

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

AUGUST 15, 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    Birmingham  
resources for                      opportunities and  
to learn, connect, and discover.

# VISION

The Baldwin Public Library will be an essential  
the community and            first choice for access

# CORE VALUES

WE ARE COMMITTED TO:

- Intellectual Freedom
- Equitable and Inclusive Access
- Education and Learning
- Welcoming Environment
- Integrity
- Excellence

ADOPTED

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LEARN.CONNECT.DISCOVER.

# BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

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

Term expires 2025

Finance Committee

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

Term expires 2023

Personnel Committee,  
Policy Committee

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

Term expires 2023

Personnel Committee,  
Policy Committee

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**Mark, Melissa S.**

Term expires 2025

Building Committee,  
Outreach Committee

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**Rumple, Danielle**

Term expires 2025

Finance Committee,  
Outreach Committee

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**Suhay, James W.**

Term expires 2023

Building Committee

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**Clark, Olivia**  
STUDENT REPRESENTATIVE

Term expires February 2023



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# AGENDA





## **Baldwin Public Library Board Meeting**

Monday, August 15, 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.

### *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 July 18, 2022 Board Meeting Minutes p. 8
- B. Approval of July 2022 vendor payments in the amount of \$194,306.70, including payments in excess of \$6,000. p. 13
- C. Approval of total expenses in the amount of \$350,307.95. p. 18

#### II. Board Reports and Special Announcements

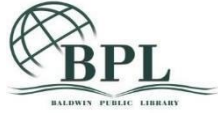
- A. President's report
- B. Board comments
- C. Staff anniversaries (Jennifer Wheeler) p. 38
- D. Upcoming events of interest (Jaclyn Miller) p. 96

III.	Board Committee Reports	
	Finance Report – Rebekah Craft	p. 16
	Building Report	p. 20
IV.	Library Report – Rebekah Craft and Jaclyn Miller	p. 27
V.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Michelle Hollo)	p. 40
	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. Janitorial Services	p. 42
	<b>Suggested motion:</b> Motion to approve the issuance of a Request for Proposals (RFP) for janitorial services at the Baldwin Public Library.	
	B. Construction Manager	p. 68
	<b>Suggested motion:</b> Motion to approve the issuance of a Request for Proposals (RFP) for the construction manager for the proposed expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, conditioned on review and approval by the City Commission.	
	C. 2023 Calendar	p. 69
	<b>Suggested motion:</b> Motion to approve the 2023 Library calendar as found on page 70 of the August 2022 Board Packet, including closures on June 19, November 11, November 24, December 26, and December 31.	
VII.	Unfinished Business	
	A. Baldwin Public Library Logo Redesign	
	Presentation by Michelle Hollo and discussion of 7 proposed designs.	p. 72
VIII.	Items Removed from Consent Agenda	
IX.	Information Only	
	A. Upcoming events of interest	p. 96
	B. Fall issue of Learn.Connect.Discover	p. 98

- C. Michigan Library August 2022 Millage Election Results p. 106
  - D. Oakland Press article "Oakland County community calendar July 17 and beyond" p. 109
  - E. Oakland Press article, "Baldwin Public Library in Birmingham closed due to flooding" p. 110
- 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, September 19, 2022 at 7:30 p.m.
- Motion:*** *To adjourn the August 15, 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  
July 18, 2022**

Call to Order and Roll Call:

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

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumples, 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: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: One, and Steve Schneemann (Merritt Cieslak Design)

Rumples read aloud the Library's Mission Statement.

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

1. Consent Agenda:

**Motion to approve the consent agenda.**

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

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

**President's report:** Pisano wished Associate Director Miller a happy birthday.

**Board comments:** None.

**Staff Anniversaries:** Wheeler recognized the following staff anniversaries: Rebekah Craft (7 years of service) and Joan Tyrrell (1 year).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 104-105 of the July Board packet.

3. Board Committee Reports

**Finance Committee:**



Rumple reported that the Finance Committee met on July 11 in the Delos Board Room. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 26 of the July Board packet.

Suhay inquired about the cost of adding additional lighting to the Legacy Room. Craft replied around \$7,200 would be used from the Van Dragt Trust, bringing the balance of that account to \$81,000. She noted the room would be better utilized with improved lighting.

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.

#### **Outreach Committee:**

Mark reported that the Outreach Committee met on July 11 in the Delos Board Room. Present were Mark, Rumple, Craft, and Miller. Full minutes from this meeting are on page 29 of the July Board packet. Pisano thanked Mark for advocating for the initiatives discussed.

The next meeting of the Outreach Committee will take place on a later date.

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

Craft and Miller presented highlights from the Library Report. Full details can be found on pages 31-52 of the July Board packet.

Miller reported on targeted metrics from the 2021-2022 fiscal year, found on page 33 of the July Board packet, while noting that the final financials report will be issued by September. There was a significant increase in room rental revenue over the anticipated budgeted amount. This may be due to comparisons from a COVID-dominated FY2020-2021, as well as increased rental frequency due to the Board approving competitive room rental fees.

Craft reviewed the Strategic Plan Action Items found on pages 34-35 of the July Board packet, corresponding to the aims stated in the Strategic Plan 2022-2025 found on pages 45-52.

In staffing changes, Idea Lab Technology Assistant Catherine Galligan has tendered her resignation to focus on full-time teaching. Brandon Bolek-Toubeaux has been promoted to Assistant Head of Access Services, and will work with Head of Access Services Kristen Tait to designate responsibilities for merging the two former departments Access Services now comprises. Cameron Crawford has been promoted to Access Services' Page Supervisor, and will start full-time in this position on August 1. Access Services is a newly-formed department which combines the former Technical Services and Circulation departments.

Jeff Jimison, Idea Lab Supervisor, attended the Midwest RepRap Festival, which highlights advances in 3D printing technology. Craft mentioned that Jimison has plans to build Michigan's first 16mm film digital transfer system for use by Baldwin patrons.

Craft noted difficulties with the Library's cleaning company, who is unable to find staff to work at the wages they offer. They have asked the Library to pay \$4,900 per month for cleaning services instead of the current \$3,300 per month so that they can hire staff at \$19, instead of \$12, per hour. The Library's contract with DM Burr ends in February 2023. Craft posited the possibility of hiring a full-time cleaning person, with Operations Assistants helping with cleaning on off-days. Wheeler wondered how their workload would be resolved during their vacation time. Decisions to handle this matter will be discussed at an upcoming Board meeting.

#### **5. Liaisons**

Friends: Carney reported the Friends earned over \$1,000 from the book sale tables in the lobby last month. A "surprise overstock sale" will be held in the Friends saleroom on Saturday, July 23 from 1:00 p.m. to 4:00 p.m. Last month, around \$550 was received from online book sales, which are coordinated with a third party reseller. The Friends will mail their annual newsletter in August.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. New & Miscellaneous Business:

**Employee Pay Increases and Updated Salary & Benefits Schedule:**

A memorandum from Craft outlining the rationale for a 5% rate increase can be found on pages 56-57 of the July Board packet. The suggested pay scale and benefits schedule are found on pages 58-59.

Suhay expressed that staff are the Library's most important resource and must be adequately compensated; however, he has concerns that the proposed pay and salary rates are out of line with other Class V libraries. Craft compared Baldwin rates to Bloomfield Township Public Library, where staff starting rates are generally much higher than at Baldwin. Mark agreed that treating staff well is key, and asked if the Board could discuss and suggest alternative incentives to pay increases. Pisano mentioned he has discussed additional calendar days which the Library would be closed, on which staff could spend more time with family. Wheeler commented that just as Baldwin invests in training opportunities for staff, wage appreciation is important. Suhay expressed a concern about what a 5% rate increase would do to staff expectations next year. Pisano agreed, and voiced his worries about a scenario where inflation was still high and property taxes devalued in the coming year, leading to financial repercussions for the Library.

Mark asked about merit-based increases. Craft replied these were traditionally given to staff annually based on a performance rating system, but have been eliminated this year. Rock asked if the City of Birmingham provided any additional benefits that the Library does not offer. Craft noted the City provides tuition reimbursement but the Library does not.

Suhay said he would vote in favor of the 5% rate increase, as long as staff are made aware that this is an exceptional year. Rumble spoke in favor of the rate increase as a way to encourage staff. She noted it was "hard to hear" that other surrounding libraries can pay their staff more.

