positions. He has resigned for a position in the private sector. Pisano thanked Rouan for the time he gave to the Library.

**Board comments:** None.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Debra Gantz (20 years of service), Jennifer Hassell (1 years), Dan O'Brien (21 years), Donna Smith (19 years), and Sheila Sweeting (1 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 106-107 of the June Board packet.

### 3. Board Committee Reports

#### **Finance Committee:**

Rumple reported that the Finance Committee met on June 13 in the Delos Board Room. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 18 of the June Board packet.

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.

#### **Building Committee:**

There has not been a Building Committee meeting since the May Board meeting. Suhay noted that the April 27 meeting minutes are available in the June Board packet on page 22-27, and that he summarized them during the May meeting. He read the progress update on page 21 on the work Merritt Cieslak Design (MCD) has accomplished since the April 27 Building Committee meeting. He noted the proposed Phase 3 work plan on page 28.

Mark asked the status on the MCD soil boring RFP. Craft replied MCD sent out the RFP and responses are due June 24.

Pisano, who attended the Historic District Commission meeting on June 15, mentioned that some people there commented on the color of the mullions not matching the Youth Room mullions. The Board deliberated on whether white mullions, bronze mullions, or a mixture of color combinations would look better in the effort to match the Birkert's curve and the Youth Room. Craft stated that MCD believes bronze mullions would better unify the addition with the Birkert's addition. Pisano also voiced concerns about the proposed glass not matching the glass of the Youth Room. Craft stated that MCD plans to use the same glass used in the Youth Room and that if the Library Board chooses to go with bird-safe glass the coating would make the glass slightly different than the Youth Room. Craft noted if changes were made to the design approved by the Board in January, there would be \$3,000-6,000 additional design fees and a delay to the project of 2-4 weeks.

Suhay and Pisano emphasized their desire to delay the process to gather more information. Pisano recommended rescheduling the June 22 Planning Board meeting to take more time to gather information on materials and new renderings from MCD based on the color changes discussed.

Birmingham resident David Bloom gave public comment and explained differing architectural philosophies vis a vis the Phase 3 renovation: to blend the different additions together, or accentuate the differences of the newest building addition. Bloom suggested gathering architect input and community involvement for this decision.

Mark made the following motion:

**Motion to accept the bronze coloring on the [entrance], with the same glass as [used in] the Children's Room, with white mullions and dark putty [glass seams] which is the same as the Children's Room -- so we have the bronze from Birkerts reflected, and the same glass and mullions that matches the Children's Room -- and the Nanawall is bronze.**

**1st** Mark  
**2nd** Suhay

A roll call vote was taken.

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

Nays: None.



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

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

#### **Policy Committee:**

Rock reported that the Policy Committee last met on May 9 in the Delos Board Room. Present were Rock, Wheeler, Craft, and Miller. Minutes from this meeting are on page 52 of the June Board packet.

The Committee reviewed and edited the Purchasing Guidelines Policy, and recommended that the Board approve the changes as submitted. Suhay noted there was the phrase "Purchasing Agent" found in the Purchasing Guidelines "C. Purchasing Considerations." Language was adjusted to remove the phrase "Purchasing Agent."

The Committee also recommends the Board adopt the City of Birmingham Code of Ethics and Conflict of Interest, instead of the Baldwin Public Library Code of Ethics and Conflict of Interest document as has been used previously.

#### **Motion to adopt changes to the Purchasing Guidelines, as found on pages 60 to 63 of the June 2022 Board packet, with the phrase "purchasing agent" removed from section C. Purchasing Considerations.**

**1st** Rock

**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.

#### **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.**

**1st** Rock

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

#### **4. Library Report:**

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 75-87 of the June Board packet.

Two new hotspots are available for circulation for use with patron mobile devices. The Library also offers 8 Internet-to-Go Kits, which includes a chromebook and hotspot.

Two staff members have tested positive for COVID since the last Board meeting. The City of Birmingham has ceased the requirement for non-vaccinated staff to be tested on a weekly basis. Public computers are now open

for use by both residents and non-resident patrons for up to two-hours at a time. Usage was limited to resident patrons due to COVID concerns.

With the departure of Head of Technical Services Josh Rouan, Technical Services and Circulation departments will be combined into Access Services, headed by Kristen Tait. Current Technical Services and Circulation staff will be generally cross-trained. An Assistant Head of Access Services will be chosen from an internal candidate pool.

Craft has been appointed as Chair of the MetroNet Directors Committee for FY2022-2023 and appointed to the 2023 MLA Conference Planning Committee. Mark congratulated Craft on receiving these highly regarded positions.

A \$96,000 investment loss will be booked by the Library, as the City has an unrealized market loss of around \$3.2 million. This will mean that the Library will contribute less to its fund balance at the end of this fiscal year. The City expects to book gains for the same funds in the future.

Pisano asked when the study rooms will be reopened. Craft anticipates early July, as they have been used as social distanced staff office space throughout the COVID pandemic.

#### 5. Liaisons

Friends: DeWeese reported Friends annual meeting took place on May 24. They welcomed Michelle Hollo as a new Friends Board member. The Friends will hold a pop-up book sale in late July, and their fall book sale the last weekend of October. The Friends made a donation to the Library in memory of Gerald Dreer.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

#### 6. New & Miscellaneous Business:

##### **Collaborative Art Program with Birmingham Public Schools and Bloomfield Hills Schools:**

A memorandum from Craft and explanation of this project from David Bloom are on pages 90-93 of the June Board packet. This is a proposed replacement for the Zip US! Up art project, using the same space along the ceiling perimeter of the Youth Room.

Rock confirmed with Bloom that the proposed art project will be placed in the same area as Zip US! Up, with visibility dependent upon on the direction of the sun. Mark asked if there was a theme for the project; Bloom stated there was no theme planned. Rock asked if Bloom confirmed with BPS, who is running a large deficit this fiscal year, that they would be funding the project. Bloom replied he has not appealed to the district board for this approval, but was told by BPS staff that it could be funded in part by BPS. Bloom suggested the Library Trust could play a role in subsidizing costs from this project.

**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, with the Library Trust to subsidize liability insurance not to exceed \$500.**

1st

Suhay

**2nd** Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**Purchase of 20 laptops for staff use:**

Craft reviewed the memorandum on pages 94-96 of the June Board packet requesting the Board to approve the purchase of 20 laptops for staff use. Since March 2020, staff have been using their own computers, mobile devices, and equipment when at home. The total for this purchase will be \$15,789.60.

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

**1st** Wheeler

**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.

7. Unfinished Business: None.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 105-135 of the June 2022 Board packet.

10. General Public Comment Period: None.

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Wheeler

**2nd** Rock

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:31 p.m. The next regular meeting is scheduled for Monday, July 18, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

---

Karen Rock, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	695.83
	009126	AMAZON CAPITAL SERVICES INC	1,384.01
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	165.00
	000902	CENGAGE LEARNING INC	91.96
	000605	CINTAS CORPORATION	227.60
	000627	CONSUMERS ENERGY	1,326.00
	000179	DTE ENERGY	7,603.59
	005651	FINDAWAY WORLD, LLC	1,679.81
	001090	INGRAM LIBRARY SERVICES	22,489.33
	008827	KANOPY, INC	420.75
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,608.00
	MISC	LINDSAY LAWRIE	56.36
	003527	LOWER HURON SUPPLY CO INC	890.80
	007927	MICHELLE HOLLO	936.25
	002013	MIDWEST TAPE	5,350.09
	008336	NBS COMMERCIAL INTERIORS	1,802.00
	000673	NEW YORK TIMES, THE	2,028.00
	000678	OCLC, INC.	306.78
	006785	OVERDRIVE, INC.	36,466.92
	007822	REBEKAH CRAFT	146.48
	000797	THE LIBRARY NETWORK	18,043.43
	007408	T-MOBILE	253.34
	000158	VERIZON WIRELESS	102.20
	MISC	YVONNE KUCHERSKY	23.24
286128	MISC	ANU SINGULA PATEL	13.49
286137	001612	BIRMINGHAM ROTARY CLUB	490.00
286184	MISC	JAMIE MARIE SAMOUELIAN	5.99
286185	MISC	JAMIE RICHARDS	9.86
286204	009351	MERRITT CIESLAK DESIGN PLC	35,640.00
286244	007408	T-MOBILE	294.18
286251	000158	VERIZON WIRELESS	102.52
286265	007745	ALL COVERED	1,840.50
286281	000902	CENGAGE LEARNING INC	610.11
286297	004493	ELITE IMAGING SYSTEMS, INC	1,288.16
286306	004604	GORDON FOOD	6.98
286309	000249	GUARDIAN ALARM	244.04
286323	000797	THE LIBRARY NETWORK	605.03
286335	008336	NBS COMMERCIAL INTERIORS	1,736.00
286339	009478	ODP BUSINESS SOLUTIONS, LLC	63.95
286351	008808	ROCK SOLID POWERWASH	300.00
286353	MISC	SENTRY AIR SYSTEMS INC	1,117.05
286356	007907	SP+ CORPORATION	3,254.00
286372	009026	WELLS FARGO VENDOR FIN SERV	677.87
286375	006638	ACTION MAT & TOWEL RENTAL, INC	70.72

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
286396	003904	CAPITAL ONE BANK	3,773.58
286399	000902	CENGAGE LEARNING INC	202.24
286411	009024	THE D.M. BURR GROUP	2,778.96
286435	008164	GARY EISELE	69.62
286436	008338	ELM USA, INC.	13,375.00
286445	006666	GRID 4 COMMUNICATIONS INC.	224.40
286463	MISC	MCMASTER-CARR	13.97
286468	006349	MIDWEST COLLABORATIVE	125.00
286477	009478	ODP BUSINESS SOLUTIONS, LLC	198.60
286480	002518	PITNEY BOWES INC	535.45
5420	009126	AMAZON CAPITAL SERVICES INC	(520.95)
5443	002013	MIDWEST TAPE	108.00
5445	008336	NBS COMMERCIAL INTERIORS	245.00
5502	005861	UNIQUE MGMT SERVICE, INC	61.80
Total:			173,898.89

**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**

# MEMORANDUM

---

DATE: July 15, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Virtual Server Upgrade

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## INTRODUCTION

This memo outlines the need for server upgrades to support newer versions of software and to create a redundant server backup system.

## SUMMARY

All Covered has been the Baldwin Public Library's server maintenance vendor since August 2015 and has provided around the clock support service, when needed. They also manage and host our nightly data backups. Currently, the BPL network server is running MS Windows Server 2012. Our existing server software has reached the end of life and no more security updates are available, making the library vulnerable to security issues.

Upon the request of Jamie Richards, IT Coordinator, All Covered created a proposal to upgrade our existing system by

1. Installing a new HPE DL360 Gen10 server appliance
2. Installing MS Windows Server 2019 software on both the new server appliance and the existing server appliance
3. Mirroring both servers to each other.

With these upgrades, a backup server will be available to restore the system and eliminate downtime in the case of system failure.

The total cost for this project includes hardware installation and upgrades, to be completed by All Covered, in the amount of \$31,430. We will be purchasing the MS Windows Server 2019 software with a discount through Tech Soup, in the amount of \$3,650. The total cost for this upgrade is \$35,080. This expenditure has been included in the FY 2022-23 budget.

Server redundancy, which this project will provide to the library, is something that we already should have in place. However, we had to prioritize other expenses before paying for this type of upgrade. This new server redundancy will protect us in case our virtual server appliance fails. If our existing server were to fail today, we would have to order a new appliance and wait for full restoration of our data backup onto the new appliance before installing the new appliance in our building.

In the case of a catastrophic server failure, without the backup appliance, staff and the public would lose all use of computers in the building, including Wi-Fi. While we certainly could stay open as a place for people to come to, it would be extremely difficult to complete the majority of our job responsibilities, and would put many staff behind by at least a week in productivity. Ordering,

cataloging, website maintenance, social media, check-outs/check-ins, patron card issuance, MeL, access to electronic resources, accounting, and marketing are some of the areas that would be immediately, negatively impacted. With this proposed upgrade, if our first appliance were to fail, the second appliance would become the main appliance and we would have little to no service interruptions.

**SUGGESTED BOARD ACTION**

Approval of payment to All Covered in the amount of \$31,430.00 for the upgrade and addition of a new HPE DL360 Gen10 server appliance using account 971.0100 Machinery & Equipment.



# Baldwin Public Library

## Statement of Work

### vSphere Upgrade

In Process

Tuesday, June 28, 2022

Proposal Ref: 11638489

Prepared by:

Scott Sanville, Customer Success Manager

Ryan P. McCarty, Solutions Architect

All Covered

Pricing is valid for 15 days from date of this document

Confidential. Not to be distributed to third parties



## Overview

The purpose of this Statement of Work is to outline the path that will enable All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc., to deliver a professional services engagement for Baldwin Public Library ("Client").

This Statement of Work is based on an initial scope of work but is not a detailed project plan. A project plan will be created and managed by the technical resources assigned to the project once the Statement of Work has been approved.

## Background

Baldwin Public Library would like to have their Windows Server 2012 Virtual Machines upgraded. All Covered will deploy a new HPE ProLiant DL360 Server with vSphere 7.x, deploy new Windows Server 2019 guest VMs, and migrate the applications over to the new host. We will then patch and upgrade the existing HPE DL server with the latest firmware and vSphere 7.x, and create an Enhanced vMotion cluster.

## Assumptions

Standard project deployment assumptions:

- The Project will include, but not be limited to the following:
  - Definition of project/estimated costs
  - Project prerequisites, should they apply
  - Project implementation
  - Project management/documentation
  - Procurement of required materials
- During the procurement process, All Covered can assist by expediting the delivery of equipment and standardizing billing for all costs associated with this project. All procurement pricing included in this Statement of Work is estimated. Once the Statement of Work is signed a final quote will be generated with the most current procurement pricing.
- Client understands that service interruptions may occur throughout the course of the project. All Covered will make reasonable efforts to forewarn personnel so they may prepare.
- Access to the physical space, server and services will be made available during normal business hours.
- Access to all employees and their equipment affected by the Project will be made available during normal business hours.
- After Hours work will be performed both on-site as well as via Remote Access depending upon the advantage and/or necessity of being on-site versus remote. The specifics of which item(s) should be done on-site versus remotely will be finalized prior to the project kickoff.
- All Covered is not responsible for the following:
  - Removing boxes or shipping materials
  - Disposing of or transporting IT equipment
- Any items not specifically addressed by this Statement of Work will be addressed by a mutually agreed change order.

### **Assumptions Specific to this Project**

- Client is responsible for obtaining technical support, media, and licensing from all 3rd-party application vendors.
- While All Covered will make a best effort attempt to coordinate with 3rd party vendors, Client is responsible to ensure cooperation of other parties that will participate in this initiative.
- Costs related to delays by the Client or 3rd party vendors, that occur after a mutually agreed upon schedule by all parties, are not included in this quote. Work that has been scheduled and is missed, by either the client or a third-party, with less than one-hour notice will be billed in full if Time & Materials or may be included in a change order if Fixed Price.
- Services are quoted using All Covered approved designs, and assumes that customer is utilizing recommended hardware, software and configuration best practices to support new and existing systems. Unknown, unapproved or unsupported hardware and software will be serviced with a best-effort approach, and any additional time and/or materials needed to provide a complete solution will be quoted in project Change Order.
- All systems within the scope of this engagement must be in proper working order. Steps taken to remediate systems not in a 'healthy' state will be considered outside the scope of the engagement.
- Any system(s) being affected by the project have adequate backup and restoration capabilities and the appropriate precautions have been taken.
- All necessary security clearance, access, parking, passwords, and technical resources are provided without delay during the Engagement.
- Access to power and physical facilities, wiring, cable space, cabinet, and shelf or rack space are available for all equipment within the scope of this project.
- Client is responsible for providing a single point of contact for project coordination with All Covered.
- Client is responsible for providing timely clarification and resolution regarding the integrity of data/information supplied to All Covered.
- If the information presented to All Covered is found to be inaccurate, we reserve the right to initiate a change order to account for the extra services not incorporated into the proposal.
- All Covered is not responsible for 3rd party application functionality. Industry leading tools will be used but the success of such tools is dependent on many variables outside All Covered's control.
- VMware vSphere HA (three ESXi hosts strongly recommended) and DRS require redundant network connections. Customer will have required ports and cabling available prior to installation.

## **Project Deliverables**

The desired goals of this project are:

- Procurement of items listed within Cost estimate section enabling successful completion of scope provided by this Statement of Work.
- The goal of this project is to deploy a new HPE DL360 Gen10 server, upgrade all VMs to Windows Server 2019, and create an Enhanced vMotion Cluster with Best Practices after patching and updating the existing host

## **Pre-Project Tasks**

Project Planning, Procurement, Ensure equipment arrival, Initial project kick-off

## **Project Tasks**

Project Documentation

Application of latest HPE SPP for ProLiant

VMware vSphere Host Install

VMware vMotion Configuration (Existing HA in place)

VMware vCenter Server Install

VMware Guest Build Install

VMware Consolidated Backup up to 5 Guests

Application Server Installation/Migration (Vendor Assisted)

DHCP Server Installation and Configuration

DNS Server Installation and Configuration

Add Domain Controller to Existing Domain

Remove Domain Controller From Existing Domain

FSMO Role Migration

File Server Data Migration - Using Automated Tools

File Server Installation and Configuration

Create EVC Cluster

Post Project Support

Project Management

## Cost Breakdown

Service	Price
<b>Project Services</b>	<b>\$14,620</b>
Estimated Hours to Complete: 86 Estimated Business Hours: 86 Estimated After Hours: 0 Business Hours Rate: \$170 After Hours Rate: \$230	
<b>Hardware / Software</b>	<b>\$16,810</b>
See Appendix A for Hardware / Software quotes	
<b>Total Project Cost</b>	<b>\$31,430</b>

*All prices are exclusive of any applicable sales or use taxes, and shipping costs.*

*Any fee estimates provided for work to be billed on an hourly or daily basis are for informational purposes only. Client agrees to pay for the actual services provided by All Covered at the rates specified in each Statement of Work.*

Financing Options		
<b>36 Months: \$1078</b>	<b>48 Months: \$849</b>	<b>60 Months: \$710</b>

*This is an estimated monthly payment for financing project services and all related hardware/software. Not all customers will qualify and in some cases projects with greater than 50% labor or hardware/software may not qualify for full financing. Please contact your sales representative for additional information.*

## Order Summary & Acceptance

**Effective Date:** The date on which the services described in this Statement of Work are set up and first delivered to you.

Your signature below constitutes your acceptance of this Statement of Work, including our standard terms and conditions available online at the URL link(s) provided below or in hard copy upon request, which you have reviewed and accepted and which are incorporated into this Statement of Work.

**All Covered Professional Services Terms:**

[https://services.allcovered.com/EhHPja\\_PS\\_Terms\\_v1.0.3](https://services.allcovered.com/EhHPja_PS_Terms_v1.0.3)

This Statement of Work is not binding upon us until signed by a Konica Minolta branch manager, vice president, or executive officer.

Pricing valid for 15 days from the date of this document, pending credit approval.  
Confidential - not to be distributed to third parties.