**Motion to approve a 5% salary increase for all Baldwin staff and update the FY 2022-2023 Baldwin Public Library Pay & Benefits Ranges schedule as shown on pages 58-59 of the July Board packet.**

**1st** Mark

**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.

**Baldwin Public Library Logo Redesign:**

Craft reviewed her memorandum on pages 69-72 of the July Board packet, which explains the process of logo redesign that began in 2017. The current Baldwin Public Library logo is difficult to render when small, and is difficult to read. The City of Birmingham has decided on a new logo, which Craft suggests the Library's new logo should complement. Graphic designer Michelle Hollo had created four designs in 2017, and it was recommended that the current Board give Hollo input on further design direction. The Board had a brief discussion about which elements are desirable for the redesign of the logo: simple, balanced, and includes "Birmingham Green". Hollo will prepare 4-6 designs based on the Board's feedback.

**Motion to direct Baldwin's graphic designer to create a logo using Library Board feedback from the July 18 Board Meeting.**

**1st** Rock

**2nd** Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

7. Unfinished Business:

**Phase 3 Building Renovation Discussion**

Suhay reported that the Building Committee met on July 14 in the Delos Board Room. Present were Mark, Suhay, Craft, and Miller, with Steve Schneemann and Diane Schurg from Merritt Cieslak Design (MCD). Two members of the public attended. Full minutes from this meeting are on page 80-81 of the July Board packet.

Craft provided exposition for this unfinished business: at the June Board meeting there was discussion about how closely the Phase 3 addition should match the Youth Room, largely revolving around the color of the mullions and metal extrusions. MCD was asked to provide additional renderings of three different color combinations for the mullions, exterior metal framing, and interior elements. The three renderings produced were: bronze mullions and metal extrusions with a bronze soffit (lower ceiling); white mullions and metal extrusions with a white soffit; and bronze mullions and metal extrusions with a white soffit.

After some discussion, with input from Steve Schneemann, most of the Board agreed to proceed with bronze mullions and metal extrusions, with the soffit painted bronze on the exterior vertical and white across the lower horizontal ceiling. Pisano asserted that this direction was not close enough a match to the current Youth Room design language, that this direction would create the appearance of a "fourth addition", and that MCD has not incorporated enough input from other local architects. Pisano suggested the Board take more time to review this decision. Rumble expressed that there had been an opportunity to create a unified design in 2014, which Birmingham residents had voted down. The Board acknowledged that, due to the failed 2014 bond proposal to unify Library renovation with the original 1927 building, each phase of renovation since has created essentially disparate additions.

Pisano asked for public comment after the following motion was made by Rock.

Larry Bertolini, Birmingham resident and architect, agreed with Pisano that it would be worthwhile to take more time to develop the design before making a decision. He suggested the Board should think about how the design works "up close" instead of viewing it from a perspective from Shain Park. He suggested the color of the butt glazing on the glass may be a determining factor for color choice, and that the exterior should not have mixed colors.

Mark asked Pisano for his recommendation on color choice. Pisano stated he wanted the mullions painted white, instead of bronze, to match the language of the Youth Room.

**Motion to approve having bronze mullions and white painted soffit, and an outside bronze band for the Phase 3 renovation.**

**1st** Rock

**2nd** Wheeler

A roll call vote was taken.

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

Nays: Pisano.

Absent and excused: None.

The motion was approved.

Pisano suggested an alternative to umbrellas in the patio area and proposed that an electric canopy system could be installed. The Board agreed to discuss this idea with MCD. Mark stated that umbrellas would lend flexibility for programs and events.

8. Items Removed from Consent Agenda: None.

9. Information Only: See pages 103-129 of the July 2022 Board packet.

10. General Public Comment Period: None.

11. Adjournment:

**Motion to adjourn the meeting.**

**1st** Suhay

**2nd** Rumble

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 10:11 p.m. The next regular meeting is scheduled for Monday, August 15, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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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	1,604.01
	009126	AMAZON CAPITAL SERVICES INC	11,216.31
	009202	AQUARIUM DESIGN INC	240.00
	MISC	BIRMINGHAM PAPERS LLC	540.00
	005717	BSB COMMUNICATIONS, INC.	145.00
	003904	CAPITAL ONE BANK	13,920.67
	000627	CONSUMERS ENERGY	1,326.00
	000575	DEMCO, INC	107.09
	008139	ENVISIONWARE INC.	1,875.00
	005651	FINDAWAY WORLD, LLC	35.38
	001090	INGRAM LIBRARY SERVICES	9,292.80
	008827	KANOPY, INC	411.40
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,517.00
	005550	LEE & ASSOCIATES CO., INC.	363.44
	003527	LOWER HURON SUPPLY CO INC	1,228.48
	MISC	MARLA MELLON	43.99
	007927	MICHELLE HOLLO	892.50
	002013	MIDWEST TAPE	10,433.50
	006785	OVERDRIVE, INC.	33,749.16
	007408	T-MOBILE	255.26
	000158	VERIZON WIRELESS	103.16
286714	000639	MICHIGAN LIBRARY ASSN	2,067.75
286807	000249	GUARDIAN ALARM	244.04
286815	009037	INNOVATIVE INTERFACES INC	58,256.59
286843	009351	MERRITT CIESLAK DESIGN PLC	17,820.00
286859	009478	ODP BUSINESS SOLUTIONS, LLC	333.79
286900	009026	WELLS FARGO VENDOR FIN SERV	677.87
286909	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
286921	000843	BAKER & TAYLOR BOOKS	149.99
286930	000902	CENGAGE LEARNING INC	30.39
286934	009024	THE D.M. BURR GROUP	3,102.36
286958	004493	ELITE IMAGING SYSTEMS, INC	1,172.54
286961	000585	FARMINGTON COMM. LIBRARY	5,400.76
286962	005651	FINDAWAY WORLD, LLC	169.99
286966	004604	GORDON FOOD	61.54
286969	006666	GRID 4 COMMUNICATIONS INC.	224.68
286974	007211	HOME DEPOT CREDIT SERVICES	71.30
286976	MISC	JENNIFER BROWN	13.62
286988	009478	ODP BUSINESS SOLUTIONS, LLC	257.76
287004	007907	SP+ CORPORATION	3,112.00
287029	005717	BSB COMMUNICATIONS, INC.	326.25
287036	000902	CENGAGE LEARNING INC	18.39
287037	004269	CENTER POINT LARGE PRINT	59.54
287038	000605	CINTAS CORPORATION	227.60
287049	000575	DEMCO, INC	184.81
287050	000179	DTE ENERGY	9,313.71
287054	008164	GARY EISELE	61.25
287092	008470	MONROE COUNTY LIBRARY SYSTEM	15.00



**Register of Claims**

Page: 2/2

Baldwin Public Library

300 W. Merrill Street  
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
287098	000678	OCLC, INC.	319.87
287099	009478	ODP BUSINESS SOLUTIONS, LLC	167.94
5681	008336	NBS COMMERCIAL INTERIORS	792.00
5701	000517	BEIER HOWLETT P.C.	231.00
5732	005861	UNIQUE MGMT SERVICE, INC	51.50
Total:			194,306.70

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

\_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Executive Library Director**Allowance of Vouchers**

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

\_\_\_\_\_  
**Secretary of the Baldwin Public Library Board**

## BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

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## **August 2022 Finance Committee Update**

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The August Finance Committee meeting was cancelled due to flooding in the library. The next Finance Committee meeting will be held on Monday, September 12, 2022 at 4:00 p.m. in the Delos Board Room

- Revenues and expenses are still changing for FY2021-22. The following page shows adjustments to the June 30, 2022 financials since the July Board meeting.
  - We received approximately \$55,000 in penal fines for last FY, which has not yet been added to the FY2021-22 budget.
  - We also received our second State Aid payment in the amount of \$18,795.
  - The salaries and wages for the last few days of June were added to the FY2021-22 budget.
- The FY2022-23 budget is tracking well after one month.
  - Large payments were issued to Innovative Interfaces for our Polaris ILS system; to Overdrive, Midwest Tape, and Ingram for library materials; to Merritt Cieslak Design for Phase 3 architectural services; and to Capital One and DTE Energy.
- The Friends collected \$1,277 in July at the in-lobby book sale.

**Adjustments to June 30, 2022 Financials**  
**Since July Board Presentation**  
**08/12/22**

<u>Item Description</u>	<u>Prior YTD</u>	<u>New YTD</u>	<u>Difference</u>
Property Taxes	\$ 3,678,280.00	\$ 3,678,097.37	\$ (182.63)
Provision for Tax Loss	\$ (877.29)	\$ (6,958.64)	\$ (6,081.35)
County and State Revenue	\$ 25,819.97	\$ 44,614.74	\$ 18,794.77
Grants	\$ 3,200.00	\$ 3,200.00	\$ -
Community Contracts	\$ 965,578.56	\$ 965,578.56	\$ -
Patron Use Revenue	\$ 32,413.78	\$ 32,413.78	\$ -
Investment Income (net of fees)	\$ 18,037.77	\$ 17,844.24	\$ (193.53)
Salaries and Direct Wages	\$ 1,846,548.64	\$ 1,872,641.13	\$ (26,092.49)
FICA	\$ 138,017.12	\$ 139,961.33	\$ (1,944.21)
Hospitalization	\$ 276,825.00	\$ 279,704.80	\$ (2,879.80)
Life Insurance	\$ 6,800.99	\$ 6,896.58	\$ (95.59)
Retiree Contributory Health	\$ 48,538.03	\$ 48,635.56	\$ (97.53)
Dental/Optical	\$ 14,493.31	\$ 14,691.12	\$ (197.81)
LT/ST Disability	\$ 10,150.08	\$ 10,289.43	\$ (139.35)
Workers Comp	\$ 6,708.44	\$ 6,802.81	\$ (94.37)
Retirement-DefBen Contrib Employer	\$ 128,013.96	\$ 128,013.96	\$ -
HRA Benefit	\$ -	\$ -	\$ -
Retirement-Def Contrib Employer	\$ 80,817.47	\$ 81,939.56	\$ (1,122.09)
Ret Health Savings Contrib Employer	\$ 25,660.00	\$ 26,020.02	\$ (360.02)
Supplies	\$ 114,333.00	\$ 114,333.00	\$ -
Contracted Services	\$ 346,508.00	\$ 346,607.83	\$ (99.83)
Tech and Maintenance	\$ 102,680.68	\$ 102,680.68	\$ -
Utilities	\$ 95,206.82	\$ 95,206.82	\$ -
Other Charges	\$ 70,570.74	\$ 70,570.74	\$ -
Building Improvements/Furnishings	\$ 46,378.77	\$ 46,378.77	\$ -
Collections	\$ 631,398.21	\$ 638,591.96	\$ (7,193.75)
Allocation of Bank Service Charge June			\$ -
Adjust May Investment Premium/Discount			\$ -
Penal Fines			\$ -
Gain on Investments			\$ -
June InvestmentReconciliation			\$ -
Patron Use Revenue			\$ -
May Bank Rec (credit card fees)			\$ -
Accrual of Bloomfield Contract for 1/2 Period			\$ -
			<u>\$ (27,979.58)</u>
Fund Balance	\$ 1,943,430.17	\$ 1,915,450.59	<u>\$ (27,979.58)</u>

## FINANCIAL REPORT: July 2022

This report references the Revenue and Expense Report 2022-23, found on the following page. At 8.33% of the way through fiscal year 2022-2023, the Library has spent 7.7% of its budget and received 0.4% of its revenue. By this point of the year, the Library was budgeted to have spent 8.3% of its budget and to have received 8.3% of its revenue.

Two pay periods were recorded in July.

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

Innovative Resources (Polaris)	\$ 58,256.59
Overdrive (Electronic Materials)	\$ 33,749.16
Merritt Cieslak Design PLC (Phase Three Architectural Services)	\$ 17,820.00
Capital One	\$ 13,920.67
Midwest Tape (Audio Visual Materials)	\$ 10,433.50
DTE Energy	\$ 9,313.71
Ingram Library Services (Print Materials)	\$ 9,292.80
Total vendor payments in excess of \$6,000	<u>\$ 152,786.43</u>
Balance of vendor payments less than \$6,000	<u>\$ 41,520.27</u>
<b>Total vendor payments</b>	<b>\$ 194,306.70</b>

### City of Birmingham allocations:

Payroll Period Ending 07/09/22	\$ 91,730.75
Payroll Period Ending 07/23/22	\$ 83,798.26
Employee Health Care Payroll Deduction 07/23/22	\$ (694.96)
Payroll Year end Adjustments	\$ (42,427.63)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$ 3,528.92
Retirement Cost (acct 711.0010)	\$ 10,667.83
<b>Total Payroll</b>	<u>\$ 146,603.17</u>

BS&A Software Charge (acct 811.0000 estimate)	\$ 248.19
Administrative Services (acct. 813.0000 estimate)	\$ 8,740.83
MML Insurance Premium (acct. 960.0400 estimate)	\$ 466.67
<b>Total City of Birmingham allocations</b>	<u><b>\$ 156,058.86</b></u>

### Reconciling adjustments:

Book Fine Refunds	\$ (57.61)
<b>Total Recon Adjustments</b>	<u><b>\$ (57.61)</b></u>

<b>Total expenses for the month</b>	<u><u><b>\$ 350,307.95</b></u></u>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2022-23  
July 2022

	Approved 2022-2023 Budget	Current Month Budget July 2022	Current Month Actual July 2022	Variance For Month	Y-T-D Budget 2022-2023	Y-T-D Actual 2022-2023	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2021-2022	% Received/ Spent Prior Y-T-D
<b>REVENUES</b>										
TAXES	\$3,869,880	\$322,490	\$0	(\$322,490)	\$322,490	\$0	(\$322,490)	0.0%	\$3,678,280	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$1,250)	\$0	\$1,250	0.0%	\$0	0.0%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$18,795	\$9,961	\$8,833	\$18,795	\$9,961	17.7%	\$0	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$0	(\$82,699)	\$82,699	\$0	(\$82,699)	0.0%	\$0	0.0%
PATRON USE REVENUE	\$27,000	\$2,250	\$3,440	\$1,190	\$2,250	\$3,440	\$1,190	12.7%	\$2,057	9.6%
INVESTMENT INCOME	\$30,000	\$2,500	\$0	(\$2,500)	\$2,500	\$0	(\$2,500)	0.0%	(\$159)	-0.5%
<b>TOTAL REVENUE</b>	<b>\$5,010,270</b>	<b>\$417,523</b>	<b>\$22,235</b>	<b>(\$395,288)</b>	<b>\$417,523</b>	<b>\$22,235</b>	<b>(\$395,288)</b>	<b>0.4%</b>	<b>\$3,680,178</b>	<b>77.0%</b>
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$146,603	(\$90,582)	\$237,185	\$146,603	(\$90,582)	5.2%	\$151,333	5.7%
SUPPLIES	\$143,000	\$11,917	\$27,983	\$16,067	\$11,917	\$27,983	\$16,067	19.6%	\$10,211	8.5%
CONTRACTED SERVICES	\$499,590	\$41,633	\$36,534	(\$5,098)	\$41,633	\$36,534	(\$5,098)	7.3%	\$20,085	5.2%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$60,134	\$48,551	\$11,583	\$60,134	\$48,551	43.3%	\$43,802	29.2%
UTILITIES	\$105,000	\$8,750	\$10,640	\$1,890	\$8,750	\$10,640	\$1,890	10.1%	\$9,463	9.9%
OTHER CHARGES	\$81,480	\$6,790	\$10,733	\$3,943	\$6,790	\$10,733	\$3,943	13.2%	\$18,074	22.0%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$0	(\$5,608)	\$5,608	\$0	(\$5,608)	0.0%	\$1,387	2.2%
COLLECTIONS	\$649,750	\$54,146	\$57,680	\$3,535	\$54,146	\$57,680	\$3,535	8.9%	\$45,236	7.0%
<b>TOTAL EXPENSES</b>	<b>\$4,531,340</b>	<b>\$377,612</b>	<b>\$350,308</b>	<b>(\$27,304)</b>	<b>\$377,612</b>	<b>\$350,308</b>	<b>(\$27,304)</b>	<b>7.7%</b>	<b>\$299,592</b>	<b>7.1%</b>
<b>VARIANCE</b>	<b>\$478,930</b>	<b>\$39,911</b>	<b>(\$328,073)</b>	<b>(\$367,984)</b>	<b>\$39,911</b>	<b>(\$328,073)</b>	<b>(\$367,984)</b>			
<b>FUND BALANCE-BEGINNING OF YEAR</b>									<b>\$1,897,836.73</b>	
<b>FUND BALANCE-CURRENT</b>									<b>\$1,569,763.70</b>	

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 \$3,869,880 in Birmingham tax revenue, \$3,197,047 is for operating expenses, and \$672,833 is for funding the Phase 3 expansion and renovation.