In Process

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**Client: Baldwin Public Library**

Signature:

Name: JAMIE RICHARDS  
Title: IT Coordinator  
Date Signed:

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**All Covered, a division of Konica Minolta Business Solutions U.S.A., Inc.**

Signature:

Name: Jorge Azcuy  
Title:  
Date Signed:

Appendix A

Quote # / SKU	Details	Unit Price	Quantity	Total
357360	HPE CTO DL360 G10	\$16,789	1	\$16,789
	Shipping	\$21	1	\$21
Total Hardware / Software Cost				\$16,810

In Process



## BOARD COMMITTEE REPORTS

Finance Committee

Outreach Committee



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## July 2022 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, July 11, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumpel, Rebekah Craft, and Jaclyn Miller

- Craft gave an update on the FY 2021-22 budget. At the end of the FY, the budget is tracking well.
  - Large payments were issued to Midwest Tape, Overdrive and Ingram for library materials; and to Merritt Cieslak Design for Phase 3 architectural services, The Library Network for laptops, Elm USA for a new disc cleaner, and DTE Energy.
  - The Hospitalization Year End Adjustment came due
  - All but one forthcoming contract community payments have been received for the year.
  - Room Rental revenue remains higher than expected. Director Craft budgeted \$12,000 in revenue for room rentals and we've received \$20,000, even with the lowered room rental rates.
  - Investment income is lower than targeted, but should be offset by the remaining State Aid and Penal Fines payments.
- The committee discussed staff pay adjustments. Director Craft will bring the projections for 4%, 4.5% and 5% for discussion by the full Board at the July 18 meeting.
- The committee discussed a proposal for additional lighting in the Legacy Room, to be funded by the Van Dragt Trust.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$1,002.77 in June at the in-lobby book sale.
- The next meeting of the Finance Committee will take place on Monday, August 8 2022, at 4:00 p.m. in the Delos Board Room.

## FINANCIAL REPORT: June 2022

This report references the Revenue and Expense Report 2021-22, found on the following page. At 100.0% of the way through fiscal year 2021-2022, the Library has spent 94.8% of its budget and received 98.8% of its revenue. By this point of the year, the Library was budgeted to have spent 100% of its budget and to have received 100% of its revenue.

Three pay periods were recorded in June.

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

Overdrive (Electronic Materials)	\$	36,466.92
Merritt Cieslak Design PLC (Phase Three Architectural Services)	\$	35,640.00
Ingram Library Services (Print Materials)	\$	22,489.33
The Library Network (New Laptops)	\$	18,648.46
Elm USA (New Disc Cleaner)	\$	13,375.00
DTE Energy	\$	7,603.59
Total vendor payments in excess of \$6,000	\$	<b>134,223.30</b>
Balance of vendor payments less than \$6,000	\$	39,675.59
<b>Total vendor payments</b>	\$	<b>173,898.89</b>

### City of Birmingham allocations:

Payroll Period Ending 05/28/22	\$	92,046.13
Payroll Period Ending 06/11/22	\$	91,755.33
Payroll Period Ending 06/25/22	\$	91,147.88
Employee Health Care Payroll Deduction 06/11/22	\$	(696.92)
Hospitalization Year End Adjustsment	\$	112,138.96
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>400,588.13</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>410,043.82</b>

### Reconciling adjustments:

Water Bill	\$	789.59
Remainder of April and May Credit Card Fees	\$	201.74
Book Fine Refunds	\$	(99.08)
<b>Total Recon Adjustments</b>	\$	<b>892.25</b>

<b>Total expenses for the month</b>	\$	<b>584,834.96</b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2021-22  
June 2022

	Approved 2021-2022 Budget	Current Month June 2022	Current Month Actual June 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	12th Month of the year 100.00%
<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	(\$15,000)	(\$877)	\$14,123	5.8%	(\$8,132)	54.2%
COUNTY AND STATE REVENUE	\$100,000	\$8,333	\$0	(\$8,333)	\$100,000	\$25,820	(\$74,180)	25.8%	\$100,098	90.9%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$3,200	\$3,200	100.0%	\$29,770	0.0%
COMMUNITY CONTRACTS	\$965,710	\$80,476	\$80,829	\$353	\$965,710	\$965,579	(\$131)	100.0%	\$983,889	104.6%
PATRON USE REVENUE	\$21,400	\$1,783	\$3,286	\$1,502	\$21,400	\$32,414	\$11,014	151.5%	\$6,713	10.7%
INVESTMENT INCOME	\$30,000	\$2,500	\$0	(\$2,500)	\$30,000	\$18,038	(\$11,962)	60.1%	\$927	1.8%
TOTAL REVENUE	\$4,780,390	\$91,843	\$84,115	(\$7,728)	\$4,780,390	\$4,722,453	(\$57,937)	98.8%	\$4,673,001	99.5%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,672,390	\$222,699	\$400,588	\$177,889	\$2,672,390	\$2,582,573	(\$89,817)	96.6%	\$2,481,213	97.5%
SUPPLIES	\$119,500	\$9,958	\$5,521	(\$4,437)	\$119,500	\$114,333	(\$5,167)	95.7%	\$133,236	124.5%
CONTRACTED SERVICES	\$383,830	\$31,986	\$59,753	\$27,767	\$383,830	\$346,508	(\$37,322)	90.3%	\$266,690	90.9%
TECHNOLOGY & MAINTENANCE	\$149,780	\$12,482	\$2,158	(\$10,323)	\$149,780	\$102,681	(\$47,099)	68.6%	\$140,830	100.6%
UTILITIES	\$96,000	\$8,000	\$9,719	\$1,719	\$96,000	\$95,207	(\$793)	99.2%	\$87,944	91.6%
OTHER CHARGES	\$82,260	\$6,855	\$6,694	(\$161)	\$82,260	\$70,571	(\$11,689)	85.8%	\$19,357	23.2%
BUILDING IMPROVEMENTS & FURNISHING	\$64,300	\$5,358	\$29,415	\$24,056	\$64,300	\$46,379	(\$17,921)	72.1%	\$651,479	129.5%
COLLECTIONS	\$640,700	\$53,392	\$70,986	\$17,594	\$640,700	\$631,398	(\$9,302)	98.5%	\$624,121	95.0%
TOTAL EXPENSES	\$4,208,760	\$350,730	\$584,835	\$234,105	\$4,208,760	\$3,989,649	(\$219,111)	94.8%	\$4,404,871	99.5%
VARIANCE	\$571,630	(\$258,888)	(\$500,720)	(\$241,833)	\$571,630	\$732,804	\$161,174			
FUND BALANCE-BEGINNING OF YEAR						\$1,210,626.64				
FUND BALANCE-CURRENT						\$1,943,430.17				

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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## July 2022 Outreach Committee Report

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The Baldwin Public Library Board Outreach Committee met on Monday, July 11 at 9:30 a.m. in the Delos Board Room. Present were Missy Mark, Danielle Rumple, Jaclyn Miller and Rebekah Craft.

1. Review Strategic Plan Action Items – no additions noted
2. Review marketing materials – no further corrections, once final versions are ready we will print for the marketing packet
3. Review Outreach organization list and select 6-10 organizations for board members to visit.
  - Lutheran Church of the Redeemer - MM
  - Holiday Inn - DR
  - All Seasons - MM
  - Lighthouse/South Oakland Shelter - DR
  - Baldwin House - MM
  - BBAC – Kristen Tait

Tentative plan for outreach visits:

1. Introduce yourself
2. Bring marketing folder to pass out (Outreach flier, About the library brochure, Strategic Plan brochure, quarterly newsletter, Phase 3 brochure, your business card)
3. Talk a little bit about a few things that we currently offer that you think would be helpful to this organization
4. Ask them about these things:
  - a. What kind of things do you wish the library would offer?
  - b. Do you have any brochures that you would like the library to display in our literature rack?
  - c. Do you know about the remote items we offer?
  - d. If you haven't visited to the library since COVID, what is preventing you from visiting?
5. Ask if they would like the library to help them with the following list of items: Here's what we can offer your organization (check all that apply)
  - **Library Introduction and Book Talk** – a library staff member will give a brief update on library news, talk about some books on your desired subject (new releases,  
Availability – up to twice per year per organization      Time – one-hour talk

- **Tech Help Session** – a library staff member will be on site to help answer questions about library apps, searching our website, or using your tablet or eReader.  
Availability – up to twice per year per organization      Time – two-hour session
- **Personalized check out session** – A library staff member will be on site with a selection of books that are ready for members of your organization to check out. Any items not checked out will be returned to the library afterwards.  
Availability – once per month      Time - 30-minute session
- **Stock your brochure rack** – a library staff member or volunteer will stock your display rack with newsletters, informational brochures, and bookmarks about library programs and services  
Availability – upon request, up to once per month
- **Bookshelf restock** – a library staff member or volunteer will bring you a box of 50 books to stock your Little Free Library or bookshelf. The items are yours to keep.  
Availability – once per quarter
- **Other Consideration requested/suggested:**

6. Share a brief recap of the conversation with Jaclyn after the visit to determine the next steps.

The frequency of visits may be impacted by demand. We might need to ask businesses to rank their preference for services provided, in order to accommodate all requests.

Library staff are considering establishing a service agreement form so that everyone – library staff and site staff—knows what's expected at each outreach site.

These initial outreach visits do not include our annual outreach opportunities like Halloween at the Y, the Farmers Market, Parades, etc. These regular events are in addition to the above listed opportunities.

The next meeting will be held at a later date.

## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

## Statistical Dashboard

June 2022						Better/ (Worse) Target	Off Target Cautionary On Target
	Current Month	This month last year	Current FYTD	Previous FYTD	FY 21-22 Q4 Target		
<b>Financials</b>							
Revenues	\$ 84,115	\$ 99,596	\$ 4,722,453	\$ 4,604,622			
Expenses	\$ 584,835	\$ 326,469	\$ 4,208,760	\$ 4,256,180			
<b>Circulation</b>							
Circ (Charges & Renewals)	45,445	48,316	564,794	512,160	400,000	164,794	On Target
Self-Check Usage	66.6%	22.9%	50.9%	35.7%			
% of Circ by Residents*	92.4%	93.1%	92.7%	94.3%	92.0%	1%	On Target
% of Circ by Non-Residents	7.6%	6.9%	7.3%	5.7%	8.0%	-1%	On Target
<b>Interlibrary Loans</b>							
Items borrowed	679	774	9,377	9,231			
Items loaned	997	702	10,145	7,828			
<b>Technology Usage</b>							
Database Sessions	2,769	2,822	34,229	33,873	23,000	11,229	On Target
Downloadable Content	12,285	10,802	142,513	145,237	123,000	19,513	On Target
Public Computer Usage	330	238	3,561	3,885			
Wireless Sessions	4,273	4,068	52,191	52,607	60,000	(7,809)	Off Target
<b>Program Attendance</b>							
Program Attendance for Adults	238	401	4,007	5,205			
# of Programs for Adults	20	9	222	255			
Program Attendance for Teens	97	121	2,541	1,105			
# of Programs for Teens	7	5	64	45			
Program Attendance for Youth	3,298	1,214	14,628	9,999			
# of Programs for Youth	55	33	397	385			
Computer Classes	36	39	297	623			
# of Computer Programs	6	5	64	75			
Online Video Views	38	301	1,863	3,679			
Idea Lab Visits	210	-	1,169	-			
<b>Total Program Attendance</b>	<b>3,917</b>	<b>2,076</b>	<b>24,505</b>	<b>20,611</b>	<b>27,000</b>	(2,495)	Off Target
<b>Total # of Programs</b>	<b>88</b>	<b>52</b>	<b>747</b>	<b>760</b>	<b>600</b>	147	On Target
<b>Outreach Attendance</b>	<b>2,055</b>	<b>-</b>	<b>7,420</b>	<b>-</b>			
<b># of Outreach Programs</b>	<b>28</b>	<b>-</b>	<b>125</b>	<b>-</b>			
<b>Gate Count</b>	<b>19,935</b>	<b>12,598</b>	<b>168,255</b>	<b>95,379</b>	<b>160,000</b>	<b>8,255</b>	<b>On Target</b>
<b>Volunteer Hours</b>	<b>100</b>	<b>67</b>	<b>660</b>	<b>179</b>	<b>1,000</b>	<b>(340)</b>	<b>Off Target</b>
<b>Social Media</b>							
	New Users	New Users					
Website Hits/Pageviews	24,666	22,084	264,416	229,133	240,000	24,416	On Target
e-Newsletter Subscribers**	-19	-14	11309	11448	11000		On Target
Facebook Page Likes	17	7	2718	2636	2700	18	Cautionary
Twitter Followers	5	1	1340	1320	1425	(85)	Off Target
Instagram Followers	6	13	1993	1874	2000	(7)	Cautionary

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

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

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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 updates will be presented to the Library Board in the same meetings.

### Key Metrics Explanation: July 2022

On Target = Met or exceeded goal, or no more than 0.1% below goal

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the fiscal year:

- **Financials:** The numbers shown in the financial section of the dashboard are not final. A final report will be issued by September. Before FY 2021-22 is closed out, revenues will increase somewhat due to second semi-annual disbursements of State Aid and Penal Fines, which will offset some of the lost investment income. Patron use revenues were higher than expected, due mainly to the significant increase in room rentals. Final expenses for the year are less than expected.
- **Circulation (On Target):** Circulation increased by 9% this year as compared to last and was 29% higher than our FY2021-22 goal. We anticipate a steady rate of circulation as people continue to return to their pre-COVID library use habits.
- **Technology Statistics:**
  - Database Sessions (On Target): The Library's database usage was 32% higher than the FY2021-22 goal. Databases continue to see additional promotion for use of BPL's electronic resources, even as they return to in-building use.
  - Downloadable Content (On Target): The Library's downloadable content usage remains extremely popular. Usage was exceeded the yearly goal by nearly 14%.
  - Website Pageviews: Total pageviews were up 9%, as patrons accessed the library website for COVID-related updates and access to electronic and downloadable resources.
- **Gate Count (On Target):** Gate count (i.e., the number of people entering the Library) was nearly 5% higher than the target number for FY 2021-22. Again, we anticipate steady or increased building usage as people return to the Library in a post-COVID time. Some of our library programs have been held in person, computer use time was extended, room rentals were up, and the Idea Lab reopened to the public for use, all of which likely contributed the increased foot traffic. We have seen a huge increase in foot traffic during our annual summer reading program, too.
- **Program Attendance (Off Target):** Program attendance was saw a 16% increase over last year, but came in around 10% below our goal in FY2021-22. We were delighted to welcome 24,505 people to 747 programs this year. That averages to just over 2 programs per day.



- **Volunteer Hours (Off Target):** Volunteer hours are still lower than the goal, but are up 73% over last year. We are starting to see a slow return of folks seeking to assist in person, and the Baldwin Booster (junior volunteers) program was reintroduced in Spring 2022.
- **Social Media (Cautionary, overall):** The number of our Facebook, Twitter, and Instagram followers are steady, though lower than we would like them to be. We continue to evaluate the best use of these resources, making promotion of and through them action items on our 2022-25 Strategic Plan.

### Strategic Plan Action Items

The Goal Champions (GC) for each of the 6 Strategic Goals have been working to fill in the action items and timelines for their sections of the plan. Many of our targets are ongoing, or will repeat regularly, and the GCs are engaging with the appropriate staff members to find out who and how those action items can best be implemented. You can anticipate hearing about those in the appropriate quarterly updates.

At this time:

- SG1B2: Improve Discovery of Physical and Virtual Collections:
  - Regularly scheduling social media posts highlighting databases and displays.
- SG1B5: Provide open, welcoming space that encourage collaboration and connection:
  - Director, Assoc. Director and Dept. Heads meeting weekly, all staff meets monthly to foster open lines of communication.
  - Better lighting – proposal to improve the lighting in the Legacy Room will be presented to the Trust Board
- SG1C1: Expand support for digital literacy
  - Outreach to retirement communities for digital literacy - AS Technology Instructor Bart Gioia made our first attempt at basic computer assistance at The Sheridan in June.
  - Members of the Outreach Board Committee will start with a small sample group of area businesses and organizations to see if classes like this would be beneficial to their audiences
- SG2D1: Regular Maintenance Schedule with applicable vendors
  - Carpets are being cleaned monthly on a rotating scheduled
  - Annual Window Cleaning scheduled for August 2022
  - Annual Upholstery Cleaning was completed in June 2022
- SG3A4: Review Post-COVID plans
  - Public Computers were reopened to all users in July 2022
  - Private Study Rooms were opened to the public on July 13
- SG3B1: Identify needs for training:
  - Created a centralized location on the staff intranet to share webinars and training opportunities of interest
  - Renewed our subscription to Ryan Dowd's Homelessness Training program, which is accessible by any staff member.
- SG4A1: Identify Potential Community Partners

- Members of the Outreach Board Committee will begin initiating contact with a small sample of area organizations to share our newly created Outreach Packet.
- SG4B1: Participate in Community Events
  - City DPS Open House – June 2022
  - Celebrate Birmingham Parade – May 2022
  - Beverly Hills Memorial Day Parade May 2022
  - Farmers Market in Birmingham – June 2022
- SG5A1: Expand transparent communication...
  - Reduce information silos - merging 2 departments with the departure of one department head, and reallocating responsibilities from both departments to all staff. Plan to cross train departmental staff who are interested in skill expansion.
- SG5C3: Empower staff with quality training
  - Subscriptions and access to online training programs
  - Attendance in online webinars
  - Attendance at national conferences
    - PLA – Public Library Association
    - Midwest RepRap Festival - the largest gathering of 3D printer enthusiasts in the world
- SG6A3: Evaluate Current Staffing Structure
  - Merge Circulation and Technical Services into a new Access Services Department, which will allow us to reallocate human resources to tasks necessary at any given time

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## **Programs & Services**

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

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### *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. 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 June 30. 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.

### *Summer Reading update as of 7/11/22*

- Youth Summer Reading: 467 registrants, 52 completions, 108,981 minutes read
- Teen Summer Reading: 137 registrants, 24 completions, 60,372 minutes read

- Adult Summer Reading: 119 registrants, 32 completions, 324 books read
- Staff Summer Reading: 19 registrants, 77 books read

#### *Adult Services Program – Richard Bell on Benjamin Franklin*

Just in time for the Fourth of July, Professor Richard Bell returned via Zoom for another outstanding presentation, *The Restless Genius of Benjamin Franklin*. Dr. Bell is a scholar, writer, and teacher of American history at the University of Maryland. His presentations are intelligent, enjoyable, and packed full of historical facts not often included in textbooks. In his captivating, scholarly style, Dr. Bell traced the life and contributions of Benjamin Franklin through his years as a cocky teenager, successful printer, generous philanthropist, curious inventor and masterful diplomat. It was a fascinating portrait of one of our famous Founding Fathers.



#### *Youth Services - Beach Party*

Donna Smith and Terry Meyer wowed 88 attendees with their Indoor Beach Party on Saturday, June 18.





*Youth Services – Under the Sea Party*

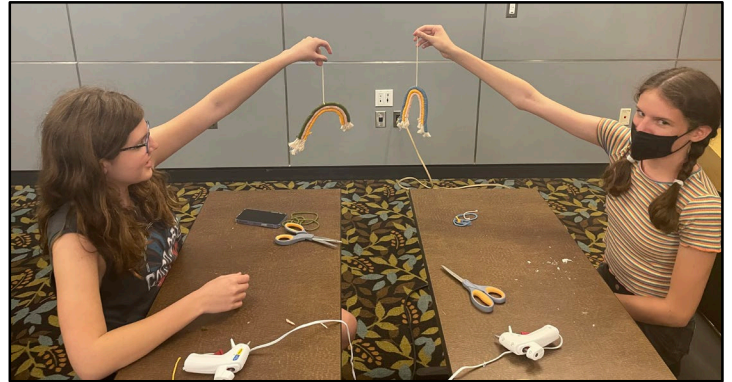
Rosemary Isbell and Syntha Green engaged 79 attendees, and shared fun activities and interesting information about the ocean at their Under the Sea Party on July 6.





### *Teen Summer Reading Events*

Teen Librarian Elisabeth Phou captured these great moments from recent events for teens: Escape Room, Macrame Rainbows, and Pour Painting.





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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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### *Annual Upholstery Cleaning*

All soft furniture in the building was cleaned during the last week of June 2022. This was not done in 2021, as the furniture use was limited due to building closures necessitated by COVID.

### *Group Study Rooms*

Our three private study rooms reopened for use on July 13.

### *Water Bottle Refill Station*

Our water bottle refill station reached a milestone 10,000 bottles refilled on June 27, ten months after installation!



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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 July 13. 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, and to set the schedule for monthly themes for displays and programming.

At the July meeting, the Committee discussed professional development training opportunities for staff, and created a diversity audit form for library programs. The diversity audit survey will help staff determine whether or not we are offering a wide enough array of programs for all ages and are paying speaker honorariums equitably.

### *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.

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## Community Outreach and Partnerships

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

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### *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.