## **MEETING MINUTES**

Time: 9:00 PM – 12:00 PM  
Date: July 14th, 2022  
Location: Baldwin Public Library  
300 W. Merrill St.  
Birmingham, MI 48009

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

#### Attendees:

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

## **AGENDA ITEMS**

1. Review Images Illustrating Mullion Colors (Bronze vs. White)
  - The meeting began with Steve giving an overview of the previous steps taken and the items undetermined
  - Jim asked if the glass proposed was the same as the childrens addition and Steve said that it was
  - Steve explained that the view with the white vertical mullions was more prominent visually but that the east end was still bronze
  - Missy asked about the white border piece around the vertical and horizontal mullions at the exterior for the bronze view and Steve said that it was part of the actual system and that it was white because the inside piece was white. It was asked if this could be requested to have a dark bronze finish and Steve said that it probably would but that it would require a cost increase and additional maintenance for paint touch ups. Jim and Missy said that they didn't think that the white border looked good and Steve agreed. They asked why it looked different and Steve explained that it was actually shown how the children's addition was, except that the bronze was requested on the exterior side. Steve also added that a dark 4" block course was proposed to tie into the colored concrete. Jim asked if this color would be bronze and Steve said it would be more like a warm charcoal.
  - Jim asked if the ceiling in the interior was bronze and Steve said that it was bronze to differentiate the curve of the Bikerts roof from the collaboration space ceiling. Jim asked if this soffit could be white instead and Steve explained that the white was contrasting with

the entrance vestibule framing. Steve explained that the bronze was proposed for the new portion of the roof to contrast and highlight the curve, by replacing the bronze slats with the white ceiling to tie into the existing drywall, so that when you're at the top of the new stair area and look out you can see the curve of the Birkerts roof from the inside. Steve also noted the ribbon of light along the curve to emphasize this. Jim said that it made the space seem too dark to him. Rebekah disagreed with Jim and said that if the soffit on the inside was white you would lose the look of the curve from the outside looking in, whereas the dark soffit made the curve stand out more.

- Jim asked if the vestibule could be white on the inside and bronze on the outside and Steve said that it would be a significant upcharge.
- Missy said that the main concern she had was the white outline. Steve said that MCD would check with the rep to see if the end cap at the exterior could be specified and requested to be the dark bronze finish.
- The next portion of the meeting was a discussion on whether or not to specify some of the vertical mullions to be white and others to be bronze depending on the location. The building committee agreed that they preferred the dark bronze at the exterior but wanted to see if there was a way to have the white at the interior still and have it look good from all approaches. It was suggested that all the vertical mullions be dark bronze for the inside and outside at the corners and edges and that the remainder of them be dark bronze at the exterior and white at the interior and the horizontal members be dark bronze. Rebekah expressed concern that it would look too inconsistent and would draw even more attention to them if they were not matching. Kisten said that by mixing and matching the bronze and white it made the addition look even more like a 4th building than by selecting just one color for all of the mullions. Missy asked why the board had decided not to use the glass fins for the mullions and Steve said that it was too cost prohibitive. Jaclyn added that she was concerned with the white on the inside because it was prone to show more dirt etc. Jim said that he agreed but that they were still obligated to show the board all of the options on Monday. Missy said that she didn't like the idea of mixing and matching the colors to try to get it to work, and that she was leaning towards using the bronze. Jim said that for Monday they would need an option where everything was white except the striping at the exterior.
- Jim asked if on Monday there could be options with the soffit white in addition to the version with the dark soffit.
- It was asked whether the handrails were specified as white and Steve said that MCD was proposing to use a brushed stainless finish but that it wasn't decided yet. Rebekah also shared that Karen asked if the outside furniture was going to be white and Steve and Dianne said that they had been working with Mary from ISCG for white furniture for the collaboration/ plaza spaces.
- Missy asked what material was specified for the ramp wall and Steve explained that MCD was still working with the reps to make a final determination, but that cast stone was what was initially proposed, and MCD was also considering specifying plaster finish with a limestone coloration.
- Missy asked if the collaboration space flooring was tile and Steve said that it was a colored concrete. She requested that the charcoal tone for the colored concrete be a shade lighter and Steve said that the intention was for it to match the shade of the granite pavers in Shain Park. Steve said that the interior would likely be a polished colored concrete and the exterior would be unpolished colored concrete. Jim asked if the colored concrete could be all light at the interior and Steve explained that the design intent was for it to be like a large area rug that went from inside to outside to connect the 2 spaces. Missy said that she thought this was a good idea. Jim requested that the darker colored concrete be lighter in the renderings presented on Monday.

## 2. 50% Design Development Drawing Review

- Steve reviewed the DD set and explained what was shown and what steps still required additional information and specifications from reps and consultants. During this portion of the meeting the following requests/ comments were made:
  - All tables in the collaboration/ cafe area to have power adjacent- Steve suggested instead of saw cutting the floor for all of these that the majority of the outlets be located along the block course by running conduit along the south wall
  - Jim requested additional shading areas for the plaza

- Kristen suggested supplying power along the East wall so that when the Nanawall is open there can be power for groups for things such as cleaning, events, catering etc..
- Missy asked how long the demo would last and Steve said approximately 3-5 weeks
- Jim requested to see a photo of the conveyor belt cleats to see how the book sorting machine works on an incline
- Will need to determine a new space to store chairs in lower level for meeting rooms
- Rebekah asked when the idea lab would need to be closed for construction and Steve said at least for a few days. It was asked how MCD thought this space could still be accessed during the construction and Steve said that the CM would have to create a plan in their proposal
- Rebekah said that if the lighting fixtures in the new lounge area where the existing teen area is need to be relocated that she had an idea of how they could be used and Steve said that he was pretty sure that they could mostly remain where they are
- The glass at the existing sorting room to be salvaged and reused for the new book sorting area

### 3. Outstanding Design Items

#### A. Mullion Color

- The Mullion color was discussed in the previous portion of the meeting and it was determined that the new options would be presented to the Library Board for the meeting on Monday July 15th and put to a vote for a final decision

#### B. RTU Screening?

- Steve said that for the RTU there were complaints that a Screen should be required. He estimated that it would cost an additional \$20-25K installed. It was decided that it would shown as an alternate option

#### C. Millwork Design Refinement

- Steve said that MCD had been working on the millwork design and that MCD would schedule a meeting with the library staff to review the requirements for each areas intended use

#### D. Shade Structure (Trellis- MCD to Mock-Up)

- Steve reminded the committee that a shade structure was originally suggested for the plaza and that the building committee had said that it seemed too expensive for a fixed structure and that it would also cut off visual connection to Shain Park. It was discussed and the building committee decided to incorporate 3 more umbrellas in the plaza instead of a fixed structure

#### E. Artwork- BPL to Advise

- Rebekah said that they had been discussing a proposal for a mobile design with a friend and Steve said that more information would be required for the RFP regarding materials, size, weight etc. It was also suggested that this could be a seasonal display for artwork and that a call for art proposals would need to be in Fall of 2023

### 4. Schedule Update

#### A. Received Unanimous Support from Historic District Commission and Planning Commission

- Steve noted that MCD and Rebekah had presented last month and received preliminary approval from the Historic District Commission and the Planning Commission

#### B. On-track to Complete DD by 1st week of August

- Steve said that MCD was on track to complete DD by the end of the first week of August and that the next drawing set review would be scheduled for the 50% CD set by mid-late September

#### C. Geotechnical Investigation awarded to TEC

- Steve said that a geotechnical consultant had been selected and that they were instructed to reach out to Rebekah to set up a meeting to begin their work

D. CM RFP to be reviewed by City Commission August 15

- It was noted that the CM RFP would be presented to the Commissions Appeal on August 29th instead

E. 50% Construction Document Review mid- to-late September

- Steve explained that the next Document review would be for the 50% Construction Document Review in mid-late September and that this package would help get a clearer understanding of what the costs would look like

5. Public Comment

- The final portion of the meeting was a public comment section. The first speaker was David Blum who made the following comments:
  - He suggested using glass mullions at the corners, and using white at the interior and bronze at the exterior. Jim noted that this was discussed and the top of the Nanawall aligns with the Birkerts banding
  - He said he didn't think that the Nanawall exterior framing and glass didn't work visually with the children's addition
  - He was concerned about the plaza being cohesive with Shain Park and Steve and Jim explained that using the granite at Shain Park was looked at, and it was determined that it was cost prohibitive
  - He said that the horizontal framing above the vestibule was too chunky and suggested it be made narrower, and Steve explained that it was already the minimum width due to the specifications from the manufacturer for the door and the framing for the vestibule ceiling
  - He suggested reusing the slats at the underside of the Bikerts curve roof at the vestibule entrance
  - He suggested instead of proposing suspended mobile above the vestibule, that it be required in the proposal that have a weight limit and rest on the top of the ceiling for the vestibule
  - He suggested using screens for digital artwork where the artwork is shown at the spandrel glass
  - He suggested using Lumiweave fabric for the umbrellas at the plaza that have built in solar cells
- The second speaker for the public comment portion of the meeting was Russ Dixon who made the following comments:
  - He said he understood why MCD had proposed the bronze banding and that he felt that the white mullions were much brighter and more welcoming than the bronze
  - He also said that regardless of what was decided he suggested that consultant recommendations be taken into account
  - He said that the connection to Shain park was a very important part of the project
  - Russ suggested that the all white mullions be used for the exterior for the exterior and interior
- Steve clarified that the all white exterior views had been previously proposed and the building committee did not want to proceed, and Rebekah added that the band transition from the bronze to the white for the addition would be awkward. Russ suggested that there be a reveal where the bronze and the white bands meet. Jim added that he preferred the all white interior and the bronze exterior.
- Missy asked what the cost differential would be to use white versus the bronze and Steve explained that the manufacturers for the automatic doors and the Kawneer rep both said that it would be a significant cost increase because the finish would have to be painted on instead of anodized. Missy also asked whether a limestone colored metal would be an option and Steve said that it would likely also have a cost increase because it would still have a painted finish

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



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## Discussion of Shade Structure in new front terrace

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I met virtually with Steve Schneemann, Dianne Schurg, and Leah Klynstra from Merritt Cieslak Design on Monday, August 8. We discussed potential options for providing further shade to the new front terrace.

MCD shared this image, which shows the amount of shade the terrace would receive at 11:00 a.m. on an August morning.



Should the Library Board like to add a shade structure to the front entrance, here are items to consider:

- The trellis structure should be of institutional quality to stand up to weather and wind
- The three proposed terrace trees would most likely need to be removed to add a shade structure
- The estimated cost of adding a large structure to the terrace would be around \$150,000
- Adding a fixed structure will most likely reduce flexibility with the outdoor space
- The shade structure would block natural light from entering the south side of the Youth Room and the east side of the café windows
- Adding a large shade structure to the terrace will create a fifth building because it would be competing with the differing heights of the Youth Room and the new addition and obscuring part of the Birkerts curve, so special care will need to be taken with the design

MCD has created the following renderings that show the addition of a shade trellis that is 30' x 40' feet to the terrace.







**From Steve Schneemann:**

If the board decides that it would like to pursue this as an option, we would need to pause the Construction Development process while we refine the design for the trellis and courtyard to get it to the same level of design development that the rest of the project is at. We would anticipate that this process could take 6 to 8 weeks. Additional design costs would likely be in the \$18k to \$24k range, as it would affect all architectural and engineering aspects of the project. It would also most likely need to go back through the planning commission process.

## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

## Statistical Dashboard

July 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q1 Target
<b>Financials</b>					
Revenues	\$ 22,235	\$ 17,516	\$ 22,235	\$ 17,516	
Expenses	\$ 350,308	\$ 249,824	\$ 350,308	\$ 249,824	
<b>Circulation</b>					
Circ (Charges & Renewals)	55,840	52,609	55,840	52,609	135,000
Self-Check Usage	23.3%	21.5%	23.3%	21.5%	
% of Circ by Residents*	92.2%	92.1%	92.2%	92.1%	92.0%
% of Circ by Non-Residents	7.8%	7.9%	7.8%	7.9%	8.0%
<b>Interlibrary Loans</b>					
Items borrowed	685	915	685	915	
Items loaned	1,009	758	1,009	758	
<b>Technology Usage</b>					
Database Sessions	3,535	2,333	3,535	2,333	8,500
Downloadable Content	13,247	11,624	13,247	11,624	32,000
Public Computer Usage	480	286	480	286	
Wireless Sessions	4,389	5,287	4,389	5,287	16,250
<b>Program Attendance</b>					
Program Attendance for Adults	184	386	184	386	
# of Programs for Adults	12	18	12	18	
Program Attendance for Teens	100	125	100	125	
# of Programs for Teens	7	5	7	5	
Program Attendance for Youth	1,942	1,308	1,942	1,308	
# of Programs for Youth	40	36	40	36	
Computer Classes	31	12	31	12	
# of Computer Programs	6	3	6	3	
Online Video Views	50	67	50	67	
Idea Lab Visits	218		218		
<b>Total Program Attendance</b>	<b>2,525</b>	<b>1,898</b>	<b>2,525</b>	<b>1,898</b>	<b>7,000</b>
<b>Total # of Programs</b>	<b>65</b>	<b>62</b>	<b>65</b>	<b>62</b>	<b>175</b>
<b>Outreach Attendance</b>	65	-	65	-	
<b># of Outreach Programs</b>	5	-	5	-	
<b>Gate Count</b>	<b>18,363</b>	<b>12,598</b>	<b>18,363</b>	<b>12,598</b>	<b>45,000</b>
<b>Volunteer Hours</b>	<b>161</b>	<b>21</b>	<b>161</b>	<b>21</b>	<b>300</b>
<b>Social Media</b>					
	New Users	New Users			
Website Hits/Pageviews	23,293	20,734	23,293	20,734	65,121
e-Newsletter Subscribers**	-35	-14	11274	11448	11000
Facebook Page Likes	15	9	2733	2638	2800
Twitter Followers	1	-2	1341	1318	1475
Instagram Followers	10	22	2003	1896	2000

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

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

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## Strategic Plan Status Report

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

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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 improved transmission rates in Oakland County, we have had 4 more staff members test positive for COVID-19 since July 18. They were required to isolate at home for a period of 7 days before returning to work.

### *Summer Reading Final Numbers*

- Youth: 519 Registered, 144 completions, 205,124 minutes read
- Teen: 152 registered, 43 completions, 130,588 minutes read
- Adult: 129 registered, 49 completions, 793 books read
- Staff: 21 registered, 161 books read

A full report of our 2022 Summer Reading Program will be shared at the September 2022 Board meeting.

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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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### *New Lighting, Legacy Room*

New shelving lights were installed in the Legacy Room on August 1-2, to ensure that staff and patrons will be able to clearly see the items soon-to-be housed on those shelves. The Legacy Room collection has been curated to a smaller, Baldwin-history focused collection, and we will be moving some smaller collection(s) into the space, allowing room for growth on the Grand Hall shelving. While we recover from the 2022 Youth Room flood, this room will be used to create a temporary browsing collection for our Youth materials.





### *Broken Youth Room Window*

On July 20, some unidentified object struck an external window on the north side of Youth Room causing one of the glass panels to shatter. The children's terrace closed to public access, due to the danger of the broken glass, both on the ground and clinging to the window frame. Thanks to John Galik with the City of Birmingham for securing the necessary quotes and coordinating the replacement of the broken panel. The new window was installed on August 8.





### *First Floor Flooding*

Overnight on August 4 and 5, BPL experienced flooding on the Main level of the building, when a sink drain backed up into the Youth/Circulation office and then spread throughout the workstation areas, and into the Youth Room itself. Heavy rain bursts were recorded in the area at least three times in evening. The building was closed, due to the water being classified as sewage, and emergency restoration began early that morning. At this time, the Youth Department remains closed, and the Youth staff will temporarily provide reference service as best as they can from the Legacy Room, while remodeling is underway.















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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 did not meet in August, due to the Library closure. 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.

### *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.

BPL served as the voting location for Birmingham Precinct 6 on August 2 during the primary election.

### *Beverly Hills*

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

### *Beverly Hills Lions Club*

The BHLCL provided Project Kidsight Vision Screening on Tuesday, August 2 in the Youth Department. This free vision screening for ages 6 months and up is fast, non-invasive, and has an accuracy rating of 98%. Three additional screenings scheduled, one each in June, July and August.

### *Bingham Farms*

Miller submits monthly Board Meeting updates to the Library Liaison.

### *City of Bloomfield Hills*

Miller submits monthly Board Meeting updates to the Library Liaison.

### *Birmingham Next*

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

### *The Community House Preschool*

The Youth Services staff are scheduled to present 5 story times to children at the preschool this month.