Rebekah Craft and Kristen Tait attended the Birmingham Farmers Market on Sunday, June 19, sharing jellyfish crafts at the Kids Zone with about 150 children.

### *Beverly Hills*

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

Craft will attend the July 19 Beverly Hills Village Council meeting to give an update on Library services to the Council members.

### *Beverly Hills Lions Club*

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

### *Bingham Farms*

Miller submits monthly Board Meeting updates to the Library Liaison.

Craft attended 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 attended 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







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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*

100 volunteer hours were utilized in the month of June.

### *Communications with Staff*

An all staff meeting was held on June 22. The next all staff meeting will be held on July 21.

### *Staff Anniversaries*

**Joan Tyrrell**, Network Administrator, reached 1 year of service on June 1.

**Rebekah Craft**, Director, reached 7 years of service on July 6.

### *Staffing Updates:*

Our Idea Lab Technology Assistant **Catherine Galligan** will be leaving BPL to devote more time to her teaching career. Her last day will be Thursday, July 21. Her great skill, diligent work ethic, and friendly demeanor will be missed in the Idea Lab. We are currently accepting applications for the position of Idea Lab Technology Assistant and will interview applicants in early August.

We had a fantastic pool of internal candidates for the Assistant Department Head of Access Services and Page Supervisor positions. It was a pleasure getting to know the strengths of our employees even more during the interview process. The following two employees have been promoted to newly created positions in the newly created Access Service department.

**Brandon Bolek-Toubeaux** is Baldwin's new Assistant Department Head of Access Services. Brandon started at BPL in the Circulation department in 2001 and worked as a page and then a clerk before moving to the Technical services department in 2004. He was promoted to Technical Services Assistant III in 2010 and has handled Baldwin's acquisitions since then. Brandon is kind, patient, understanding, and hardworking. He has a wealth of knowledge about this organization and we appreciate his recent efforts to help assist staff with cybersecurity issues. In the next few months, Brandon and Kristen will be working together to train each other in the duties of their respective "former" departments. Once they have delineated responsibilities, they will share those with staff.

**Cameron Crawford** is Baldwin's new Page Supervisor. Cameron has been a loyal Baldwin employee for 7 years, even as he finished his studies at MSU. During that time, he worked first as a page, then at the Circulation Desk, and most recently as a Mobile Circ Assistant.. He has also helped other departments at Baldwin, from handling returned toys for Youth to receiving magazines and newspapers for Adult. Cameron will assume his new responsibilities on August 1.

### *Staff Training*

We renewed our subscription to the Ryan Dowd Homelessness Training Program which allows any BPL staff member to attend the live, virtual trainings, and provides access to the recordings afterward, for anyone who cannot attend.

Staff attended several training sessions on readers advisory, cataloging, and patron services this month, for a total of 8 hours of professional development.

### *Midwest RepRap Conference – Jeff Jimison*

Many thanks to BPL for sending me to the Midwest RepRap Festival (MRRF) In an unassuming county fairgrounds building in Goshen, Indiana, amid the pastoral setting of rolling farmland and forest, who would suspect that some of the most high-tech consumer 3D printing gear would be on display! Cancelled for two years due to COVID, MRRF returned this year in full measure. This was my first time in actual attendance to the event, although in 3D Printing circles it is a legendary occasion and thoroughly covered by all the relevant trade publications. MRRF utilizes an interesting format for such an expo: the event is open, in every sense. Anyone who wishes to may claim a table and show off their home-built printers, their innovative printing ideas, or clever projects they have made with their printers. The weather outside was a little rainy that weekend, but inside the walls of the Elkhart County Fairground Building there was a level 5 brain storm with so much brilliance packed into one building! Exhibitors, sponsors, and individuals from all over the world were present. I had the opportunity firsthand to explore some thrilling new printing technologies. Just a few examples:

- The new series of super-fast Voron printers, capable of printing benchmark shapes in under three minutes (the same shape would take almost 1.5 hours on our Idea Lab printers).
- Prusa's upcoming tool-changing system, which transforms a conventional 3D printer into a self-contained assembly system, with multiple extruder heads, CNC end mills, pick-and-place apparatus, and more.
- An extremely intriguing open-source belt printer called the Baby Belt. Fully DIY, and can be built by anyone with minimal effort.

The list of innovations is a mile long. But I'll wrap up by writing briefly about one particularly inspiring item on display at MRRF. It was the world's most 3D Printed 3D Printer. Sound confusing? See, the whole idea behind the RepRap movement is the concept of Self-Replicating Rapid Prototyping. The notion of a machine that can make more of itself. This has been the goal of RepRap from the very beginning, and every 3D printer that exists today is a result of the open-source technologies released by the founders of the RepRap movement back in 2006. Every year since then, enthusiasts have pushed us ever closer to the goal of creating a 3D printer that can create every part needed to make another 3D printer. While we're still limited by components by motors and circuitry, advances in 3D printing techniques make it possible to 3D print more components of a printer than have ever been possible. This year's "Most 3D Printed 3D Printer" featured fully printed leadscrews, gears, belts, bearings, gantries, frame, print surface, linear rails, and more. Only five basic components of the machine were not 3D printed. It is a wonderful thing to see the project continue to advance. I'm certain in future MRRFs we will witness a truly, fully 3D Printed 3D Printer, and it was tremendously exciting to witness the latest iteration of that goal in person at MRRF this year. Thanks again to BPL for giving me the opportunity to attend.

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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.

### *Eick Family Donation*

Once again, the Eick family has donated \$500 to purchase flowers for and to maintain the large round planter outside the front entrance of the Library. The Eick family makes this generous donation annually in memory of their parents, Margaretha and Raymond Eick.



## Baldwin Public Library Strategic Plan (2022-2025): Action Plan

Strategic Goal 1: Programs & Services - Adapt programs and services to meet the needs of the changing population				Champion: H, Stephanie	
Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status	
A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback					
1 Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Ongoing. Annual general programming in January. End of Summer Reading Survey in August.	Comment cards out at each in person program, Google Form emailed with each Zoom program.	
2 Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Review every December.	1. Survey department heads at other MetroNet libraries; 2. Review American Libraries journal for trending programs; 3. Review past attendance at programming	
3 Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	Ongoing	1. Send survey to Idea Lab users who have used the Lab in the last 12 months; 2. Meet with Teen and Youth librarian to determine programs for students	
4 Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Technical Services Coordinator	None	Review by September 15 annually.	1. Review circulation statistics by collection; 2. Review budget for each collection; 3. look at which collections should be considered for withdraw and which collections should be created.	
5 Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Ongoing	1. Examine attendance by subject during last year of classes. 2. Survey computer users about preferred programs. 3. Look at computer use. 4. Look at statistics for circulating technology. (Hotspots, ITG Kits, Playaways, Launchpads, Wonderbooks). 5. Upgrade wifi access, add charging stand for phones, way for patrons to charge phones at public computers. 6. Survey staff: what requests are staff getting from patrons at the service desks for technology?	
6 Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024	1. Examine attendance at past outreach events pre-Covid. 2. Examine attendance at outreach events in last year. 3. Survey staff to see what other events they would be interested in attending. 4. Evaluate staffing needs, how much outreach can we do with the staff we have?	
B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds					
1 Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Ongoing	Look at demographics of our service area and regional demographics. What can we provide that other libraries cannot? How can we provide better service for people of all ages with special needs?	
2 Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services		Ongoing	1. Regular social media posts to highlight different collections. 2. Displays highlighting specific collections. 3. Beanstack Challenge introducing people to the Library collections. 4. Signs in aisles of books to explain how collections are organized. 5. How to video and advertising of Public Libraries Connect to BPS schools. 6. Impromptu tours of the library. 6. Cataloging updates.	



3	Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	program and presenter fees	Ongoing	1. Continue programs like KLS and TAB to encourage youth patron engagement. 2. Continue partnerships with local non-profits to promote their services and help recruit volunteers. 3. Continue to provide technology instruction for media literacy. 4. Research more programming for children, teens, and adults with special needs.
4	Significantly expand a <i>Library of Things</i>	H, Ethan	\$10,000.00	Ongoing	1. Be proactive in selecting items that would be of use to underserved populations.
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	furniture and lighting signage	Ongoing	1. Continue one on one with department heads and staff. 2. Open study rooms. 3. Expand Idea Lab. 4. Create and utilize Mobile Lab 5. Better lighting everywhere 6. More study tables in Youth and Adult 7. Provide electronic charging materials. 8. More outlet 9. ensuring ADA compliancy in as many areas of the building as possible. 10. Create private flex rooms for staff use.
<b>C</b>	<b><i>Develop a technology plan to support existing programs and services</i></b>				
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	editing software	Ongoing	1. Create how-to videos 2. Beanstack challenges 3. Programs for children and adults to highlight the digital resources we have. 4. Attend PTA meetings to walk parents through our website and digital resources. 5. Outreach to retirement communities for digital literacy 6. Continue computer classes
2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads			1. Have staff members learn a particular digital resource or technology and teach it to others during staff meetings. 2. Have staff create how-to videos for other staff to watch later. 3. Create written instructions, videos, and live training on new technologies
3	Provide technology assistance during all hours open to the public	IT Coordinator		What's reasonable for this?	1. Schedule IT staff in such a way to cover all open hours of the library. 2. Sufficiently train public service staff in technologies so they can help patrons. 3. Give staff off desk time to play with technology so they can help patrons
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads		Ongoing	1. Audit and evaluate current technology. 2. Purchase new technologies as needed. 3. Budget sufficiently for technology upgrades and unforeseen expenses. 4. Survey patrons for technology satisfaction.
<b><i>Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users</i></b>					<b>Champion: Jaclyn</b>
	<b>Strategic Objective &amp; Action Plan</b>	<b>Responsibility</b>	<b>Expenses budgeted/used</b>	<b>Timeline</b>	<b>Comments/Status</b>
<b>A</b>	<b><i>Develop and plan for long-term facility needs</i></b>				
1	Identify exterior needs	Jaclyn, John G.			
2	Identify interior needs	Jaclyn		FY2022-23	
3	Develop long term plan to address interior and exterior needs	Jaclyn		FY2022-23	Develop 5, 10, 20 year plans

	4	Update physical environments to support the needs of our customers and staff									
B	Develop and complete expansion and renovation of front entrance and circulation area										
	1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah		\$264,000	4/18/2022 - selection				Complete, awarded to MCD in April 2022	
	2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services			Duration of Phase 3b; give notice of temporary entrances 1 month, in advance, then weekly				Create temporary signage, buy temporary ramps for loading dock area, keep staff entrance at the lower level	
	3	Publicize availability of the Library during construction	Jaclyn		none	3 months, 2 months, 6 weeks, 4 weeks, weekly leading up to closure.				Utilize local media, social media, library website, city announcements, school listservs, e-newsletter subscribers, post in LCD that goes home the quarter prior	
C	Maintain a safe and accessible environment										
	1	Evaluate building accessibility									
	2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads								
	3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads							Ensure all shelving is ADA compliant and labeled so users can find what they need Work with electricians to ensure all lighting is working, and add where necessary	
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D	Continue to monitor and make improvements to facility										
	1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn			ongoing, as contracts and quotes expire					
	2	Establish and document regular maintenance schedule	Jaclyn, John G.			FY2022-23				Document a PM schedule	
	3	Update garden beds around the facility with native plantings and pollinators	Robert			ongoing					
	4	Investigate/implement/update building management system	John G								
	5	Identify ways to make building more eco-friendly	Jaclyn, Robert			ongoing				waste audits, recycling audits, staff survey	
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations											
	Strategic Objective & Action Plan			Responsibility	Expenses budgeted/used	Timeline			Comments/Status		
A	Prioritize diversity, equity, and inclusion practices										

1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget	ongoing	Materials are 15% of the total spending per year, all materials are evaluated to ensure various voices, perspectives and narratives are included as new items are purchased
2	Develop and implement civil discourse programming	IDEA TF	presenter fees	ongoing	Research WDET/NPR programming
3	Include funding for DEI initiatives in the annual budget	Director	TBD	February 2023	
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none	ongoing	July 2022 - opening public computers for use by all visitors
5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None		Add form to Intranet for people to anonymously provide feedback
<b>B</b>	<b>Develop and implement a training and education plan</b>				
1	Identify needs for training	IDEA TF	None	Ongoing	Created a centralized location on the Intranet for staff to locate webinars of interest/need to use as necessary.
2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Ongoing	
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	\$5000/year	Ongoing	
4	Update website to address accessibility and improve user experience	Associate Director, Director		FY2023-2024	Developing an RFP for website redesign
<b>C</b>	<b>Review and improve recruitment, hiring, retention and promotion methods</b>				
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Ongoing	Currently: website, Michlib, TLN, Handshake Potential: SLC, Michigan Works, Shelters, Indeed, Idealist.org
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	In-progress	Seek input from all staff on ways to expand posting reach Application was updated Spring 2022
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color				
4	Actively recruit candidates from underrepresented populations when filling open positions				
5	Provide a transparent pathway to promotion within the organization	Director	None	In-progress	We will be creating additional assistant positions in the teen services department and reference services department as a way to promote staff members who are doing great work.

6	Solicit feedback from candidates regarding the application and interview process	Director	None	In-progress	Create an online form to send to interviewed candidates to ask for feedback on the process.
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	In-progress	We are removing the education requirements from many job postings in favor of posting jobs that will accept candidates with applicable experience in the library or in a related field.
<b>D Assess and document progress</b>					
1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included				Diversity Audit of Book Club selections - July 2022. Diversity Audit of programs will be unveiled in August 2022.
2	Establish criteria for auditing programs	IDEA TF	None	July 2022 meeting	The IDEA TF established criteria for auditing programs at its June meeting.
3	Create form for staff to evaluate their planned offerings	IDEA TF	None	August 2022 meeting	The IDEA TF created an online survey for auditing programs at its July meeting.
4	Merge and compare results across Library	IDEA TF	None	June 2023	Use Google Form to gather data
5	Publish an annual review of programs and trainings	IDEA TF	None	once per year	This will be completed in August 2023
<b>Strategic Goal IV: Community Outreach &amp; Partnerships - Develop and strengthen BPL connections within the community</b>					
	<b>Strategic Objective &amp; Action Plan</b>	<b>Responsibility</b>	<b>Expenses budgeted/used</b>	<b>Timeline</b>	<b>Comments/Status</b>
<b>A Identify and develop new community relationships and partnerships</b>					
1	Identify and connect with potential community partners	Jaclyn, work group, Board Outreach Committee		ongoing	Outreach fliers and group specific inserts will be ready for use,
2	Review policies and practices of potential community partners	Jaclyn		ongoing	As partnerships develop, ensure that the goals of both parties are in alignment
3	Attend meetings of retail and civic organizations	Various Staff, Board Members		ongoing	Establish liaisons as time permits to regular civic meetings to update attendees on library services
4	Develop programming with interested partners	Programming Staff		ongoing	schedule presenters semi-annually
5	Coordinate annual 'fairs' with participants of the same "type"	Programming Staff			schedule small business fair leading up to Small Business Saturday job recruitment fair for summer/seasonal jobs local authors fair
<b>B Maintain and strengthen existing community relationships and partnerships</b>					
1	Participate in community events	Jaclyn			Coordinate staff attendance at: Halloween Hoot, Farmers Market, Parades, Bingham Farms Family Fest, Bloomfield Hills Open House, DPS Open House Other opportunities as they are made available.
2	Establish a plan to engage staff and Board in outreach events	Jaclyn		in-progress	Create a list of potential opportunities for staff and Board to attend, let them volunteer for dates/events that appeal to them Goal: one event for each staff member per year



3	Develop a plan for requests for Book Bike appearances	Jaclyn	no cost, staff time to manage requests	after book bike is received	Utilize Skedda, and an online request form on the library homepage, develop a policy about where the book bike goes if demand outweighs availability
4	Establish "Get to Know the Library" events	Programming Staff			every 6 month host a library 101 presentation - how we can help you ask for 5 minutes at each HOA meeting record video tours of library, departments, collections
<b>C Develop an external marketing and communication plan</b>					
1	Identify additional marketing outlets				
2	Update library logo/branding after Bham establishes theirs	Jaclyn, Michelle H, Staff, Board	\$500 in design fees	est completion by Fall 2022	
3	Develop passive advertising - car stickers, license plate frames, t-shirts, etc to be displayed by Library users	Jaclyn, Michelle H, Staff, Board	\$700, FOL donation	in-progress	FOL granted a wish list item for "swag" to be distributed at Outreach opportunities
<b>Strategic Goal V: Personnel &amp; Organization - Train, empower, and equip members of the organization to best support users and each other</b>					
	<b>Strategic Objective &amp; Action Plan</b>	<b>Responsibility</b>	<b>Expenses budgeted/used</b>	<b>Timeline</b>	<b>Comments/Status</b>
<b>A</b>	<b>Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.</b>				
	1 Expand transparent communication, policies, and shared documentation	Director, AD, Department Heads, Employees	None	in progress, with a full completion date of September 2023 and yearly reviews thereafter	1. Provide a way for staff to share anonymous feedback. 2. Keep all policies and procedures in an easy-to-access location on the Intranet (emergency documents, incident report forms, departmental information, training documentation, personnel handbook, New Employee Resource and Reference Guide) 3. Have staff begin creating training videos on individual tasks to share on the Intranet 4. Reduce information silos and be sure that at least 2 people know how to do each task in the library 5. Have each employee/role keep an ongoing list of personal tasks, contact information, and monthly task calendars
<b>B Attract and retain well-qualified staff who are inclusive and welcoming to all</b>					
1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Annually, in January, following the publication of the DSLRT salary survey and ahead of the March budget process	Pay scale has been updated for FY2022-23 after researching salaries at other libraries in March 2022.
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none	March 2023	1. Update Employee Handbook 2. Create New Employee Resource and Reference Guide 3. Set up follow up training after two months of employment. 4. Set up online onboarding system in Beanstack for all employees to follow

3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director	June 2023	1. Develop Code of Conduct for volunteers that includes a list of expectations. 2. Run a volunteer training class for all existing and new volunteers.
<b>C</b>	<b>Identify and provide opportunities for staff growth</b>			
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities		ongoing	1. Create a program where staff will learn steps specific to each department, and earn badges in Beanstack once they are proficient in general info across the Library
2	Research library and retail trends to determine how they can best benefit Baldwin's community	All Staff	ongoing	1. Professional development opportunities, Listservs, Review Customer Service manuals from well-known retail organizations
3	Empower staff and supervisors with quality training, tools, resources, and spaces	Management Team	ongoing	1. Offer all staff development day yearly in September. 2. Subscribe to training programs. 3. Create portal on Intranet with access to various training programs offered to Library staff.
4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community	Director	Staff Development Day 2023	1. Find a presenter who can speak to all staff
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons	Management Team	ongoing	1. Field trips, observations at other Metro Detroit libraries, staff participation in regional/state committees
6	Encourage staff participation in professional conferences and organizations	Management Team	ongoing	1. Provide funding for local and national conferences 2. Create expense sheet for estimated conference attendance. 3. Encourage staff to apply for Library of Michigan Professional Development grants
<b>51</b>				
<b>Strategic Goal VI: Financial - Maintain and improve financial health</b>				
	<b>Strategic Objective &amp; Action Plan</b>	<b>Responsibility</b>	<b>Expenses budgeted/used</b>	<b>Timeline</b>
<b>A</b>	<b>Analyze current and future expenses and identify cost-saving opportunities</b>			
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures	Director	none	1. Review yearly expenses and evaluate whether or not the items are well-used before renewing.
2	Recommend changes and cost reductions	Director		1. Focus on using what we have or repurposing items rather than buying new.
3	Evaluate current staffing structure and recommend adjustments	Director		1. Combine the Technical Services and Circulation departments to cross-train staff to reduce information silos in the case of employee departures.
4	Identify areas for optimization and consolidation	Director		
<b>B</b>	<b>Analyze current and future revenue and identify potential revenue streams</b>			
1	Identify current Library revenue streams and how much they generate currently and in the future	Director		

2	Explore other revenue sources, including grants, notary public services, and meeting room utilization	Director		Fall 2022, ongoing	1. Apply for a cable board grant for the upgrade of the Jeanne Lloyd Room technology. 2. Apply for a cable board grant for the upgrade of our website. 3. Advertise meeting rooms with community organizations and businesses. 4. Explore having staff be trained as notaries.
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support	Director		ongoing	1. Host monthly tours of the library to explain our programs, services, and building. 2. Attend community organization meetings to share information about the library. 3. Regularly update contract communities on our services and programs.
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)	Director		ongoing	1. Consider sending out a year-end donation solicitation email. C2. Consider hosting a fundraising event in the new front entrance area in 2024.
<b>C</b>	<b>Maintain awareness of economic trends</b>				
1	Identify sources of economic trend information	Bookkeeper		ongoing	1. Regularly monitor market rates, interest rates, Kiplinger's Economic Forecast, and CPI.
2	Follow national library financial trends	Director		ongoing, quarterly	1. Regularly review trade journals, Michigan Library Association updates, and national library headlines. 2. Provide quarterly reports to Library Board.
3	Engage with professional financial services	Director		ongoing, yearly	1. Hire yearly auditor to conduct review and report of budget.
4	Publish economic outlook with annual budget	Director		yearly in March	1. Consult with City Finance Director to publish economic outlook

<b>Baldwin Public Library: Friends Funds</b>	
<b>June 2022 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees	\$ 850.00
Program supplies	\$ 81.62
Books Unshelved	\$ 1,035.73
Total	\$ 1,967.35
<b>Teen Services</b>	
Summer Reading Programs	\$ 554.08
Teen Scene supplies/decorations	\$ 27.90
Pizza - TAB and Pizza & Pages	\$ 114.55
YA Book Club Books	\$ 144.80
Books Unboxed	\$ 133.12
Summer Reading Prizes	\$ 279.76
Total	\$ 1,254.21
<b>Youth Services</b>	
Summer Reading Programs	\$ 581.13
Cricut Membership Fee	\$ 101.63
Story Book Trail Program	\$ 18.68
Book Clubs	\$ 81.20
Summer Reading Prizes	\$ 369.10
Total	\$ 1,151.74
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 4,373.30</b>
<b>June 2022 Balances</b>	
Adult Services	\$ 6,602.27
Teen Services	\$ 4,803.46
Youth Services	\$ 5,561.49
Outreach & Equipment	\$ 4,935.82
<b>Total Balance</b>	<b>\$ 21,903.04</b>
<b>June In-Library Book Sale Donations</b>	\$1,002.77
Submitted by Jaclyn Miller on July 11, 2022	



## NEW BUSINESS

# MEMORANDUM

---

DATE: July 15, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Employee Compensation for FY 2022-23

---

## INTRODUCTION

This memo outlines the rationale for the proposed 5% pay increase for Baldwin Public Library employees. A raise of up to 5% was included in the FY 2022-23 budget due to the unprecedented inflation rate and cost of living increase in United States.