### *Birmingham YMCA*

We continue to welcome students of all ages from the YMCA several days a week during their summer camps. The campers walk over for free reading and book selection time.

### *Friends of the Baldwin Public Library*

The Friends of the Library continue to sell deselected and donated materials from tables and carts in the lobby, and collect material donations on Tuesdays and Thursdays. The Friends held a one-day pop-up sale outside their sorting room on July 23, raising around \$1,100 for the day. The sale volunteers passed out bookmarks to all shoppers so they have a reminder of the October Book Sale

dates. New Friend Board Member Michelle Hollo also created some wearable pins made from the pages of books bound for recycling, which were a hit with many guests. Changing inventory generated \$\$\$ at the donation tables in the lobby in July. The next planned book sale is October 28-31.

### Marketing

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

- *Learn.Connect.Discover* Fall newsletter
- Display and directional signage
- Youth Program posters and fliers
- Adult Services program fliers
- Teen bulletin board poster
- New Library logo options for Board review
- Updated Materials Request/Feedback forms
- Library Card Eligibility Bookmarks

### eNewsletters

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

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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

161 volunteer hours were utilized in the month of July.

### Communications with Staff

An all staff meeting was held on July 21. The next all staff meeting will be held on August 25.

### Staff Anniversaries

**Paul Gillin**, Bookkeeper, will reach 9 years of service on August 16.

**Mick Howey**, Adult Services Librarian reached 5 years of service on August 5.

**Tony Lowe**, Circulation Assistant I, reached 17 years of service on August 2.

**Kathleen McBroom**, Substitute Adult Services Librarian, reached 5 years of service on August 4.

**Terry Meyer**, Youth Services Library Assistant, will reach 10 years of service on August 27.

**Daniel Patton**, Substitute Adult Services Librarian, will reach 5 years of service on August 18.

# A BALDWIN PUBLIC LIBRARY CARD

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- A K-12 STUDENT • ARE EMPLOYED

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GET-LIBRARY-CARD**  
or

**RESIDENTS OF**

other communities may be eligible to use their home library card at Baldwin Public Library to borrow physical items.

Resident cards expire every 3 years and must be renewed in person with proof of current address. Alternate renewal methods are at the discretion of the Library staff.

Minors wishing to apply for a resident card must be accompanied in person by a parent or guardian.

**LEARN.CONNECT.DISCOVER.**



**Kristen Tait**, Head of Circulation Services, reached 21 years of service on August 15.

**Nicholas Tupper**, Idea Lab Assistant, reached 4 years of service on August 6.

*Staffing Updates:*

Youth Librarian **Donna Smith** will be retiring on August 17. In Donna's retirement notification letter, she states "It has been a privilege to work at the Baldwin Public Library for the past 19 years. I have met many wonderful people, gained many friends, and I leave with many fond memories."

We wish her well in this next chapter of her life. Donna's story times and puppetry were legendary with our patrons and we will miss her warmth and creativity.

Applications for this vacancy were accepted through August 7, and interviews will be conducted soon.

*TLN Annual Meeting*

Jaclyn Miller attended the TLN Annual Membership meeting and picnic, at Lakeshore Park in Novi.

Lakeshore Park is the home of the Lakeshore Lending Library, a "branch" of the Novi Public Library.

The LLL is an automated kiosk from which patrons can check out items using their library card.

Inventory is changed regularly, and is managed by NPL staff.

While the majority of the meeting covered major announcements from area libraries – there are lots of renovations in progress! – the gathering also served as a send-off for longtime TLN staff member Angie Michelini, who retired in July.

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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.



<b>Baldwin Public Library: Friends Funds</b>	
<b>July 2022 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees	\$ 100.00
Books Unshelved	\$ 115.17
Total	\$ 215.17
<b>Teen Services</b>	
Summer Reading Programs	\$ 366.24
Pizza - TAB and Pizza & Pages	\$ 59.96
YA Book Club Books	\$ 44.61
Summer Reading Prizes	\$ 483.55
Total	\$ 954.36
<b>Youth Services</b>	
Summer Reading Programs	\$ 229.04
General Supplies	\$ 140.95
Books Unboxed packaging	\$ 533.47
Book Clubs	\$ 244.16
Summer Reading Prizes	\$ 15.00
Total	\$ 1,162.62
<b>Outreach &amp; Equipment</b>	
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 2,332.15</b>
<b>July 2022 Balances</b>	
Adult Services	\$ 5,812.82
Teen Services	\$ 3,850.72
Youth Services	\$ 4,841.12
Outreach & Equipment	\$ 5,935.82
<b>Total Balance</b>	<b>\$ 20,440.48</b>
<b>July In-Library Book Sale Donations</b>	\$1,277.48
*included the new recycled book buttons	



## NEW BUSINESS

# MEMORANDUM

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DATE: August 12, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Janitorial Services

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## INTRODUCTION

We are currently in the last 8 months of our janitorial services contract with DM Burr. Their original contract bid paid janitorial staff \$12 per hour. To remain competitive, they asked to either raise their hourly rate to \$19 per hour or discontinue their contract. Because the building needs to be cleaned daily, we agreed to a rate increase, which will be temporary, and are now working to find alternate cleaning coverage.

With the issuance of this RFP, we will be able to compare current janitorial rates in the area and determine whether or not the best option is to use an outside firm to complete janitorial work or to hire a permanent full-time janitor to clean the building.

The proposed RFP is included on the following 25 pages. The RFP timeline follows:

- August 16: Issue RFP
- August 24: Mandatory pre-bid meeting
- September 14: RFP Due
- September 19: Board Approval
- October 10: Contracted work begins

This RFP is currently being reviewed by the City Attorney. Once the City Attorney reviews the RFP and suggests any changes, I plan to make the recommended changes and issue the RFP on the Michigan Intergovernmental Trade website.

## LEGAL REVIEW

City Attorney Mary Kucharek has reviewed the RFP and has no concerns as to the form and content.

## SUGGESTED BOARD ACTION

Make a motion to approve the issuance of a Request for Proposals (RFP) for janitorial services at the Baldwin Public Library.



**REQUEST FOR PROPOSALS  
For Janitorial Services at Baldwin Public Library**

Sealed proposals endorsed **"Baldwin Public Library Janitorial Services"**, will be received at the Administrative Office of the Baldwin Public Library (BPL), 300 West Merrill Street, Birmingham, Michigan, 48009; until **Wednesday, September 14, 2022 at 3:30 p.m.**, after which time bids will be publicly opened and read.

**Bidders will be required to attend a mandatory pre-bid meeting on Wednesday, August 24, 2022 at 2:00 p.m. at the Baldwin Public Library. Bidders must register for the pre-bid meeting by 4:00 on Monday, August 22, 2022, by contacting Associate Director Jaclyn Miller at [Jaclyn.miller@baldwinlib.org](mailto:Jaclyn.miller@baldwinlib.org).**

The Baldwin Public Library is accepting sealed bid proposals from qualified professional firms to furnish labor, materials, and equipment for janitorial services. This work must be performed as specified in accordance with the specifications contained in this Request for Proposals (RFP).

The RFP, including the specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the Baldwin Public Library, 300 West Merrill St., Birmingham, Michigan, ATTENTION: Jaclyn Miller, Associate Director.

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed.

<b>Submitted to MITN:</b>	August 16, 2022
<b>Mandatory Pre-Bid Meeting:</b>	August 24, 2022
<b>Deadline for Submissions:</b>	3:30 p.m. on Wednesday, September 14, 2022
<b>Contact Person:</b>	Jaclyn Miller, Associate Director 300 W Merrill St. Birmingham, MI 48009 Phone: 248.554.4682 Email: <a href="mailto:jaclyn.miller@baldwinlib.org">jaclyn.miller@baldwinlib.org</a>



**REQUEST FOR PROPOSALS**  
**For Janitorial Services at Baldwin Public Library**

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**Contents**

REQUEST FOR PROPOSALS (RFP) .....	3
INVITATION TO SUBMIT A PROPOSAL .....	4
INSTRUCTIONS TO BIDDERS .....	4
EVALUATION PROCEDURE AND CRITERIA.....	5
TERMS AND CONDITIONS .....	5
CONTRACTOR’S RESPONSIBILITIES .....	6
CLIENT RESPONSIBILITIES .....	7
SETTLEMENT OF DISPUTES .....	7
INSURANCE.....	8
CONTINUATION OF COVERAGE .....	8
EXECUTION OF CONTRACT .....	8
INDEMNIFICATION.....	8
EXAMINATION OF PROPOSAL MATERIALS.....	8
PROJECT TIMELINE.....	9
SCOPE OF WORK.....	10
ATTACHMENT A .....	14
ATTACHMENT B - BIDDER’S AGREEMENT .....	23
ATTACHMENT C - COST PROPOSAL .....	24
ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM ....	25
ATTACHMENT E – CONCEPTUAL/SCHEMATIC ESTIMATES & DESIGNS .....	<b>Error!</b>

**Bookmark not defined.**

## **INTRODUCTION**

For purposes of this request for proposals the Baldwin Public Library will hereby be referred to as “Client” and the private firm will hereby be referred to as “Contractor.”