## BACKGROUND

In the summer of 2021, I compiled average pay scales for library employees in Oakland County in order to update and standardize Baldwin's pay rates. Baldwin's salary table had last been updated in 2009. In the summer of 2021, a majority of Baldwin staff received a 2.5% pay increase for work performance that met expectations. Staff members who exceeded expectations on their annual performance review received a 3.5% increase. Clerical staff and staff members whose current salaries fell outside of the new standardized pay rates received salary adjustments.

The Birmingham City Commission recently approved the following salary increases, which includes a higher than normal salary range adjustment of 4.5% to answer rising inflation rates and to meet talent acquisition and retention goals:

Motion adopting a resolution to approve a 4.5% salary range adjustment and in range adjustments based upon performance for full-time and part-time employees in the Department Head and Administrative/Management classifications effective July 1, 2022 and approving a 2.5% performance increment through June 30, 2023 with individual eligibility to be in accordance with the attached merit increase guidelines. Further, to authorize the budget amendments from the wage adjustment account 101-299.000-709.0000 to the appropriate departments.

This motion was approved by a 6-1 vote, with Commissioner Host voting nay.

In effect, City of Birmingham administrative staff will be receiving raises of 7% to 11% this year in an effort to counteract the rising inflation rate and cost of living (4.5% cost of living adjustment along with a 2.5% to 6.5% merit increase).

## SURVEY OF SUBURBAN LIBRARIES

In a survey of 21 Metro Detroit area libraries, all in different stages of yearly budgeting, libraries are offering the following percentage increases to staff members:

- 2%-2.5% - 3 libraries
- 3%-3.5% - 4 libraries
- 4% - 4 libraries
- 5% - 3 libraries
- 7%-7.5% - 2 libraries
- 9.7% - 1 library
- Unknown – 4 libraries

Of the 21 responses, 14 directors said that their raises in this FY will be higher than last FY, 4 said raises will be the same rate, and 3 said raises will be lower than last FY.

Directors also shared the following comments about salary increases:

- Several directors of union libraries have existing contracts with 2% yearly raises and they are anticipating that the union negotiations will include a much higher raise for the next contract period.
- One director plans to take a hard look at wage rates for non-librarians who are generally not allowed one day of teleworking and thus hit harder by gas prices.
- One director said, "It's hard to compensate for the sting of inflation at 8% and the "great resignation." That said I do not want to have to cut the salaries of staff or lay people off in a few years if we experience another property tax revenue drop as happened after the great recession."
- Another said, "Social security cost of living was increased by 5.9% in 2021 for the 2022 calendar year. The previous time it increased so sharply was 2008, which was then followed by two years of no increase. I feel compelled to advocate to my board for a COL (for most positions) but I am also mindful of how a recession can drag on for libraries."

### **CONSUMER PRICE INDEX**

As reported by the Bureau of Labor Statistics on Wednesday, July 13, we are seeing an unprecedented increase in the cost of goods, with increases like these not seen since 1981.

The all items index increased 9.1 percent for the 12 months ending June, the largest 12-month increase since the period ending November 1981. The all items less food and energy index rose 5.9 percent over the last 12 months. The energy index rose 41.6 percent over the last year, the largest 12-month increase since the period ending April 1980. The food index increased 10.4 percent for the 12-months ending June, the largest 12-month increase since the period ending February 1981.

### **SUMMARY**

Due to the cost of living increases, the proposed 5% pay increase for Baldwin Library staff is both warranted and fully supported by the FY 2022-23 approved budget. This pay increase is 2% to 6% less than Birmingham City administrative staff will receive in FY 2022-23. And this pay increase is in line with salary increases of other southeast Michigan public libraries.

If the Board chose to implement a 4% raise instead of a 5% raise, the Library would save \$15,650. If the Board chose to implement at 4.5% raise instead of a 5% raise, the Library would save \$7,830. The total budgeted amount for salary and benefits for the FY 2022-23 is \$2,844,010.

### **SUGGESTED BOARD ACTION**

Motion to approve a 5% salary increase for all Baldwin staff and update the FY 2022-23 Baldwin Public Library Pay & Benefits Ranges schedule as shown on the following page.



## *Baldwin Public Library Pay & Benefits: FY2022-2023*

	<i>Pay Scale</i>				
	<b>Full-Time</b>	<b>Min Hourly Rate</b>	<b>Minimum Salary</b>	<b>Max Hourly Rate</b>	<b>Maximum Salary</b>
Director	Y	\$ 46.35	\$ 96,408	\$ 51.50	\$ 107,120
Associate Director	Y	\$ 32.96	\$ 68,557	\$ 38.15	\$ 79,352
Bookkeeper	Y	\$ 22.66	\$ 47,133	\$ 28.35	\$ 58,968
Administrative Assistant	Y	\$ 20.60	\$ 42,848	\$ 26.25	\$ 54,600
Operations Assistant	N	\$ 14.42		\$ 19.57	
IT Coordinator	Y	\$ 30.90	\$ 64,272	\$ 36.05	\$ 74,984
Network Administrator	Y	\$ 23.69	\$ 49,275	\$ 27.81	\$ 57,845
IT Technician	N	\$ 17.51		\$ 21.63	
Idea Lab Supervisor	Y	\$ 23.69	\$ 49,275	\$ 27.81	\$ 57,845
Idea Lab Assistant I	N	\$ 16.48		\$ 20.60	
Department Head	Y	\$ 28.84	\$ 59,987	\$ 35.02	\$ 72,842
Asst. Department Head	Y	\$ 26.00	\$ 54,080	\$ 31.00	\$ 64,480
Librarian II (FT)	Y	\$ 25.00	\$ 52,000	\$ 30.00	\$ 62,400
Librarian (FT)	Y	\$ 22.66	\$ 45,760	\$ 28.84	\$ 58,240
Librarian (20<hr<28)	N	\$ 22.66		\$ 28.84	
Librarian (<20 hr)	N	\$ 22.66		\$ 28.84	
Substitute Librarian	N	\$ 21.06		\$ 21.06	
Library Assistant III (FT)	Y	\$ 22.66	\$ 47,133	\$ 27.81	\$ 57,845
Library Assistant II (PT)	N	\$ 22.66		\$ 27.81	
Library Assistant II	N	\$ 19.57		\$ 23.69	
Library Assistant I	N	\$ 14.42		\$ 17.51	
Library Page	N	\$ 10.68		\$ 10.68	

	<i>Benefits</i>							
	<b>Sunday 1.5 Time</b>	<b>Vacation/ Personal</b>	<b>Sick</b>	<b>Health Insurance</b>	<b>Dental/ Optical</b>	<b>Life Insurance</b>	<b>Long/ Short Term Care</b>	<b>Retirem ent</b>
Director	N	Y	Y	Y	Y	Y	Y	Y
Associate Director	N	Y	Y	Y	Y	Y	Y	Y
Bookkeeper	N	Y	Y	Y	Y	Y	Y	Y
Administrative Assistant	N	Y	Y	Y	Y	Y	Y	Y
Operations Assistant	N	N	N	N	N	N	N	N
IT Coordinator	N	Y	Y	Y	Y	Y	Y	Y
Network Administrator	N	Y	Y	Y	Y	Y	Y	Y
IT Technician	N	N	N	N	N	N	N	N
Idea Lab Supervisor	N	Y	Y	Y	Y	Y	Y	Y
Idea Lab Assistant I	N	N	N	N	N	N	N	N
Department Head	Y	Y	Y	Y	Y	Y	Y	Y
Asst. Department Head	Y	Y	Y	Y	Y	Y	Y	Y
Librarian II (FT)	Y	Y	Y	Y	Y	Y	Y	Y
Librarian (FT)	Y	Y	Y	Y	Y	Y	Y	Y
Librarian (20<hr<28)	Y	Y	Y	N	N	N	N	Y
Librarian (<20 hr)	Y	Y	Y	N	N	N	N	N
Substitute Librarian	N	N	N	N	N	N	N	N
Library Assistant III (FT)	N	Y	Y	Y	Y	Y	Y	Y
Library Assistant II (PT)	Y	Y	Y	N	N	N	N	Y
Library Assistant II	Y	Y	Y	N	N	N	N	Y
Library Assistant I	Y	N	N	N	N	N	N	N
Library Page	N	N	N	N	N	N	N	N

*Note: Librarians (except for Substitute Librarians) and Circulation Assistants receive time and a half pay on Sundays. This does not apply to any other staff members.*



# MEMORANDUM

Human Resources Department

**DATE:** Monday, May 16, 2022

**TO:** Thomas Markus, City Manager

**FROM:** Joseph Lambert, Human Resources Manager

**SUBJECT:** 2022-23 Compensation Recommendations for Department Heads and Administrative / Management Employees

## INTRODUCTION:

Current Administrative/Management employees consist of 10 City department heads, and approximately 25 other full-time professional employees who are not represented by any labor organization. Settled collective bargaining agreements include wage rate changes to AFSCME Clerical and Technical employees, Firefighters Association, Police Command Association, and Police Patrol Association as follows:

<b>AFSCME</b>	2022 – 1.5%
<b>BCOA</b>	Under Negotiation
<b>BPOA</b>	Under Negotiation
<b>BFFA</b>	2022 – 1.5%
<b>Teamsters</b>	2022 – 2.0%, 2023 – 2.0%

Administrative/Management employees have not yet received any wage adjustments for the 2022-23 fiscal year.

## BACKGROUND:

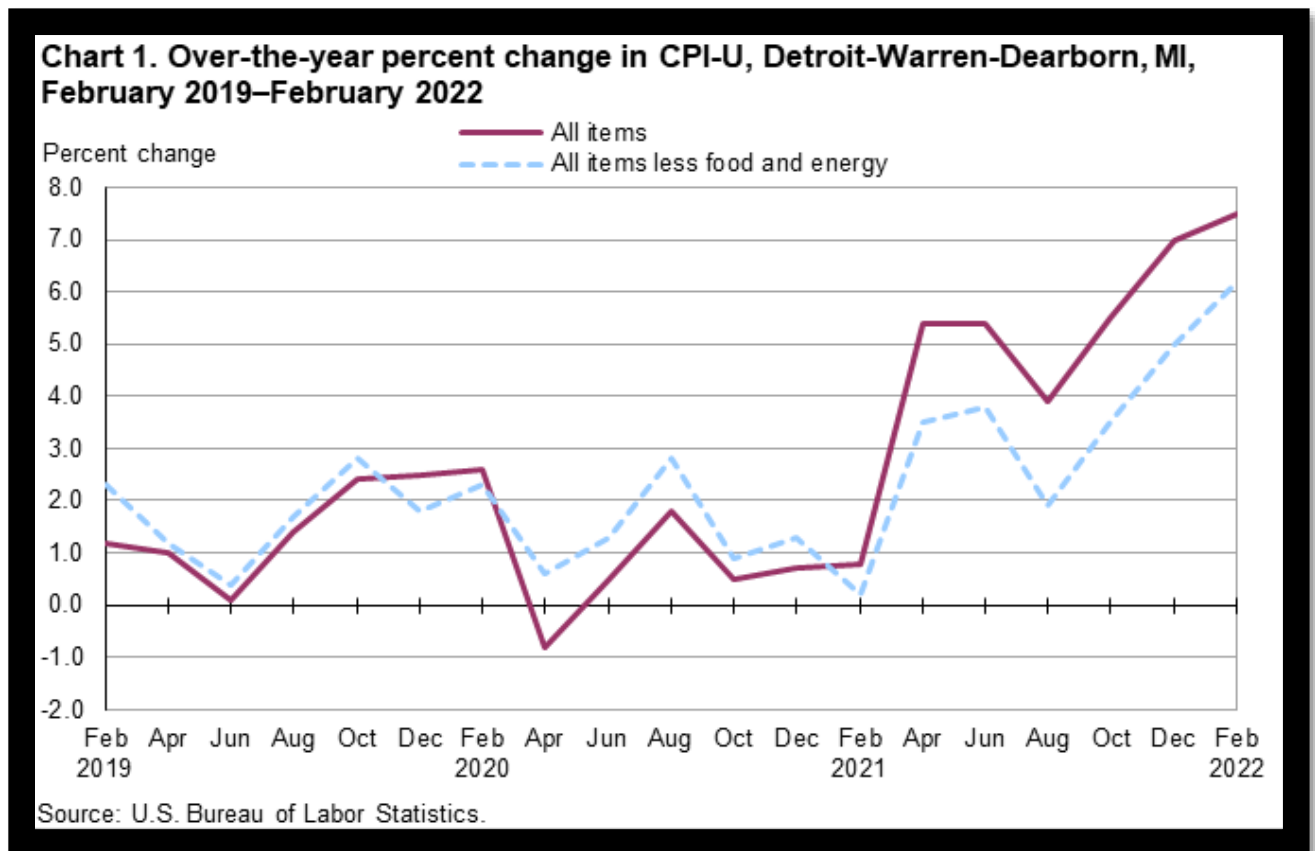
Individual administrative and management staff do not receive automatic adjustments in conjunction with salary table changes as do employees in bargaining units. Actual increases for this group are determined through annual performance evaluations. The guidelines that connect performance review scores to salary adjustments continue to reward high-quality performance within the confines of the salary range while withholding such rewards when performance is less than high quality.

## Salary Ranges

According to the Bureau of Labor Statistics, CPI data has indicated a rise in local consumer prices. The graphic below illustrates the consumer price increases specific to the Detroit-Warren-Dearborn area, resulting in an **increase of 7.5%** since March 2021. To answer to these rising costs, as well as talent acquisition and retention goals, a more aggressive market adjustment is needed.

For Fiscal Year 2022-23, and effective July 1, 2022, HR recommends a market adjustment of up to **4.5%** adjustment to the salary range for Department Heads and Administrative/Management classifications, as well as for administrative part-time employees not covered by a labor

organization, which represents an estimated cost of \$159,000. This adjustment keeps our compensation program in line with the market of comparable communities. Proposed salary tables reflecting these adjustments are attached.



### Merit Based Performance Increase Program

In addition to the salary range adjustment, the Commission has approved a merit based increase based on a review of an employee's performance. This program is divided into three groups, subject to performance evaluation results and salary ranges:

- 1) Employees at their maximum pay rate, and eligible for a performance increment of 2.5%
- 2) Employees at or above the 75<sup>th</sup> percentile of their range, eligible for an increase of 3%
- 3) Employees below the 75<sup>th</sup> percentile of their range, eligible for a 6.5% increase.

### LEGAL REVIEW:

The city attorney has reviewed the suggested resolution and has no objection to form and substance.

### FISCAL IMPACT:

For FY 2022-23, the recommended increase to the salary ranges of 4.5% for the Department Heads and Administrative/Management group represents an estimated cost of \$159,000. The merit based performance increase program is estimated to cost an additional \$185,000.

To offset such increases, the City has established a pattern of increasing employee cost sharing for health care, which allows for the City to leverage savings to partially offset other improvements in compensation.

Most recently, the City has leveraged even greater savings by decreasing employer costs, and reducing \$100,000 in consultant costs following the completion of a request for proposals for Healthcare Consultant services.

**PUBLIC COMMUNICATIONS:**

N/A

**ATTACHMENTS:**

- Existing Merit Increase Guidelines (4.5% Market Adjustment)
- Class Table A
- Salary Table A
- Class Table B
- Salary Table B

**SUMMARY:**

The Human Resources Department recommends approval of the Department Head and Administrative/Management compensation program as presented and included in the attachments to this report.

**SUGGESTED COMMISSION ACTION:**

Make a motion adopting a resolution to approve a 4.5% salary range adjustment and in-range adjustments based upon performance for full-time and part-time employees in the Department Head and Administrative/Management classifications effective July 1, 2022 and approving a 2.5% performance increment through June 30, 2023 with individual eligibility to be in accordance with the attached merit increase guidelines. Further, to authorize the budget amendments from the wage adjustment account 101-299.000-709.0000 to the appropriate departments.

**CITY OF BIRMINGHAM**  
**Department Heads & Administrative Employees**  
**7/1/2022 Merit Increase Guidelines**

For employees currently occupying a position **at or above the 75<sup>th</sup> Percentile** of their salary range on the July 1, 2022 salary table:

<u>Merit Increase</u>	<u>Market Adjustment</u>	<u>Performance Review Score *</u>
+ 3.0%	4.5%	4.50 to 5.00
+ 2.0%	4.5%	4.50 to 4.49
+ 1.0%	4.5%	3.50 to 3.99
0.0%	4.5%	3.00 to 3.49
-1.5%	4.5%	2.50 to 2.99
-2.5%	4.5%	2.00 to 2.49

Total adjustment may not exceed salary range maximum.

\* Performance Review Rating Scale:

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Below Expectations
- 1 Unsatisfactory

**CITY OF BIRMINGHAM**  
**Department Heads & Administrative Employees**  
**7/1/2022 Merit Increase Guidelines**

For employees currently occupying a position **below the 75<sup>th</sup> Percentile** of their salary range on the July 1, 2022 salary table:

<u>Merit Increase</u>	<u>Market Adjustment</u>	<u>Performance Review Score *</u>
+6.5%	4.5%	4.50 to 5.00
+4.5%	4.5%	4.50 to 4.49
+2.5%	4.5%	3.50 to 3.99
+1.5%	4.5%	3.25 to 3.49
0.0%	4.5%	3.00 to 3.24
-1.5%	4.5%	2.75 to 2.99
-2.5%	4.5%	2.50 to 2.74
-3.5%	4.5%	2.00 to 2.49

Total adjustment may not exceed salary range maximum.

\* Performance Review Rating Scale:

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Below Expectations
- 1 Unsatisfactory

**CITY OF BIRMINGHAM  
DEPARTMENT HEAD CLASSIFICATIONS  
SALARY TABLE A**

<b><u>SALARY GRADE</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>
<b>05</b>	<b>City Engineer</b>	<b>Exempt</b>
	<b>Finance Director / Treasurer</b>	<b>Exempt</b>
	<b>Fire Chief</b>	<b>Exempt</b>
	<b>Assistant City Manager</b>	<b>Exempt</b>
	<b>Police Chief</b>	<b>Exempt</b>
	<b>Public Services Director</b>	<b>Exempt</b>
<hr/>		
<b>04</b>	<b>Information Technology Director</b>	<b>Exempt</b>
	<b>Planning Director</b>	<b>Exempt</b>
	<b>Principal Shopping District Director</b>	<b>Exempt</b>
<hr/>		
<b>03</b>	<b>Building Official</b>	<b>Exempt</b>
	<b>Clerk</b>	<b>Exempt</b>
<hr/>		
<b>02</b>		
<hr/>		
<b>01</b>	<b>Museum Director</b>	<b>Exempt</b>

**Revised 7/1/2022**



## SALARY TABLE A

Department Heads

Effective: July 1, 2022

4.5%

Pay Grade	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
1	\$72,827	\$77,913	\$82,999	\$88,086	\$93,172
2	\$78,409	\$83,888	\$89,368	\$94,847	\$100,327
3	\$84,407	\$90,322	\$96,237	\$102,152	\$108,067
4	\$93,172	\$99,632	\$106,092	\$112,552	\$119,012
5	\$100,327	\$107,329	\$114,331	\$121,333	\$128,335

**CITY OF BIRMINGHAM  
PROFESSIONAL/ADMINISTRATIVE/SUPERVISORY  
CLASSIFICATIONS  
SALARY TABLE B**

<b><u>SALARY GRADE</u></b>	<b><u>POSITION</u></b>	<b><u>STATUS</u></b>
<b>11</b>	<b>Communications Director *</b>	<b>Exempt</b>
	<b>Parking System Manager</b>	<b>Exempt</b>
	<b>IT Manager</b>	<b>Exempt</b>
<b>10</b>	<b>Assistant Director, Engineering</b>	<b>Exempt</b>
	<b>Assistant Director Finance</b>	<b>Exempt</b>
	<b>Assistant Fire Chief</b>	<b>Non-Exempt</b>
	<b>Fire Marshal **</b>	<b>Non-Exempt</b>
<b>09</b>	<b>Human Resources Manager</b>	<b>Exempt</b>
	<b>Senior Planner</b>	<b>Non-Exempt</b>
<b>08</b>	<b>Public Services Manager ***</b>	<b>Non-Exempt</b>
	<b>Parks &amp; Recreation Manager ****</b>	<b>Non-Exempt</b>
	<b>Construction Engineer</b>	<b>Non-Exempt</b>
<b>07</b>	<b>City Planner</b>	<b>Non-Exempt</b>
	<b>Senior Accountant *****</b>	<b>Non-Exempt</b>
<b>06</b>	<b>Golf Manager</b>	<b>Exempt</b>
	<b>Maintenance Superintendent</b>	<b>Non-Exempt</b>
	<b>Parks &amp; Forestry Foreman</b>	<b>Non-Exempt</b>
	<b>Streets, Sewer &amp; Water Foreman</b>	<b>Non-Exempt</b>
<b>05</b>	<b>Accountant</b>	<b>Non-Exempt</b>
	<b>Accounting Administrator</b>	<b>Non-Exempt</b>
	<b>Deputy Treasurer</b>	<b>Non-Exempt</b>
	<b>Grounds Superintendent</b>	<b>Non-Exempt</b>
	<b>HR Generalist</b>	<b>Non-Exempt</b>
	<b>IT &amp; Media Specialist</b>	<b>Non-Exempt</b>
	<b>IT Technician</b>	<b>Non-Exempt</b>
<b>04</b>	<b>Assistant to the City Manager</b>	<b>Non-Exempt</b>
	<b>Deputy Clerk</b>	<b>Non-Exempt</b>
	<b>Public Relations Specialist</b>	<b>Non-Exempt</b>

\* Upgraded from 06 to 11 Effective 7/1/2020

\*\* Previously Acting Fire Marshal 09 - Effective for new Fire Marshal hire in Fall 2020

\*\*\* Upgraded from 06 to 08 - Effective 7/1/2015

\*\*\*\* Upgraded from 06 to 08 - Effective 7/1/2019

\*\*\*\*\* Upgraded from 06 to 07 - Effective 7/1/2015

Revised 09/2020

## SALARY TABLE B

### Administrative/Management Employees

Effective: July 1, 2022

4.5%

Pay Grade	Minimum	25th Percentile	Midpoint	75th Percentile	Maximum
1	\$ 43,392	\$ 46,029	\$ 48,667	\$ 51,304	\$ 53,941
2	\$ 46,735	\$ 49,997	\$ 53,258	\$ 56,520	\$ 59,782
3	\$ 50,330	\$ 53,855	\$ 57,379	\$ 60,903	\$ 64,428
4	\$ 54,170	\$ 57,964	\$ 61,759	\$ 65,553	\$ 69,347
5	\$ 58,318	\$ 62,400	\$ 66,483	\$ 70,565	\$ 74,648
6	\$ 62,849	\$ 67,223	\$ 71,597	\$ 75,970	\$ 80,344
7	\$ 67,660	\$ 72,379	\$ 77,098	\$ 81,817	\$ 86,536
8	\$ 72,827	\$ 77,913	\$ 82,999	\$ 88,086	\$ 93,172
9	\$ 78,409	\$ 83,888	\$ 89,368	\$ 94,847	\$ 100,327
10	\$ 84,407	\$ 90,322	\$ 96,237	\$ 102,152	\$ 108,067
11	\$ 88,626	\$ 94,838	\$ 101,049	\$ 107,261	\$ 113,472

# MEMORANDUM

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DATE: July 15, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: BPL Logo Redesign

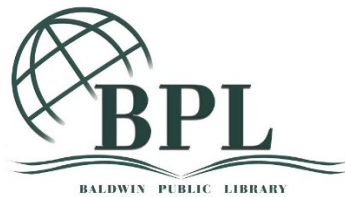
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## INTRODUCTION

Baldwin's logo was last updated in 2011. The logo features an open book, a globe (representing the internet), and the letters BPL. Because the City of Birmingham has just adopted a new logo, staff would like to update the Library's logo to be more complementary with the City's logo. Our graphic designer is requesting input from the Library Board on the direction to take with the logo design. At the July 18 Board meeting, I would like the Board to review the current Library and City logo and develop a unified design direction to pass along to our graphic designer.

## BACKGROUND

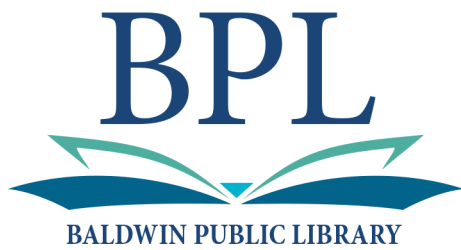
The Library's current logo is shown below. This logo appears often as green on a white background, black on a white background, or white on a colored/black background. As you can see, when the logo is shown smaller than 2" wide, the fine lines of the book pages become difficult to render. This makes it difficult to print the logo on smaller items like business cards or fliers and difficult to screen print on clothing or tote bags.



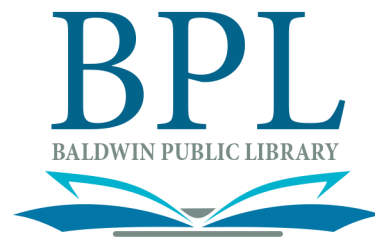
The new City of Birmingham logo features a stylized version of the Marshall Fredericks statue in Shain Park, shown below.



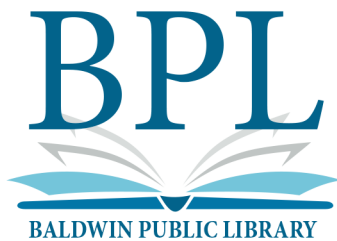
In 2017, graphic designer Michelle Hollo created several sample logo designs for the Library, which are displayed on the following pages and below. After examining logos from surrounding libraries and national library logos, she developed four designs, each of which features a book with open pages and the letters BPL. In 2017, the preferred logo was LOGO DESIGN 1.



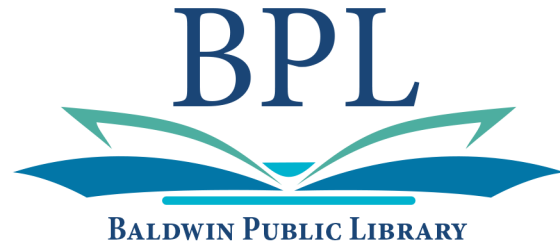
LOGO DESIGN 1



LOGO DESIGN 2



LOGO DESIGN 3



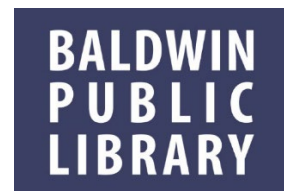
LOGO DESIGN 4

Though we did not end up adopting a new logo in 2017, we did begin using a consistent tagline of “Learn.Connect.Discover” and a consistent color palette and set of fonts throughout our marketing materials to create a cohesive brand. We use a combination of purple, lime green, and blue and the following fonts:

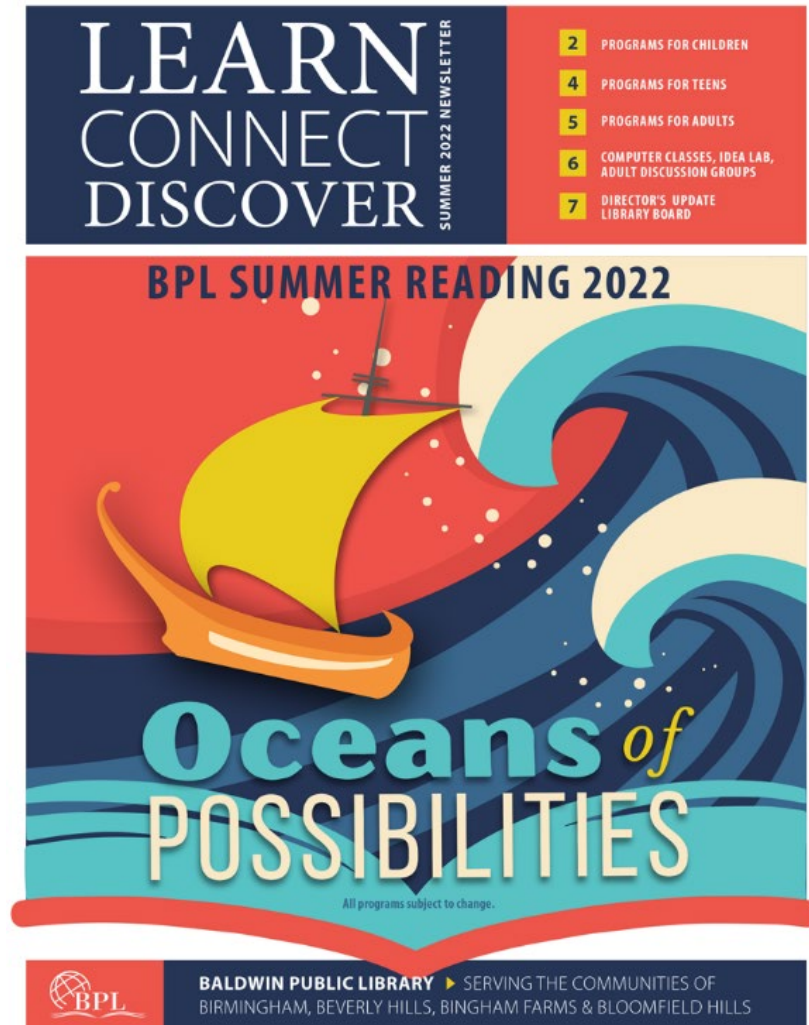
Myriad Pro Semibold SemiCondensed  
Minion Pro Regular

Additionally, due to difficulty with printing, we have been using these alternate designs on many of our print materials and our website. The two most commonly used versions are shown below.

**Baldwin Public Library**  
LEARN. CONNECT. DISCOVER.



The cover of our current newsletter issue shows the tagline, fonts, and colors in a typical marketing piece for the Library.



We will be using the new logo on the following types of materials:

- Library cards
- Letterhead, envelopes, and business cards
- Front door window sign
- Book drop signage (whenever the book drop needs to be replaced)
- T-shirts
- Posters
- Newsletters and brochures
- Retractable sign and/or tablecloth for outreach events
- Website

After reading through the above information and looking at images, I would like the Library Board to come up with a unified direction for the logo. Here are some questions to consider and discuss to help provide our graphic designer with direction for the logo.

- What combination of BPL and/or Baldwin Public Library would you like to see included in the logo?
- Do you want the library's tagline, Learn.Connect.Discover, included in the logo?
- What color(s) would you like to see in the new logo?
- Would you like the logo to be more abstract or more concrete?
- What imagery would you like included in the logo?
- What other logos have you seen and liked?

Jaclyn Miller will pass the highlights of your discussion along to our graphic designer to start the new logo design process. We anticipate bringing 4 to 6 logo designs to the Board at an upcoming meeting for review. At that point, the Board will have the opportunity to narrow down the options and make further critiques.

#### **SUGGESTED BOARD ACTION**

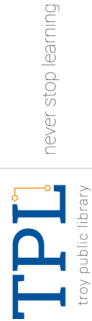
Make a motion to direct Baldwin's graphic designer to create a logo using Library Board agreed upon discussion points from the July 18 Board Meeting.

# BALDWIN PUBLIC LIBRARY LOGO REDESIGN



CURRENT LOGO

## NEIGHBORING COMMUNITY LIBRARY LOGOS



## NATIONAL LIBRARY LOGOS





# BALDWIN PUBLIC LIBRARY LOGO REDESIGN

## NEW LOGO OPTIONS: LINE-UP



LOGO DESIGN 1



LOGO DESIGN 2



LOGO DESIGN 3



LOGO DESIGN 4

# BALDWIN PUBLIC LIBRARY LOGO REDESIGN

## VISUAL COMPARISON



## NEIGHBORING COMMUNITY LIBRARY LOGOS

75



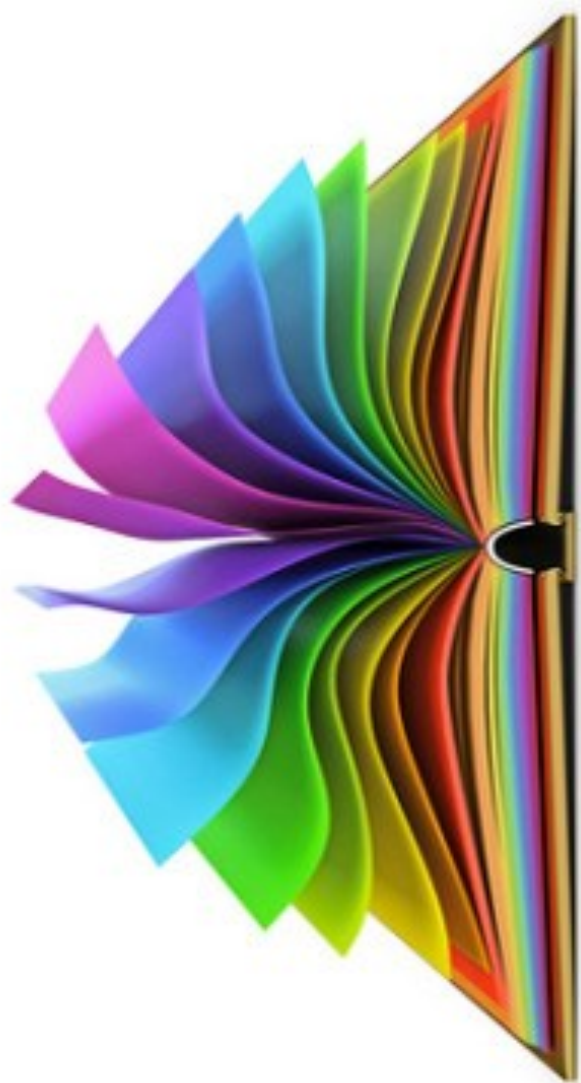
never stop learning



FARMINGTON COMMUNITY LIBRARY

## NATIONAL LIBRARY LOGOS









## UNFINISHED BUSINESS

Phase 3 Building Renovation  
discussion

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## July 2022 Building Committee Meeting Highlights

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The Baldwin Public Library Board Outreach Committee met on Thursday, July 14 at 9:00 a.m. in the Delos Board Room. Present were Missy Mark, Jim Suhay, Jaclyn Miller, and Rebekah Craft, along with Steve Schneeman and Diane Schurg from Merritt Cieslak Design. 2 members of the public were also in attendance. Official minutes of the meeting will be provided in the August 2022 Board Packet

Agenda items included:

1. Review images illustrating mullion colors (bronze vs white)
  - a. It was clarified that “mullions” are not just the vertical dividers between sections of glass, but includes the horizontal supports at the top and bottom of the sections. Suhay reports that he believed the intention of the June 2022 board motion was to change the colors of the vertical mullions.
  - b. After conversation, MCD will provide additional renderings for the July 18 board meeting, showing the various combinations of white and bronze mullions and “pinstripes” as requested by the committee members.
  - c. The dark floor area surrounding the white “area rugs” will be shown somewhat lighter, closer to the gray on a sunny day in Shain Park in future renderings.
  - d. MCD added a 4” high row of dark solid material at the bottom of the curtain wall to keep the glass off the ground a little bit
  - e. Suhay asked about painting the soffits inside the addition, to make as much interior space as possible white. MCD will provide a rendering with white soffits.
  - f. The material being evaluated for the ramp is cast stone; the handrail will likely be brushed stainless steel; ramp will be close to the color of the limestone.
  - g. The furniture in the space will most likely be white.
2. 50% DD Drawing Review – Schneeman walked the committee through 50 pages of technical drawings and reports.
3. Outstanding Design items:
  - a. Mullion color – renderings to be shared and discussed with the full board on July 18
  - b. Roof top unit screening – will be included as an alt-add
  - c. Millwork design – will be further finalized at a meeting with staff
  - d. Shade structure – it has been recommended we evaluate further opportunities for shade on the plaza. A trellis is prohibitively expensive. Three additional cantilever umbrellas will be added to future renderings.
  - e. Artwork – BPL will do a public call for art, MCD will need to know what we are including to ensure final designs accommodate the choices.
4. Schedule update:
  - a. Historic and Planning commission reviews are complete
  - b. DD on target to be completed in the first week of August
  - c. Geotechnical (soil borings) investigation awarded to TEC

- d. CM RFP to be reviewed at August 15 Library Board meeting, to City Commission for review on August 29.
- e. 50% Construction Document review mid-to-late September

Both members of the public gave feedback on the changes discussed.

Suhay requested another BC meeting, which will be scheduled around Construction Document Review.