The Client is accepting sealed bid proposals from qualified professional firms furnish labor, materials, and equipment required as specified in accordance with the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the Client reserves the right, where it may serve the Library’s best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions.

It is anticipated the selection of a firm will be completed by September 19, 2022. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference. Contract services will commence upon execution of the service agreement by the Library.

## **REQUEST FOR PROPOSALS (RFP)**

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to firms to furnish labor, materials, and equipment required for the work to be performed as indicated in the Client’s specification for janitorial service.

## **MANDATORY PRE-BID MEETING**

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting to conduct an on-site visit of the location and access to the project location to make inquiries about the RFP. The pre-bid meeting is scheduled for Wednesday, August 24, 2022 at 2:00 p.m. at the Baldwin Public Library.

## INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than 3:30 p.m. on Wednesday, September 14, 2022 to:

Baldwin Public Library  
Attn: Jaclyn Miller  
300 W. Merrill St.  
Birmingham, Michigan 48009

Jaclyn.Miller@baldwinlib.org

One (1) print and one (1) electronic copy, in PDF format, of the proposal shall be submitted. The print copy of the proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, **"Baldwin Public Library Janitorial Services."** Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

## INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in print or by email and delivered to: Jaclyn Miller, Associate Director, 300 W. Merrill St., Birmingham, MI 48009 or [jaclyn.miller@baldwinlib.org](mailto:jaclyn.miller@baldwinlib.org). Such request for clarification shall be delivered, in writing, no later than 5 days prior to the deadline for submissions. Any request will be reviewed by the Client, and all questions and responses will be shared with all bidders who signed in at the Pre-Bid Meeting.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the Client to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in his or her proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. The Baldwin Public Library is a sub-unit of the City of Birmingham, a tax-exempt municipal government located in Oakland

County. Do not include such taxes in the proposal figure. The Library will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, and telephone number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the Client should be directed as part of their proposal.

## **EVALUATION PROCEDURE AND CRITERIA**

The evaluation panel will consist of members of the Baldwin Public Library Board of Directors who will evaluate the proposals based on the following criteria:

1. Ability to provide services as outlined.
2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall Costs.
5. References.

## **TERMS AND CONDITIONS**

1. The Client reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The Client reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) business days after the award of the proposal.
2. The Client reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The Client reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The Client may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the Client's desire to do so. In the case of such a stoppage, the Client agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.



5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the Client.
6. Payment will be made within thirty (30) days after invoice has been accepted by the Client. Acceptance by the Client is defined as authorization by the designated Client representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the Client.
7. The Contractor will not exceed the timelines established for the completion of this project.
8. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

## **CONTRACTOR'S RESPONSIBILITIES**

Each bidder shall provide the following as part of their proposal:

1. All completed and signed forms requested for completion within this RFP.
  - a. Bidder's Agreement (Attachment B)
  - b. Cost Proposal (Attachment C)
  - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
  - d. Agreement (Attachment A - **only if selected by the Client**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
4. Any changes in the staff members assigned to the shall be communicated to the Client in writing within two (2) business days.
5. Provide three (3) client references from past projects, include name of contact, title, and current phone number.
6. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
7. The Contractor will be responsible for any changes necessary for the plans to be approved by the Client.

8. The successful bidder shall provide a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.
9. For the purpose of security, all employees of Contractor working in City Facilities shall be subject to a city provided background investigation prior to employment. All personnel must successfully complete the city's background investigation and be approved by the City of Birmingham prior to start of work. All personnel employed by the contractor in performance of these services shall be those in its regular employment. A list with this information shall be kept current. All personnel shall be employees of the contractor and not self-employed individuals. NO subcontracting is permitted.
10. The Contractor shall provide a sufficient number of personnel to complete the requirements of the Scope of Work in the allotted time.
11. The Contractor shall be responsible to provide all personnel to accomplish all required services on schedules hereinafter designated, and for the proper personal conduct of all of its personnel, while in premises.
12. The Contractor shall provide all staff, vehicles, equipment, fuel, wages, and insurance for conducting this service.
13. The Contractor will be responsible to check hours of work at the Library.
14. The Contractor will be responsible for ensuring that janitorial personnel are familiar with the work to be performed, and that required service levels are being maintained.
15. The Contractor shall perform all services in accordance with all legal and regulatory requirements.

## **CLIENT RESPONSIBILITIES**

1. The Library will provide a designated representative to work with the Contractor to coordinate both the Client's and Contractor's efforts and to inspect and verify any work performed by the Contractor.
2. The Client will provide access to the Library during regular business hours or during nights and weekends as approved by the Library's designated representative.

3. The Client will provide access to all areas necessary for completion of daily work, and space for storage of the custodial materials and equipment to be used in the building. These areas are to be maintained in an orderly manner by the Contractor.
4. The Client shall furnish: Deodorizer dispensers, toilet paper, paper towels, C-fold towels, and hand soap. The Contractor shall furnish all other materials and equipment, subject to the City approval, necessary to perform the services set forth in the scope of work. Material Safety Data Sheets on all products used on premises by the Contractor must be made available to the Client.

## **SETTLEMENT OF DISPUTES**

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 19 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **INSURANCE**

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 11 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **CONTINUATION OF COVERAGE**

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City and Library may, at their option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the Client shall have no obligation to procure the most cost effective coverage but may contract with any insurer for such coverage.

## **EXECUTION OF CONTRACT**

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the Client until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

## **INDEMNIFICATION**

The successful bidder agrees to indemnify the City of Birmingham and the Baldwin Public Library and various associated persons. Please refer to paragraph 10 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

## **EXAMINATION OF PROPOSAL MATERIALS**

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the

applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

### **HOURS OF WORK**

The work at Baldwin Public library will take place starting Monday through Thursday After 8:45 p.m., Fridays & Saturday after 5:45p.m., and Sunday after 5:15 p.m., for eight (8) hours per day. The schedule may be changed based on needs and will be coordinated and approved by the Library Director or his designee.

### **PERFORMANCE MONITORING**

Throughout the term of this agreement the Client will require a monthly walk-through with the contractor to determine that all work has been performed to the Client's satisfaction.

Poor performance, or noncompliance with any provision of this contract, will result in penalties. After the Contractor is given a reasonable opportunity to cure performance and compliance issues, the Client will assess a monetary penalty of 30% of the monthly payment for each occurrence of continued poor performance or noncompliance.

Repeated failure to perform or failure of the contractor to remedy poor performance shall be grounds for Contract termination.

### **CANCELLATION**

Should the Client become dissatisfied with the quality of the performance, it shall serve the Contractor, by certified mail, notice of the dissatisfaction. If the Client remains dissatisfied with the level of performance, it may unilaterally cancel the contract upon notice similarly served without cause and without payment of further costs, expenses or damages.

### **PROJECT TIMELINE**

1. Mandatory pre-bid meeting will be held at the Library on Wednesday, August 24, 2022 at 2:00 p.m.
2. Proposals will be submitted by 3:30 p.m. on Wednesday, September 14, 2022
3. The Library Board will select the winning bid and make the final decision to execute an agreement at its regularly scheduled meeting on September 19, 2022.
4. The Client will begin providing janitorial services for the Client on October 10, 2022.