33610 grand river  
farmington, mi 48335  
tel. 248.374.0001  
mcdarchitects.com

## **MEETING AGENDA**

Baldwin Public Library  
Phase 3b Building Committee  
Update Meeting

Time: 9:00 AM  
Date: July 13, 2022  
Location: Baldwin Public Library  
300 West Merrill Street  
Birmingham, MI 48009

## **UAGENDA ITEMS**

1. Review Images Illustrating Mullion Colors (Bronze vs. White)
2. 50% Design Development Drawing Review
3. Outstanding Design Items
  - a. Mullion Color
  - b. RTU Screening?
  - c. Millwork Design Refinement
  - d. Shade Structure (Trellis – MCD to Mock-Up)
  - e. Artwork – BPL to Advise
4. Schedule Update
  - a. Received Unanimous Support from Historic Commission and Planning Commission
  - b. On-track to complete DD by 1<sup>st</sup> week of August
  - c. Geotechnical Investigation awarded to TEC
  - d. CM RFP to be reviewed by City Commission August 15
  - e. 50% Construction Document Review mid-to-late September
5. Public Comment

*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.*

**END OF AGENDA**











































































**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.

### **VegMichigan: Plant-Based Cooking Made Easy and Delicious**

*Tuesday, July 19 — 7:00 p.m. to 8:00 p.m.*

Learn how to make eating healthy, easy and delicious with a whole food plant-based cooking demo with Vicki Brett-Gach and Michele Gallo. This whole food cooking class will focus on helping you learn how to choose plant-based products for a healthy life style. Recipes will be available a week before the demo. This is a virtual event.

### **Behind the Scenes Library Tour**

*Wednesday, July 20 — 2:00 p.m. to 3:00 p.m.*

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

### **Teen Taste Test Experiment**

*Thursday, July 21 — 3:00 p.m. 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.

### **A Vision in Stone: Detroit's Masonic Temple**

*Monday, July 25 — 7:00 p.m. to 8:00 p.m.*

[The Detroit Masonic Temple](#) contains incredibly detailed craftsmanship, a variety of architecture, and at 210 feet tall and 550,000 square feet is the largest building of its kind in the world. Join Rob Moore, Executive Director of the Detroit Masonic Temple Library Archive and Research Center and Chief Temple Docent, for an overview of its history, design, and importance to metro Detroit. This is a virtual event. Registration is required to receive the Zoom link.

### **Idea Lab LIVE: Board Game Things**

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

**Volunteering with The Freedom House Detroit**

*Monday, August 1 — 3:30 p.m. to 4:30 p.m.*

Learn about volunteering opportunities at The Freedom House of Detroit whose mission is to support and empower asylum seekers on their journey to safety, security, and freedom.

**Hear a Story, Make a Puppet!**

*Monday, August 1 — 6:30 p.m. to 7:30 p.m.*

Grades K to 3. 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. You will receive an email when they are ready. Registration required.

**End of Summer Reading After-Hours Party for Teens**

*Friday, August 5 — 6:00 p.m. to 9:00 p.m.*

Grades 7-12. Celebrate after-hours at the library with pizza, ice cream sundaes, video games, movies, hide & seek, and more! Registration and signed permission slip required.

**Twitter**

*Thursday, August 11 — 3:00 p.m. to 4:15 p.m.*

Become a Twitter pro as you learn to create an account, compose tweets, connect with friends, and more. Once registered, you will receive a Zoom link a half hour before class.



# Employee Laptop Usage Agreement

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

The Baldwin Public Library is pleased to offer employees a laptop computer for mobile, outreach, work from home, and in-library work. Employees who use a laptop computer will need to agree to terms of use as outlined in this document.

In acceptance of this Baldwin Public Library Laptop for usage, I agree to the terms and conditions stated below:

1. The laptop computer is the property of the Baldwin Public Library and issued to employees for the purpose of conducting library business. It is intended only for the use of the Baldwin Public Library employee to whom it is assigned. I understand that any unauthorized access to this laptop is a violation of the Employee Laptop Usage Agreement.
2. I will not install any program or software that is not permitted for use by the Baldwin Public Library on this laptop, for privacy and security reasons. Should I wish to install work-related software, I will contact the BPL Information Technology department for authorization first.
3. In case of equipment damage or theft, the Baldwin Public Library will determine appropriate liability and replacement responsibility. I may be held liable for damage or theft depending on the circumstances.
4. It is essential that I notify the IT Coordinator at 248-554-4691 within one working day of the event the laptop is damaged, lost, or stolen. In the event of loss or theft, I will report this to the BPL Information Technology department and the police within 24-48 hours. A copy of a Police or incident report must be submitted to the company for verification purposes.
5. The laptop is issued to me for my current employed position. If my job responsibilities change, the laptop may be reassigned to another employee.
6. I may take the laptop computer home, or to other locations after work hours. However, I am responsible, at all times, for the care and appropriate use of the laptop computer. I will not attempt to make any hardware repairs without the express permission from the BPL Information Technology department.
7. The BPL Information Technology department will not be able to assist me with connecting to my home Internet providers (WOW, AT&T, Comcast, etc.) or with installing drivers for personal peripherals (scanners, printers, etc.).
8. The laptop computer will need to be returned to the BPL Information Technology department from time to time to receive regular maintenance and upgrades. I will be notified when this becomes necessary. When possible, 24 hours' notice will be provided, but is not guaranteed.

9. Prior to issuance of laptops, I will receive basic care and usage training upon request
10. I shall remove all data that is not company or work-related before turning over the laptop to the BPL Information Technology Department.
11. I understand that any violation of this agreement may result in disciplinary action by the Baldwin Public Library.

**PLEASE COMPLETE THE INFORMATION BELOW AND SIGN THIS AGREEMENT**

Employee Name: (Print) \_\_\_\_\_

Department: \_\_\_\_\_

Home Address: \_\_\_\_\_

City, State, and Zip: \_\_\_\_\_, MI, \_\_\_\_\_

Phone: \_\_\_\_\_

Computer Serial Number: \_\_\_\_\_

Computer Model: \_\_\_\_\_

Additional Equipment Assigned: (Check)

- ☐ Carry Bag
- ☐ Ethernet network cable
- ☐ Display Adaptor (i.e. HDMI to VGA, etc.)
- ☐ Power brick, adapter, and/or extension cord
- ☐ Mouse
- ☐ Other: \_\_\_\_\_

I have received the equipment listed above and agree to the terms list on this form.

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

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

Issued by: \_\_\_\_\_

# Baldwin Public Library

LEARN. CONNECT. DISCOVER.



**Bloomfield Hills City Commission**  
**Rebekah Craft, Library Director**  
**July 12, 2022**

## BACKGROUND



- Bloomfield Hills contracts with Baldwin Public Library
- Obtains full library services for residents & employees, but no ownership of building
- Receives services for residents & employees
- 1,525 residents and 49 employees are card holders
- Checked out 26,589 items in FY 2021-22

## BUDGETARY GOALS



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

Baldwin Public Library  
SANTA CLAY COUNTY, FLORIDA

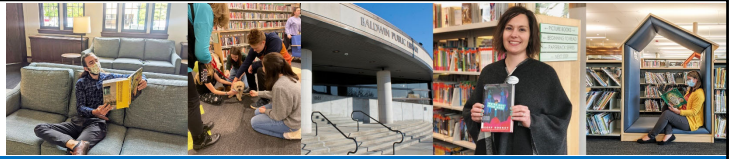
## COLLECTIONS



- Books, magazines, large print books
- DVDs, BluRays, 4K BluRays, video games, musical and audiobook CDs
- Downloadable ebooks, audiobooks, music, magazines, movies & TV shows
- Interlibrary loan
- Home delivery service
- Online databases in the Library and at home
  - Consumer Reports
  - LinkedIn Learning
  - ValueLine & Morningstar
  - Reference Solutions
  - Mango Languages
  - CreativeBug

Baldwin Public Library  
SANTA CLAY COUNTY, FLORIDA

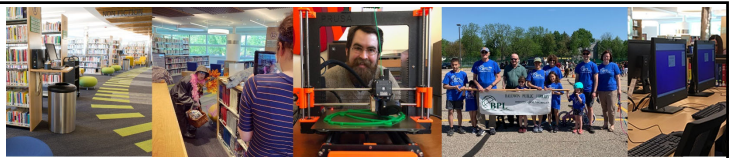
## HELPING STUDENTS



- Staff maintain close connections with public & private schools
- Student cards for all BPS students now available
- BrainFuse Tutoring (live, online tutoring from 2-11pm daily)
- Scholastic Teachables
- Book Clubs for K-12
- Books Unboxed – personalized book kit
- Battle of the Books & Birbery program
- Summer Reading Program

Baldwin Public Library  
SARAS COUNTY, FLORIDA

## IDEA LAB



- Expanded in August 2021
- 3D printers
- Laser engraver
- Soldering
- Metal casting
- Vinyl cutting
- Heat press
- Embroidery & Sewing
- Format conversion services



Baldwin Public Library  
SARAS COUNTY, FLORIDA



## WHAT'S NEW?

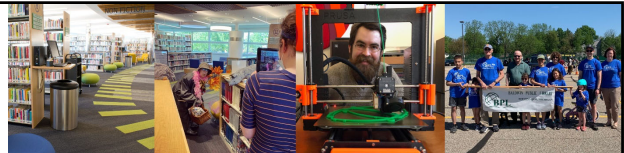


- Strategic Plan 2022-2025
- Children's Garden
- Vinyl Collection
- Seed Library
- Internet to Go kits & Wi-Fi Hotspots
- *Detroit Free Press* & *USA Today* online



Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## COMMUNITY VISIBILITY



- Learn.Connect.Discover newsletter mailed quarterly
- Book return box & lending library at City office
- Outreach events
  - Public Safety Open House
  - Cranbrook Students



Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

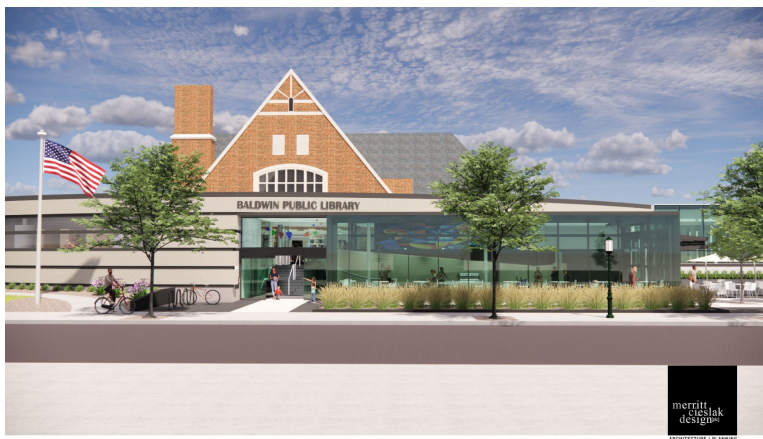
## RENOVATION PLANS: PHASE 3



- 2,000 SF Addition
- 3,000 SF Interior Renovation

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## ACCESSIBLE STREET-LEVEL ENTRANCE



- Elevator next to entry vestibule
- Outdoor return slot close to sidewalk
- Interior ramp

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## UPGRADED PLAZA & LANDSCAPING



- Native plantings
- Shade trees
- Outdoor seating
- Outdoor program space

Baldwin Public Library  
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## CAFÉ & COLLABORATION SPACE



- Self-serve coffee and snacks
- Study tables
- Space for events and early hours rentals

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.



## CIRCULATION AREA EXPANSION



- Closer to front entrance
- Better sightlines to entrance
- Easy access to holds pickups & self-check machine

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## QUIET STUDY ROOMS



- Glass walls
- Best for single or pair collaboration
- Equipped with whiteboards

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## HONORING BALDWIN'S HISTORY



- Skylight to view the original 1927 building

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## RENOVATION TIMELINE



- **Completed:** Schematic & Conceptual Design
- **In progress:** Design Development & Construction Drawings
- **Construction begins:** July 2023

Baldwin Public Library  
LEARN. CONNECT. DISCOVER.

## BALDWIN'S PARTNERSHIP WITH BLOOMFIELD HILLS



- Bloomfield Hills residents are using the Library
- Residents supported a 6-year millage renewal in August 2020 by 67%
- Library is financially stable
- Upgrading physical plant
- Always improving services and offerings

Baldwin Public Library  
LEARN. CONNECT. GROW.



# THE BIRMINGHAM BEAT

VOLUME TWENTY-NINE, NO. 3

SUMMER 2022



*City of Birmingham Newsletter*

## BALDWIN PUBLIC LIBRARY

### OCEANS OF POSSIBILITIES: SUMMER READING PROGRAM

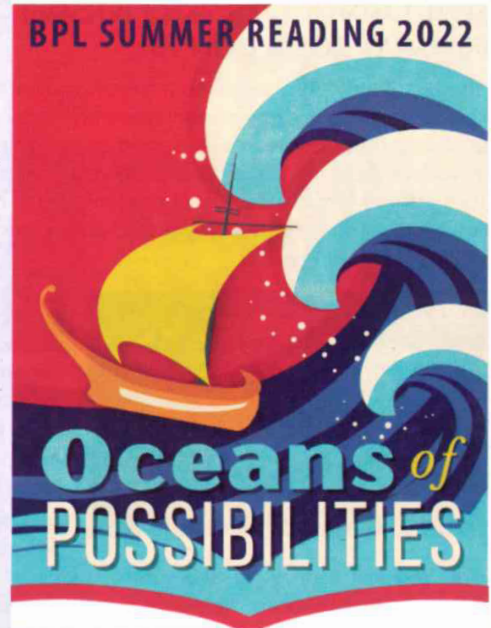
Haven't joined the Summer Reading program at Baldwin yet? There's still time, and a program for all ages! Find more information at [baldwinlib.org/summerreading](http://baldwinlib.org/summerreading) and visit [baldwinlib.org/calendar](http://baldwinlib.org/calendar) to see all of the remaining events scheduled for summer reading, and beyond.

### JOIN OUR BOOK CLUBS

BPL offers book clubs for all ages and across genres. They're a great way to meet other readers and maybe even read something you might otherwise have passed over! With over a dozen choices per month, you're sure to find something to talk about. Visit [baldwinlib.org/book-clubs](http://baldwinlib.org/book-clubs) to find out what we're reading and how to take part!

### SEPTEMBER IS LIBRARY CARD SIGN UP MONTH

You've got a ton of stuff in your wallet, but we're willing to say that your library card is one of the most valuable you're carrying around.



You might be surprised to learn about everything available to you, just by using that number! BPL offers the standard items you expect from your public library — books, DVDs, music and audiobooks.

But did you know that we also offer online access to tons of other useful resources? You can read newspapers like the New York Times, Wall Street Journal and Washington Post, examine Consumer Reports reviews, learn a new language, read magazines, get homework tutoring, and take online courses.

Even more, you can use your card to check out passes for free or discounted admission to over 400 places of interest around the state with the Michigan Activity Pass, and score discounts on Broadway in Detroit shows or Detroit Zoo admission. September may be Library Card Sign-Up Month, but we are happy to help you get a card and start using these great options any day of the year.

### LOOKING FOR A MEETING ROOM FOR YOUR GROUP OR ORGANIZATION?

BPL has options! Rooms vary in size and can accommodate both small and large groups. Visit [baldwinlib.org/rent-a-room](http://baldwinlib.org/rent-a-room) to find out room capacity, check availability, estimate fees, and see options that can be added to your rental.



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

## Summer reading at the Baldwin Public Library

Published on June 22, 2022 | 26A --- Birmingham-Bloomfield Eagle

### Summer reading at the Baldwin Public Library

The Baldwin Public Library will be holding their Summer Reading Challenge once again for youth, teens and adults. The theme for this year's Summer Reading Challenge is "Oceans of Possibilities." This program sponsored by the Friends of the Baldwin Public Library will run June 10-Aug. 5.

The youth summer reading program is for all children from the time they are babies until they are incoming sixth graders. Participants will earn a point for every hour read and every activity completed. Once they earn 10 points, they will win a free book. After 20 points, they will receive a second free book. For every five tickets earned, the participant will receive five tickets for the grand prize drawing.

The teen summer reading program is for 7th-12th graders. Once registered, teens will get to take home a free teen book to keep. If they earn five points, they will win a vinyl sticker. They will also be entered in the grand prize drawing after five tickets. After earning 10 points, they will win a full-size candy bar, and after 15 points, they win a gift card to Dairy Deluxe. Once a teen earns 20 points, they can spin the prize wheel.

All adults are welcome to join the adult summer reading program. Adults will earn a point for each book read, review written and activity completed and will be entered in the grand prize drawing after five points.





## MEMORANDUM

Human Resources Department

**DATE:** July 5, 2022  
**TO:** City Staff  
**FROM:** Joseph Lambert, HR Manager  
**CC:** Thomas M. Markus, City Manager  
**SUBJECT:** Treatment of City Staff

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The City Manager has directed all staff not to take any form of abuse, and if we feel that we are being abused, we are encouraged to end the dialogue, and notify him of the abuse.

There has been a concerning rise in incidents in which some members of the public failed to show basic respect to our City staff. In an effort to quell some fears and concerns brought on by these types of difficult encounters, we would like to provide some definitions of the types of treatment you should and should not normally expect.

If you ever find yourself in a position where a member of the public is speaking to you in a profane manner, you may take action to change the course of the conversation immediately, including terminating phone calls. This also applies if the conversation does not involve profanity, but uses any severely unprofessional language (threat of physical violence, threatening employment, etc). Birmingham staff are expected to act as professional representatives for the city; they are not to act as recipients of verbal abuse.

Should you find yourself in a situation where you feel that the conversation has left professional contexts, and has become abusive toward yourself as a person and representative of the city, please be assured that the City will protect you in these instances. If you feel that you are about to engage in a conversation with an abusive individual, you are encouraged to bring backup with you in the form of additional coworkers, or a Police Officer, should the situation call for it.

In general, we would like for everyone to be aware of some actions they can take to ensure their work environment is safe and healthy for everyone. Below are a few steps to remember, should you find yourself in one of these situations:

1. When a conversation begins to take an unprofessional and unpleasant direction, identify that you are not proceeding with the conversation in its current setting.
2. If the individual persists, notify them that you may have to end the conversation, unless professional demeanor returns.
3. If it does not improve, identify that you have been directed by the City Manager to cease any conversation that has an abusive context. They may contact the City Manager directly with any further complaints.
4. Hang up the phone, or walk or drive away. As soon as possible afterward, send an email to your supervisor and the City Manager detailing them of the incident, so an interceding response strategy can be prepared.

# Birmingham Museum temporarily closed for window restoration project

Published on June 22, 2022 | 15A --- Birmingham-Bloomfield Eagle | by Mary Genson

www.candnews.com

BIRMINGHAM-BLOOMFIELD EAGLE, June 22, 2022 — 15A

## Birmingham Museum temporarily closed for window restoration project

BY MARY GENSON  
mgenson@candnews.com

BIRMINGHAM — For eight weeks, the Birmingham Museum will be closed to the public as it undergoes a major renovation project to completely restore each window on the upper level of the Allen House. This project was slated to run June 14-Aug. 9.

Each window on the upper level will be taken down to the wood to repair damage before it is re-glazed and properly repainted.

The 1926 Allen House was designed by Rupert Koch for Marian and Harry Allen, the first mayor of Birmingham. The house was designed as a take on the Colonial Revival style.

"This is an architect-designed home that was intended to reflect the Allens' values, as well as some of the popular designs of the time," Birmingham Museum Director Leslie Pielack said.

There are 49 windows throughout the house, as well as many doors that provide cross ventilation and allow natural light into the home.

"The windows are double hung windows, which was a standard for that time. That means that they have weights and pulleys in each window mechanism, so for every window there is more than meets the eye behind the trim itself," Pielack said.

The abundance of windows that need restored along with deferred maintenance and the presence of leaded paint have posed challenges through this process.

When the windows were installed almost 100 years ago, the use of leaded white paint was prevalent. This kind of paint is highly toxic and has been banned in the United States since 1978.

The Birmingham Museum has safely encapsulated the leaded paint by painting over it over the years, but the paint will be temporarily disturbed during the window renovation project.

In order to ensure this process is safe, lead mitigation measures will be followed, and staff and artifacts will be relocated.

"It is a major project," Pielack said. "We are doing a lot of intensive planning to make sure that we take care of staff and protect the artifacts at the same time."

The funds of the project are provided by the city of Birmingham and add up to about \$112,000.

The Allen House is currently in the process of being listed on the National Register of Historic Places.

The Birmingham Museum and historic preservation experts from the city hope this project will set an example of proper historic preservation in the city.

"In Birmingham, specifically, it's important for us to treat our

public buildings and the processes and procedures the same way that we would ask anybody else to treat them or handle them," Birmingham Planning Director Nicholas Dupuis said.

Following this summer's project, the Birmingham Museum

plans to finish the windows on the lower level.

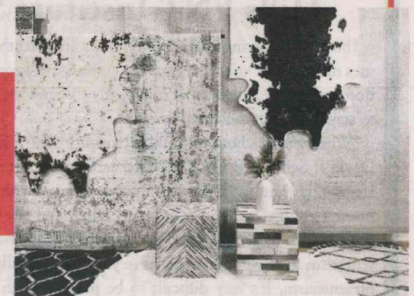
"It is a really great project," Dupuis said. "They have done everything they needed to do to maintain and keep that historically significant piece of the building, and we are very excited that it is going this way."

During the closure, staff will still be working from a temporary office at the Baldwin Public Library as they maintain social media, assist patrons with research, work with the museum collection, and develop a new exhibit.

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Photo provided by the Birmingham Museum

The Allen House was designed in 1926 and is now undergoing a restoration project on its historic windows.



0109-2226



## Book bans: Fighting for the minds of children

Published on June 29, 2022 | By Lisa Brody



When I was in junior high, Judy Blume's young adult book, *Are You There God? It's Me, Margaret*, seemed to speak directly to me. I felt seen. In the novel, an 11-year-old girl searched for the meaning of religion in life while dealing with common pre-teen female issues like confronting puberty, buying her first bra, having her first period, and coping with her first romantic and sexual attraction.

Judy Blume wrote as if she was an 11-year-old, and while my life didn't precisely mirror Margaret's, having access to the book, and being able to read it and discuss it with my mother and girlfriends was a freedom I did not know was noteworthy, as it turns out the book has been frequently challenged since its publication in 1970 for its frank discussion of sexual and religious topics. As a matter of fact, according to the American Library Association (ALA), *Are You There God? It's Me, Margaret*, is one of the most frequently challenged books of the 21st century, along with 1984, *To Kill a Mockingbird*, *Catcher In the Rye*, *The Adventures of Huckleberry Finn*, *On the Origin of Species*, *The Lord of the Rings*, *Of Mice and Men*, *The Lord of the Flies*, and *Slaughterhouse-Five*.

A disparate yet widely well-respected selection of literature, what do all of these titles have in common? According to R. Wolf Baldassaro of Banned Books Awareness, "The reasons behind these challenges may seem innocent and well-intentioned, but the truth is that at the center of the issue it isn't these topics themselves that worry parents, it's that we don't want to acknowledge them for one very selfish reason: they make us uncomfortable. We simply don't want to talk about it – especially with our children. Therefore, we hide in a bubble and force our children to search for the answers on their own and then get angry when they find them.



“But if they read about it, they’ll know more than we do and start to question the world around them.’ That’s the rationale. So, logically it means that the books must be destroyed lest the truth get out that their world is changing, sociologically and physically,” Baldassaro asserts.

Today’s list of 10 most challenged books of 2021, according to the ALA Office for Intellectual Freedom, which tracked 729 challenges of 1,597 books to library, school and university materials and services in 2021, place a spotlight on two controversial subjects today: gender, sex and books which deal with race. The most challenged books in 2021 were *Gender Queer* by Maia Kobabe; *Lawn Boy* by Jonathan Evison; *Out of Darkness* by Ashley Hope Perez; *The Hate U Give* by Angie Thomas; *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie; *Me and Earl and the Dying Girl* by Jesse Andrews; *The Bluest Eye* by Toni Morrison; *This Book is Gay* by Juno Dawson; and *Beyond Magenta* by Susan Kulin.

The reason many of these books were banned and challenged are for LGBTQIA+ content, they are considered sexually explicit or for sexual references, profanity, derogatory terms and depictions of abuse.

“It’s important to look at the books being attacked most – books about LGBTQIA+ people, race, people being oppressed,” said Nora Pelizzari, director of communications, National Coalition Against Censorship. “The political climate is causing this ‘fear of other.’ It’s a symptom of the larger culture war the country is experiencing.”

Pelizzari said attempts to ban and remove books that some people “do not like are nothing new. The National Council Against Censorship has been around for 50 years and seen challenges for all 50 years.”

That said, Pelizzari said, “What we’re seeing is unprecedented. It’s a coordinated attack against libraries and public schools. We’re a non-partisan organization so it takes a lot for us to say something is politically motivated. We’re very balanced because we’ve seen attempts at banning from both sides. She said, however, book challenges and attacks from the left “are very minimal compared to what we are seeing on the right.” She noted parents on the left have tended to be very “politically correct,” looking to challenge and ban books like *Huckleberry Finn* and *To Kill a Mockingbird* because of some of its authentic-to-its-time language, “and because the depictions of race and racism and racist language are out of date.”

She said most of these “politically correct” challenges tend to be hyperlocal. “They tend to be about a book, or a syllabus. What we’re seeing on the right dwarfs that many times over. What we’re seeing on the right is a coordinated attack on whole lists of books – not just on school curricula but school libraries.”

PEN America Director of Free Expression and Education Jonathan Friedman concurred. “We have called the national movement the ‘Ed Scare’ – the effort to institute fear around schools. First it was around critical race theory, then around gender, then it focused around materials in schools. Parents who want to be activists are finding this is a way to be proactive. It’s supposed to be very local and they’re supposed to go directly to schools or to their local school boards. But often, it’s happening

through back channels, in some cases through lists of emails and the spread of social media – ‘Did you hear about this book?’ It’s all gossip and rumor mills. It’s not about people actually reading the books.”

There were 377 challenges to library, school and university materials in 2019, of 566 books, according to the ALA Office for Intellectual Freedom, the first recent year in which there was a significant uptick in appeals for censorship and book banning. The number one challenged book was *George*, by Alex Gino, due to LGBTQIA+ content and a transgender character. The second most challenged book was *Beyond Magenta: Transgender Teens Speak Out* by Susan Kuklin, along with *A Day in the Life of Marlon Bundo* by Jill Twiss, *Sex is a Funny Word* by Cory Silverberg. Also on the list is *Prince & Knight* by Daniel Haack and *I am Jazz* by Jessica Herthel and Jazz Jennings. Each of these books were challenged for LGBTQIA+ content and political viewpoints.

Also on 2019’s list was *The Handmaid’s Tale* by Margaret Atwood, Drama, written and illustrated by Raina Telgemeier, the Harry Potter series by J.K. Rowling, along with *And Tango Makes Three*, a children’s book by Peter Parnell and Justin Richardson which is based on the true story of two male penguins who appear to love each other and nurture an egg.

The ALA tracked 156 challenges in 2020, with 273 books targeted, with *George* by Alex Gino at number one, followed by *Stamped: Racism, AntiRacism and You* by Ibram X. Kendi and Jason Reynolds the second most challenged book nationwide, followed by *All American Boys* by Jason Reynolds and Brendan Kiely, for “profanity, drug use and alcoholism and promotion of anti-police views.” *Biased* by Laurie Halse Anderson, was banned and challenged because it was claimed to be “biased against male students, and its inclusion of rape and profanity.” Also on the 2020 list is *The Absolutely True Diary of a Part-Time Indian* by Sherman Alexie; *Something Happened in Our Town: A Child’s Story About Racial Justice* by Marianne Celano, Marietta Collins and Ann Hazard; *To Kill a Mockingbird* by Harper Lee; *Of Mice and Men* by John Steinbeck; *The Bluest Eye* by Toni Morrison; and *The Hate U Give* by Angie Thomas.

Book challenges and book bans have existed since Gutenberg invented the printing press around 1436, beginning the printing revolution and opening up literacy to a wider latitude of citizens than just those in the church. There were likely book bans before this time, Polly Boruff-Jones, dean of university libraries at Oakland University, said that when the printing press developed and more people had access to the written word as well as greater literacy, “The Church had less of an interpretation of their control and they sought to create bans. There was an attempt to maintain control of religious doctrine. The time of the Reformation was a time of (Martin) Luther publishing documents challenging Catholic doctrines – challenging the status quo. Whatever that is, is often what is being challenged.”

In the early American colonies, one of the first books banned was *New English Canaan*, which Boruff-Jones said attacked Puritanism and Puritan customs. Later, the Confederacy banned *Uncle Tom’s Cabin* by Harriet Beecher Stowe.

“There’s never been a time when there wasn’t censorship,” asserted Dr. Lisa Maruca, associate professor of English at Wayne State University, whose area of expertise is in the history of books, including censorship. She explained that 18th century novels written in England – which today are very popular for film and television adaptations, especially by Jane Austen – “were considered enticing and might contain romantic plots, or where the hero or heroine could overthrow social norms.”



Maruca said there were concerns they would influence young minds – especially women – because of what they considered salacious content, that a young woman might consider her suitor rather than her parents' choosing for her.

"Whenever I teach this it reminds me of panics around video games or the internet," she said. "This kind of concern has been going on 300 years, at least.

"It's really about control. Censorship is about who has access to young minds, who is allowed the access to media," Maruca pointed out. "Since the beginning of the printing press, that has been an urgent question."

Deborah Caldwell-Stone, director of American Library Association's (ALA) Office for Intellectual Freedom, agrees.

"What we're seeing right now is an unprecedented campaign to ban books from school libraries and public libraries – to remove the voices of marginalized communities, which have found a place in society and on the shelves across the country in libraries," Caldwell-Stone said, noting the most challenged books over the last few years include "Lived experiences of LGBTQIA+ teens, Black, Indigenous and people of color and their lived experiences, or by Black authors. We're finding the effort to stigmatize these works as 'critical race theory' an unfounded theory – it's a scare tactic.

"But it's motivating people to go to their school boards with these banned books lists and demand they be removed. For children's books, simply because they're written by a Black author, they're about Black lives or the impact of police violence on Black lives, they don't want them to exist or be available," Caldwell-Stone pointed out of national online groups spearheaded by Moms For Liberty and No Left Turn in Education.

The Moms for Liberty Oakland County Twitter page states "We welcome all who have a desire to stand up for parental rights at all levels of government. Dedicated to fighting 4 our kids, educating & empowering parents." The group, launched in Florida to support "parental rights" in public schools, has chapters that have spread across the country, and now counts eight chapters in Michigan. Among their issues in 2021 was forced masking of students and teaching of critical race theory.

The mission of No Left Turn in Education states "Parents from all walks of life are waking up to this troubling reality, but until now did not know where to turn to and what to do. They are afraid to speak up and push back. In No Left Turn in Education we believe in restoring the intended relationship between parents and the public education."

Maruca of Wayne State University said that throughout the history of education, what has been chosen for children to study has always been chosen under the auspice of politics, "Whether you're talking about the 18th century in England or 19th century in America, there was always a social rationale or moralistic purpose."

She said that even the reason Shakespeare, the great bard, was elevated, had another purpose.

"We think of Shakespeare as great literature, but he was not taught in schools until the late 18th century/early 19th century in England, to promote Englishness in England, as they spread their colonial mission, this 'pure English mission,' and then the Americans imported this," Maruca said.

The popular use of the McGuffey readers in mid-19th century and early 20th century American schools, a collection of British stories and poems, "made sure everyone would have the same accent and promoted whiteness at a time when the U.S. was a nation of immigrants and African Americans were starting to have access to education after emancipation," Maruca said. "These popular textbooks were representing literary heritage as very proper, white, British, monolithic language that is meant to be pronounced in a certain way, with an upper class, midwestern pronunciation – that everyone must sound the same and there is only one way to speak, and that all immigrants had to assimilate."

Pelizzari and Friedman both said that while there have been significant increases over the last three to four years in efforts to challenge books, "This crisis began at the beginning of this school year," Pelizzari said. "In recent months it grew from book challenges in schools and libraries to legislative attempts to determine what teachers can teach and what materials libraries can stock."

"Starting in the late summer and fall, there were more bans on individual books that then spread to lists of books that parents' challenged to remove from school libraries through school boards, lists that spread around social media," Friedman of PEN America said.

He said beginning in September, there have been numerous reports of parents "going and reading excerpts of books and attempting to shame school board members – elected officials who are not necessarily familiar with individual books. What do the typical school board members know about student constitutional rights?"

"Some originally meant to appease parents by removing the books in question, and it spread, and then it became a national movement," Friedman said.

Caldwell-Stone said there have always been parents with concerns, as there were about Judy Blume's books during the 1970s and 1980s.

Boruff-Jones of Oakland University said there have been other cycles of book challenges. "In the late 1970s and early 1980s, there was a huge spike in book banning and challenges due to the Moral Majority, which led an intentional campaign to challenge books that challenged traditional America, and what that group considered the 'American Morality.' There was a big spike at that time. It was a little more thoughtful challenge at that time because the books were read and considered."

She said in certain areas of the country right now, "books are being pulled and challenged without having read the books."

Friedman said recent challenges have been galvanized by internet lists being traded – many without parents actually knowing the content of the books they are objecting to, including the groups Moms For Liberty and No Left Turn in Education, among others.



"Whole lists are being traded by email and across the internet, ramping up interest, and they're sharing on social media lists of books with excerpts," he said.

"We believe the reason these groups are succeeding is because they're the loudest group in the room – not the most popular," said Caldwell-Stone.

In Walton County, Florida, he said, a list of 58 books was presented to the school superintendent – "a list that had been compiled randomly by a right wing church group they claimed contained pornography and LGBT content. Some of the list had been compiled just by random people. The superintendent took one look at the list and banned all 58 books.

"However, only 24 were even in the school library," Friedman said.

"It's a misleading report because it's written as if it's a legal report, but it's absolutely not – it's a random report."

He asked how a superintendent, with no knowledge of the books he banned, could consider that a rational response. "No one in the school district had even complained about the books," Friedman said. "It speaks to the frenzy and miscommunication that is going on when no one is acting authoritatively."

Caldwell-Stone said in the 1990s there was a rise in secular humanism, a rejection of religious dogma and supernaturalism, instead relying on reason and logic. Then, in the 2000s, as the Harry Potter books rode a wave of international popularity, some sought to ban them "because there was a concern children were learning witchcraft and to defy authority."

While it may sound silly to some parents today, especially those who came of age reading Harry Potter, but concerns about what their child is reading is not unreasonable, say local librarians. It's a parent's job to oversee their own child's reading.

What gets tricky, or becomes an issue of censorship, is when a parent wants to determine or dictate what all the other children in the community can or should read.

"I think it's the job of parents to censor what their children see, and that's definitely the stance we take here," said Bloomfield Township Public Library Director Tera Moon. "Parents making decisions for other people's children – I think every parent should be able to make that decision for their own children."

"If my choices drove the collection, it would be limited to mysteries and books about the British Royal Family," Cathy Russ, director of the West Bloomfield Township Public Library, said tongue-in-cheek. "But it's not the Cathy Russ Library, it's the West Bloomfield Public Library. The word 'library' in the name – the key word is public. It serves the West Bloomfield community. The needs of the West Bloomfield community drives the collection. We provide the materials but our assumptions are the parents are setting the expectations with their child. It's not for the librarian to say it for them, nor for

them to say it for every other parent's child. You make decisions for your family, and let every other family make decisions for their family.

"The public library is a place you can go and make up your mind," Russ said. "I don't know another place that is not an echo chamber. The library has something for everybody – all issues are represented. The pro side or the con side – the library is the place you can go and read about both sides and educate yourself so you are making the decision for yourself. The library is the only place that has that mission. With the internet, there is no credibility. You can google something and the top responses can be there because they're paid to be at the top of the list."

Locally, there have been some book challenges, although Birmingham Public Schools and Bloomfield Hills Schools reported they have not had any issues either at the school library or school board level. According to local librarians, some have seen a few challenges, with Troy and Rochester Hills libraries seeing spikes this past fall. While Rochester Hills Public Library Director Juliane Morian declined to be interviewed, Moon of Bloomfield Township said Rochester Hills has had about 10 books challenged, "primarily LGBTQ+ books and critical race theory-related books. Those challenging the books want them censored and removed from the library."

"We're starting to see it in Michigan," said state Senator Mallory McMorrow (D-Royal Oak, Birmingham, Bloomfield, Troy, Rochester, Rochester Hills). She is very concerned as fellow legislator, state Senator Lana Theis (R-Brighton) has introduced legislation to ban teaching of the 1619 Project.

"She has gone on the MIRS podcast, talking about banning Toni Morrison books, LGBT books, books with religion," McMorrow said. "It's terrifying – the person who is the chair of the (Michigan) Senate education committee talking about banning books. I've been talking with parents and teachers and they have been expressing frustration, that schools should be preparing students for the world... Books are how we prepare and grapple with the world. The idea we can soften real ideas and events and keep them from kids, it's not real. It's not really protecting kids – it's trying to block the rest of the world, which is impossible. Otherwise we're stuck in a bubble in our own lived experience."

"We're truly disturbed legislators are jumping on this bandwagon," agreed ALA's Deborah Caldwell-Stone. "Parents know their children best – but no one should dictate what the whole community should read or dictate what they can consume."

"It's the antithesis of our democracy – to put it into a law. We're violating the spirit as well as the law of the First Amendment."

The book seeing the greatest challenge in Troy in fall 2021, was also a book Troy high school libraries saw challenged was a 2006 graphic memoir, *Fun Home*, by Alison Bechdel, focusing on the author's complex relationship with her father while dealing with issues of sexual orientation, gender roles, suicide, emotional abuse and dysfunctional family. It was also made into a Tony-award winning Broadway musical. Librarians reported they were blindsided by the challenges, which were due to the LGBTQ issues and sexual scenes.

"Sometimes it has the opposite effect, because then people check it out to see what it's all about," said one librarian, who asked not to be named.



"There are definitely pockets that are seeing challenges," said Deborah Mikulah, executive director, Michigan Library Association, who is watching all of the other states, and is anticipating a big push before the 2022 election.

"We're looking at political disagreements. There are cultural wars going on nationally. It's part of the library's responsibility to facilitate access to all expressions of knowledge and intellectual activity, and that everyone can find themselves within the library's shelves," Mikulah said. "Libraries are working very hard to develop their collections that reflect their communities and the wider world."

Mikulah pointed out they're particularly qualified to do that because librarians have masters of library and information services and receive ongoing training.

"Libraries continue to uphold the rights contained in our First Amendment. It's central to any functioning democracy – the rights of our citizens to read, to seek information, to speak freely," she said.

Russ worked at the Troy Library for 13 years before becoming West Bloomfield Township Public Library's director about 18 months ago, and said there were about three challenges over that period, one for a French foreign film which had some nudity, "and we noted it had been labeled and the person was warned," another for a children's book which a person thought should be in the teen section. "We reviewed it and agreed. Another was for a children's book which the person thought was promoting gay parenthood, and we explained the processes we had. In those days, the challenges were definitely not political, they were about a particular piece of material, and they wanted to express their concerns, which is their right.

"In 2020, through today, there have been more politically-motivated challenges. It reflects the polarizations we see in so many ways in our culture," Russ noted.

"In some cases, it's voicing a concern. In the past, it's been a concern about where a work belongs rather than 'take it out.' That's what's changed, the sentiment all across the country that people want to have works removed from libraries rather than moved," said Emily Dumas, director, Troy Public Library. She said it hasn't yet happened in Troy, "but in other parts of the country, libraries are having to lock things up or get rid of them."

Rebekah Craft, director of Birmingham's Baldwin Public Library, said they generally have three or four challenges a decade. "Our most recent request was in 2018, for a picture book on the Palestinian/Israel situation which was written in favor of the Palestinians," she said. "We chose to keep it on the shelves because we also have books in favor of Israelis on the shelves."

Craft said she believes it helps Baldwin that when there is a request, "We have a balanced collection. We're able to say we have a book on this side of the issue and that side of issues."

However, she recognizes the situation increasingly occurring across the country, noting that in Montana, "some libraries are having 200-plus books being requested to be banned.

"I think it matches the political climate right now. There is a lot of division, with a lot of politicians latching onto certain issues around election time. People are passionate about their beliefs and are passionate about what their children are exposed to, and how their tax dollars are spent."

Baldwin, like all of the other local libraries, has a collection development policy which outlines the types of materials they purchase, how they make their selections, and intellectual freedom. "That's the basis of everything we do," Craft said.

"I think of libraries as the last bastions of free speech," said Troy library's Dumas. "If people looked at it along those grounds, there'd be more common grounds. The government isn't going to tell you what to read. No one is going to influence what you are going to read, what you are going to think. It's one of the last bastions that influence curiosity because you have thousands and thousands of books at your fingertips, and even more online."

"Books allow kids to think, books challenge kids, what they know and believe and expand their world without leaving home," said National Coalition Against Censorship's Pelizzari. "They feel seen and less alone."





## 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 June 20, 2022 minutes p. 134

B. Acceptance of the June 2022 receipts of \$9,884.79 p. 141

C. Approval of the June 2022 disbursements of \$8,019.24 p. 142

II. New and Miscellaneous Business

A. Additional Lighting Proposal for the Legacy Room p. 143

***Suggested Board Motion:*** Motion to approve the purchase and installation of polished brass overhead lighting in the Legacy Room from Lee & Associates, Inc. the City's preferred electrician, in the amount of \$7,265.00, using funds from the Jane M. Van Dragt Trust.

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, August 15, 2022

***Motion:*** To adjourn the July 18, 2022 Trust Meeting.

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

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





**BALDWIN LIBRARY BOARD MINUTES,  
TRUST MEETING  
June 20, 2022**

**1. Call to Order**

The meeting was called to order by President Frank Pisano at 9:31 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 Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

**3. New and Miscellaneous Business: None.**

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

**5. Adjournment:**

**Motion: To adjourn the meeting.**

1st Suhay

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 9:33 p.m. The next Trust Meeting will be on Monday, July 18, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

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Karen Rock, Secretary

Date



## Baldwin Public Library Trust: June 2022

June receipts totaled \$9884.79. June disbursements totaled \$8019.24.

The current value of the Trust is \$2,030,373.31, divided up in the following way:

	<i><b>June 2021 - EOY</b></i>	<i><b>June 2022</b></i>
Total endowment investments*	\$ 1,384,951.27	\$ 1,027,375.78
Endowment funds distributed for use	\$ 164,573.68	\$ 175,567.25
Total endowment funds	\$ 1,549,524.95	\$ 1,202,943.03
General spendable funds	\$ 360,367.54	\$ 343,568.43
Van Dragt fund	\$ 218,084.39	\$ 117,388.20
Building fund	\$ 345,470.42	\$ 309,523.78
Restricted funds**	\$ 22,369.64	\$ 32,226.33
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 7,424.45	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 969,054.33	\$ 827,430.28
Total endowment funds	\$ 1,549,524.95	\$ 1,202,943.03
Total non-endowment funds	\$ 969,054.33	\$ 827,430.28
Total of all Trust funds	\$ 2,518,579.28	\$ 2,030,373.31

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

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

As of June 2022, the amount of money in the Trust that is undesignated stands at \$431,548.95

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

<u><b>Index</b></u>	<u><b>2022: YTD</b></u>	<u><b>2021: Entire Year</b></u>
S&P 500-Equity Benchmark (75%)	-15.44%	20.17%
Global Aggregate-Bond Benchmark (25%)	-3.49%	-0.12%
Blended Return of Both Benchmarks*	-18.92%	20.05%
Baldwin Endowment Funds' Portfolio	-22.05%	9.73%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-3.13%</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 June 30, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,041,207.78
Raymond James General Funds Account	\$605,066.91
Huntington Bank Checking Account	\$3,720.94
Huntington Bank Money Market Account	<u>\$380,377.68</u>
<b>Total</b>	<b>\$ 2,030,373.37</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  
JUNE 30, 2022**

<b>Investment and Cash Report</b>										
	Prior Month Balance 05/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/22	
<b>Huntington Bank Checking:</b>										
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,628.70	\$52,903.25	\$3,628.70			\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$410.18	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$100,696.19	\$0.00			\$0.00	
Restricted Funds	\$3,720.79	\$0.15	\$1.30	\$4,380.54	\$39,177.50	\$4,380.54			\$3,720.94	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,720.79								\$3,720.94	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$6,786.21	\$0.00			\$0.00	
<b>TOTAL</b>	\$3,720.79	\$0.15	\$1.30	\$8,009.24	\$199,973.33	\$8,009.24	\$0.00		\$3,720.94	
<b>Huntington Bank Money Market:</b>										
Endowment Budgeted Funds	\$178,201.84	\$0.00	\$272.00			\$0.00	(\$3,628.70)		\$174,573.14	
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$7.24	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$117,388.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$117,388.20	
Restricted Funds	\$44,067.91	\$180.00	\$53,904.27			\$0.00	(\$4,380.54)		\$39,867.37	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00			\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$38,330.66	\$9,704.64	\$25,236.71	\$10.00	\$10.00	\$0.00	\$0.00		\$48,025.30	
<b>TOTAL</b>	\$378,512.28	\$9,884.64	\$79,412.98	\$10.00	\$10.00	\$0.00	(\$8,009.24)		\$380,377.68	
<b>Raymond James &amp; Associates:</b>										
Endowment Fund Investments	\$1,106,666.56	\$0.00	\$0.00			\$0.00	\$0.00	(\$74,874.02)	\$1,031,792.54	
Endowment Cash	\$9,107.05	\$0.00	\$225.00			\$0.00	\$0.00	\$308.19	\$9,415.24	
<i>Sub-total Endowment Funds</i>	\$1,115,773.61	\$0.00	\$225.00			\$0.00	\$0.00	(\$74,565.83)	\$1,041,207.78	
General Spendable Funds Cash	\$375.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.01	\$375.97	
General Spendable Mutual Funds	\$316,923.92	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,398.41)	\$295,525.51	
General Spendable Building Mutual Funds	\$331,437.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$22,271.81)	\$309,165.43	
<i>Sub-total General Spendable Funds</i>	\$648,737.12	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$43,670.21)	\$605,066.91	
<b>TOTAL</b>	\$1,764,510.73	\$0.00	\$225.00	\$225.00		\$0.00	\$0.00	(\$118,236.04)	\$1,646,274.69	
<b>Total All Funds</b>	\$2,146,743.80	\$9,884.79	\$79,639.28	\$8,019.24	\$199,983.33	\$8,009.24	(\$8,009.24)	(\$118,236.04)	\$2,030,373.31	

**JUNE 30, 2022**

[illegible]



**BALDWIN PUBLIC LIBRARY TRUST  
ENDOWMENT FUNDS BY DESIGNATION  
JUNE 30, 2022**

		Prior Month Balance 05/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/22
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$355,272.19	\$9,704.64	\$25,236.71	\$10.00	\$6,796.21			(\$21,398.40)	\$343,568.43
<b>Restricted Funds:</b>										
Building Fund		\$331,795.58	\$0.00	\$0.00	\$0.00	\$0.00			(\$22,271.81)	\$309,523.78
Van Dragt Fund		\$117,388.20	\$0.00	\$0.00	\$0.00	\$100,696.19				\$117,388.20
Memorials/Tributes		\$8,757.12	\$180.15	\$486.30	\$0.00	\$66.89				\$8,937.27
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	\$7.24	\$417.42				\$0.00
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		\$7,995.34	\$0.00	\$19,190.00	\$1,967.35	\$13,530.72				\$6,027.99
Young Adult Programs		\$6,059.29	\$0.00	\$9,651.62	\$1,254.21	\$6,540.16				\$4,805.08
Youth Services Programs		\$7,155.48	\$0.00	\$14,635.00	\$1,151.74	\$13,388.14				\$6,003.74
Outreach & Equipment		\$5,935.82	\$0.00	\$5,481.45	\$0.00	\$5,644.35				\$5,935.82
<b>Sub-total Restricted</b>		\$485,610.50	\$180.15	\$49,444.37	\$4,380.54	\$140,283.87	\$0.00	\$0.00	(\$22,271.81)	\$459,138.31
<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>		\$865,606.24	\$9,884.79	\$76,642.28	\$4,390.54	\$147,080.08	\$0.00	\$0.00	(\$43,670.21)	\$827,430.28
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>										
General Funds		\$75,744.99	\$0.00	\$72.00	\$1,745.12	\$20,014.22				\$73,999.87
Adult Large Print		\$6,040.37	\$0.00	\$2,500.00	\$1,229.11	\$4,528.65				\$4,811.26
Adult Services Department		\$25,658.28	\$0.00	\$0.00	\$0.00	\$1,275.90				\$25,658.28
Adult Audio Visual		\$723.28	\$0.00	\$0.00	\$0.00	\$717.61				\$723.28
Adult Reference		\$20,312.73	\$0.00	\$0.00	\$0.00	\$17,049.18				\$20,312.73
Adult Programs		\$16,547.11	\$0.00	\$0.00	\$0.00	\$578.85				\$16,547.11
Architecture		\$3,817.67	\$0.00	\$0.00	\$637.14	\$647.03				\$3,180.53
Youth Services Department		\$9,335.39	\$0.00	\$0.00	\$17.33	\$5,682.56				\$9,318.06
Youth Programs (Nix)		\$722.02	\$0.00	\$0.00	\$0.00	\$169.44				\$722.02
Professional Development		\$17,082.18	\$0.00	\$0.00	\$0.00	\$0.00				\$17,082.18
Staff Appreciation		\$1,985.16	\$0.00	\$200.00	\$0.00	\$1,427.97				\$1,985.16
Koschik Building Fund		\$1,226.77	\$0.00	\$0.00	\$0.00	\$811.84				\$1,226.77
<b>Sub-total</b>		\$179,195.95	\$0.00	\$2,772.00	\$3,628.70	\$52,903.25	\$0.00	\$0.00	\$0.00	\$175,567.25
<b>Total Endowment Investments</b>		\$1,101,941.61	\$0.00	\$225.00	\$0.00	\$0.00	\$0.00		(\$74,565.83)	\$1,027,375.78
<b>Total Endowment Funds</b>		\$1,281,137.56	\$0.00	\$2,997.00	\$3,628.70	\$52,903.25	\$0.00	\$0.00	(\$74,565.83)	\$1,202,943.03
<b>Total All Trust Funds</b>		\$2,146,743.80	\$9,884.79	\$79,639.28	\$8,019.24	\$199,983.33	\$0.00	\$0.00	(\$118,236.04)	\$2,030,373.31

# TRUST RECEIPTS

June-22

## Trust Money Mkt General Funds:

Trott Foundation	\$	5,000.00	
Anonymous	\$	3,000.00	
Catherine Zimmerman and Paula A Caducio	\$	1,000.00	
Derek Smith	\$	391.55	
Women's National Farm & Garden Association	\$	200.00	
Holmes Ahari in memory of Barbara Garett	\$	48.51	
Vincent and Lynnea Anderson Borowski	\$	25.00	
Martha Cain - The Rosemurgy Family in Honor of Ms. Peggy	\$	24.01	
Money Market Interest Income	\$	15.57	\$ 9,704.64

## Friends of BPL:

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

## Memorial/Book Fund:

Richard and Joan Rowan in memory of Elizabeth Wind	\$	100.00	
Gary and Cindy Shermetaro in memory of The Reverend Jacinto Alderete	\$	30.00	
Piety Hill Chapter 4-044 MI in honor of US History, American Women's History or the Revolutionary War	\$	50.00	
Checking Account Interest	\$	0.15	\$ 180.15

## Miranda Burnett Youth Desk

\$	-	\$	-
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## Trust Money Mkt Endowment Fund:

	\$	-
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## Total Receipts at Huntington Bank

\$	9,884.79	\$	9,884.79
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## Raymond James

\$0.00	\$0.00
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## Monthly Banking Fee on Money Market Account

\$	(10.00)	\$	(10.00)
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## Total Trust Receipts (Net)

<u>\$9,874.79</u>	<u>\$9,874.79</u>
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06/23/2022 02:59 PM  
User: 2540  
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM  
CHECK DATE FROM 06/01/2022 - 06/30/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
06/17/2022	LIBRY	5762	000902	CENGAGE LEARNING INC	896.48
06/17/2022	LIBRY	5763	004269	CENTER POINT LARGE PRINT	111.18
06/17/2022	LIBRY	5764	007822	REBEKAH CRAFT	322.99
06/17/2022	LIBRY	5765	MISC	ELLEN GREEN	200.00
06/17/2022	LIBRY	5766	MISC	ENAMOR LLC	150.00
06/17/2022	LIBRY	5767	001090	INGRAM LIBRARY SERVICES	113.06
06/17/2022	LIBRY	5768	MISC	MONIQUE HERZIG	175.00
06/17/2022	LIBRY	5769	009478	ODP BUSINESS SOLUTIONS, LLC	51.10
06/17/2022	LIBRY	5770	006432	ELISABETH PHOU	254.69
06/17/2022	LIBRY	5771	MISC	RICHARD JAMES BELL	250.00
06/17/2022	LIBRY	5772	MISC	WILLIE JAMES HAM	150.00
06/24/2022	LIBRY	5773	009126	AMAZON CAPITAL SERVICES INC	2,210.19
06/24/2022	LIBRY	5774	000902	CENGAGE LEARNING INC	119.20
06/24/2022	LIBRY	5775	004269	CENTER POINT LARGE PRINT	51.21
06/24/2022	LIBRY	5776	009315	FIRST NATIONAL BANK OF OMAHA	1,124.13
06/24/2022	LIBRY	5777	004604	GORDON FOOD	430.23
06/24/2022	LIBRY	5778	001090	INGRAM LIBRARY SERVICES	1,299.78
06/24/2022	LIBRY	5779	MISC	VEGMICHIGAN	100.00

LIBRY TOTALS:

Total of 18 Checks:	8,009.24
Less 0 Void Checks:	0.00
Total of 18 Disbursements:	8,009.24

# MEMORANDUM

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DATE: July 14, 2022  
TO: Baldwin Public Library Trust Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Shelf Lighting for the Legacy Room

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## INTRODUCTION

This memo outlines the request to purchase and install shelf lighting in the Legacy Room to better illuminate titles displayed on the built-in bookcases.

## BACKGROUND

The Harry Allen Room was updated in December 2020 with fresh paint, new floor lamps and ceiling fixtures, and was renamed the Legacy Room as a retirement gift to Doug Koschik. The purpose of this room is to honor Martha Baldwin and the previous library directors who have supported this institution.

Though the lighting in this room was updated in 2020, the room is still quite dim. The current lumens measured in front of the Legacy Room shelving is *4 lumens*, as opposed to *100-250 lumens* measured in front of shelving throughout the first floor of the library. To match the shelf lighting in the Grand Hall, we would like to purchase and install polished brass overhead LED light fixtures in the room. 4 fixtures will be installed on each side of the room.

In 2021, Adult Services librarians began to examine ways that this space could be better utilized. After reviewing usage statistics and patron requests, it was determined that the room should focus solely on the Library's history rather than general Michigan history and genealogical resources. In the past several months, Jen Hassell, Megan Novak, and Lisa Christie have reviewed all of the contents and curated a selection of items that share Baldwin's history and are unique to the Baldwin Public Library.

All materials removed from the collection can be found online and requested via MeL, or found physically at other Michigan libraries or at the Birmingham Museum. Many items were rehomed to Michigan institutions and libraries, including the Birmingham Museum, the Library of Michigan, the Burton Historical Collection, Orion Township Public Library, and more. The items that remain in Baldwin Public Library history collection are rare and are unique to Baldwin's history and legacy. Once cataloged, the smaller Baldwin Public Library collection will take up two sections of shelving, leaving us ample space to expand other collections into this room.

Library staff plan to relocate the Science Fiction and Graphic Novel collections to the remaining shelves in the Legacy Room. In addition to creating a cozy and well-lit reading room, this will also give us more room to expand the fiction collection in the Grand Hall.

## FISCAL IMPACT

The total cost of the project, including lighting fixtures and installation, is \$7,265.00. The work would be performed by the City's preferred electrician, Lee & Associates, Inc.

The remaining estimated balance of the Van Dragt Trust is \$88,324 and this project would bring the balance to \$81,000.



**ATTACHMENTS**

- Bid from Lee & Associates
- Cut sheet of proposed overhead light fixture for the shelving (shown in Polished Nickel, not Polished Brass, as specified for this project)

**SUMMARY**

Adding overhead shelf lighting to the Legacy Room, will brighten the room and make it more accessible to patrons wishing to browse both our Baldwin history collection and our science fiction and graphic novel collection.

**SUGGESTED BOARD ACTION**

Motion to approve the purchase and installation of polished brass overhead lighting in the Legacy Room from Lee & Associates, Inc. the City's preferred electrician, in the amount of \$7,265.00, using funds from the Jane M. Van Dragt Trust.

**DATE:** June 22, 2022  
**PROJECT:** Legacy Room Bookcase Lighting  
**TO:** Baldwin Public Library  
**ATTN:** Rebekah Craft

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

Based on the information that was provided and the information that we gathered during our walkthrough, we are pleased to offer the following proposed scope of services and compensation for your consideration.

**Plans and Specifications:**

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Proposal is based on the submitted plans, with revisions as indicated:

1. Jobsite walkthrough, emailed specification sheet.

**Scope of the services:**

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1. Furnish and install a total of (8) 40-inch LED Slimline by House of Troy picture lights over bookcases (4 fixtures per side) to illuminate existing books on the shelves.
2. Each fixture to be antique brass in finish with 2700K color rendition and 800 lumens each.
3. Furnish and install (1) Lutron Radio Ra wireless wall control to replace existing switch.
4. Furnish and install (2) Lutron Radio Ra RA-8ANS switch (1 per side) to control light fixtures.
5. Furnish and install (1) Lutron Radio Ra REP repeater for signal transfer in between switch and wall control.
6. Furnish and install wiring and mounting supplies to install light fixtures onto on top of the bookcases.
7. Program Lutron components as needed for operation.
8. Provide a complete and fully operational electrical system per sheet numbers as described above. Supply and install all labor and electrical building material necessary to complete the electrical work.
9. All work to be performed under normal daytime work hours.

**Exclusions:**

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1. Materials involved with the commodities market are unstable. Since we cannot project what these future costs will be, this contract is valid 30 days from date of proposal.
2. Existing electrical violations not associated with work.
3. Drywall repairs.
4. Permit and fees.

**Compensation:**

---

**TOTAL CONTRACT AMOUNT:** **\$7,265.00**  
(Seven thousand two hundred sixty-five and 00/100 dollars)

**TERMS OF PAYMENT:**

The total contract price of \$7,265.00 will be invoiced upon completion of the services provided and due at the indicated time:



1. Full amount due within 30 days from date of invoice.

**ADDITIONAL SERVICES:**

All changes and additions from this proposal will be invoiced separately at a rate of \$95.00 per hour per person plus material costs.

**AGREEMENT:**

All work is to be completed in a substantial and workmanlike manner. The above specifications, conditions, and terms are satisfactory and are hereby accepted. Lee and Associates Company, Inc. is authorized to do the work as specified and payment will be made as outlined above.

We are pleased to have the opportunity to assist in this project. If the above scope of services and fees are acceptable to you, please return this proposal with your signature.

Respectfully submitted:  \_\_\_\_\_ Date: 06/22/2022  
Lee and Associates Co., Inc.

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



Slim-Line SLEDZ29-52

sku#: SLEDZ29-52

Slim-Line 29" LED Picture Light in Satin Nickel

**Dimensions: 7.5"H x 29"W x 8"D**

**Base Diameter:**

**Bulb Type: 1-LED-9W, 2700K, 90CRI, 720 Lumens  
(included)**

**Switch Placement: In-line switch 3' from plug**

**Shade Size: 29" Metal**

**Country of Origin: USA**

**Ships Via: FedEx**

**Safety Rating: ETL Listed**

**CA Title 20 Compliant: Yes**

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House of Troy 902 Silver Ridge Rd, Hyde Park, Vermont 05655  
802-888-7984 | [customerservice@houseoftroy.com](mailto:customerservice@houseoftroy.com) (<mailto:customerservice@houseoftroy.com>)