## SCOPE OF WORK

Contractor will provide vacuums, related vacuum supplies, dusters, and cleaning cloths. Library will provide cleaning chemicals, paper supplies, and trash liners. The Library is open for a total of 351 days per year and is closed on the following holidays:

- New Year's Day
- Dr. Martin Luther King Jr. Day
- Easter
- Memorial Day Weekend (Saturday – Monday)
- Juneteenth
- Independence Day
- Labor Day Weekend (Saturday – Monday)
- Thanksgiving
- Christmas Eve
- Christmas Day

### **Daily Cleaning (Sunday to Saturday)**

First Floor (Public spaces, restrooms, staff offices, stairs), Second Floor (Large meeting room, board room, staff offices, hallway, restroom, stairs), Lower Level (Large meeting room, adult services office, kitchen, hallway, restrooms, stairs)

- All trash receptacles are to be emptied, washed if needed, and trash removed to a collection point.
- Vacuum all carpeting.
- Clean and polish drinking fountains/water coolers.
- Clean all study tables.
- Dust mop hard surface floors with a treated dust mop, remove gum, etc.,
- Damp mop hard surfaces floors using approved products by the Client
- Damp wipe entrance metal and fingerprints on entrance glass.
- Spot clean partition glass.
- Close and lock all windows, turn off lights and lock doors upon completion of work. Turn off all lights and lock exterior doors when leaving the building. (Exterior doors should be locked at all times, unless there is a meeting in the building. If there is to be an unscheduled meeting, a notice will be left for the contractor).
- Set building security alarm.

**Restrooms:** located in lower level (4); first floor (2); and second floor (1).

- Stock towels, tissue, and hand soap.
- Empty sanitary napkin receptacles and damp wipe with disinfectant.
- Dust partition, tops of mirrors and frames.
- Wipe towel cabinet covers and cabinets.
- Toilets and urinals to be cleaned and disinfected inside and outside. Polish stainless steel fixtures.

- Toilet seats to be cleaned on both sides and disinfected.
- Disinfect, remove splash marks, and sanitize all basins. Polish stainless steel fixtures.
- Clean mirrors.
- Wet mop floors with disinfectant.
- Empty trash receptacles.

### ***Lunchroom & Kitchen***

- All trash receptacles are to be emptied and trash removed to a collection point.
- Damp mop hard surface floors to remove spillage or soiled areas.
- Clean and damp wipe tables and counter tops.

### ***All Entrances, Stairways, Elevators and Hallways***

- Dust mop hard surface floors with a treated dust mop.
- Vacuum carpeting in elevators.
- Clean and polish elevator interior.
- Clean elevator threshold (tracks).
- Spot clean fronts of vending machines and partition glass.
- Sweep & damp mop all stairways and all landings.

### **Weekly Cleaning (one time per week)**

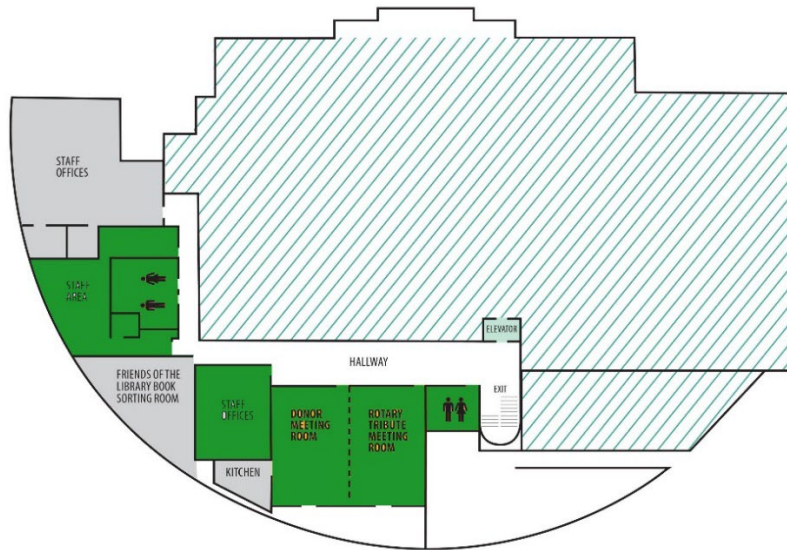
- Dust all air vents.
- Thoroughly vacuum all carpeting, taking care to get into corners and along edges.
- Sweep down stairs and landing, and getting into corners and along edges.
- Dust handrails, banisters, and ledges.

## BUILDING MAPS

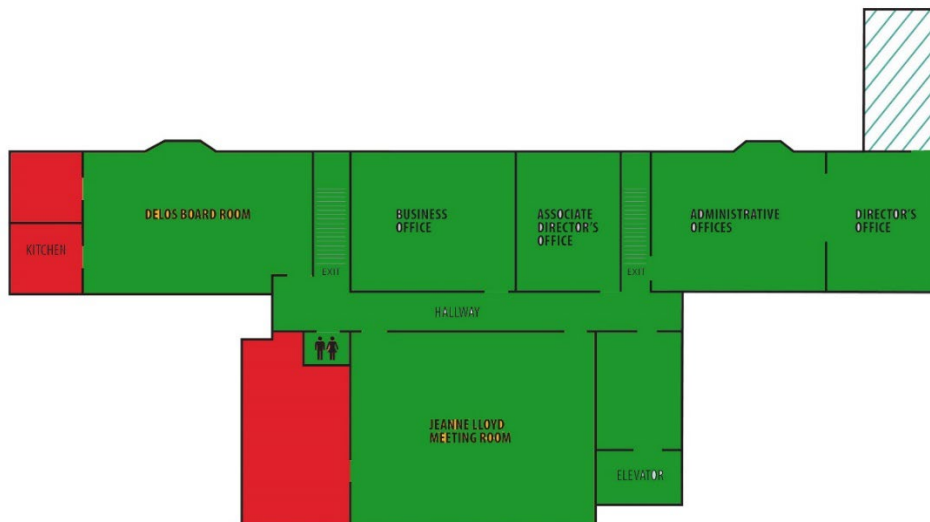
**Green = To be cleaned**  
**Red = Not to be cleaned**



LOWER LEVEL MAP



UPPER LEVEL MAP







## **ATTACHMENT A**

**AGREEMENT**  
**For Janitorial Services at Baldwin Public Library**

---

**THIS AGREEMENT** is entered into this \_\_\_\_ day of \_\_\_\_\_, 2022, by and between the **CITY OF BIRMINGHAM**, whose address is 151 Martin Street, Birmingham, MI 48009 (hereinafter referred to as the City) and \_\_\_\_\_ (name of party) a Michigan \_\_\_\_\_ (Corporation, P.C., LLC, etc.), whose address is \_\_\_\_\_, (hereafter referred to as Contractor) and the foregoing shall collectively be referred to as the parties.

**WHEREAS**, the Baldwin Public Library desires having janitorial services provided; and

**WHEREAS**, Contractor has qualifications that meet the project requirements and has provided a response and cost proposal to perform janitorial services for the Baldwin Public Library.

**NOW, THEREFORE**, in consideration of the foregoing preambles, the adequacy of which is acknowledged by and between the parties to this Agreement, the parties agree as follows:

1. **MUTUALLY AGREE:** It is mutually agreed by and between the parties that the documents consisting of the Request for Proposal to perform commercial cleaning services and the Contractor's cost proposal dated \_\_\_\_\_, 2022 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. (attached hereto as Attachment "A").

2. **TERM:** This Agreement shall have a term of two (2) years from the date stated above. The City shall have the right to unilaterally terminate this Agreement on thirty (30) days written notice. In the event of termination, the Contractor shall receive compensation for services to the date the termination takes effect and the City shall be entitled to retain and use the results of all drawings prepared by the Contractor through such date.

3. **TERMS OF PAYMENT:** The Contractor will invoice monthly for all labor supplied and work completed. In no event shall invoices be submitted more than 45 days after completion of services. Submitted invoices shall include the following detailed information: the type of work performed, the time spent on the work, the individual who performed the work and the per hour billing rate charged. The City may, at its sole discretion demand review and the right to request at any time further detailed accounting information for any or all bills. The right to inspection of any bill and invoice shall never be at any cost or billings to the City, nor shall preparation of said invoices be billed to the City or against the general retainer.

Payment terms will be net 30 days unless otherwise specified by the City.

**4.** Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.

**5. INSURANCE SUBMISSION REQUIREMENTS:** The Contractor has submitted proof to the City that it meets all City insurance requirements. Insurance, with coverage amounts at no less than the City's minimum requirements, must be held by the Contractor throughout the term of this Agreement. Certificates of insurance as stated below will be required no later than five (5) business days from the date of Contractor acceptance of the terms of this Agreement.

**6. CONFIDENTIAL AND OR PROPRIETARY INFORMATION:** The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.

**7. INDEPENDENT Contractor:** The Contractor and the Library agree that Contractor is acting as an independent contractor with respect to the Contractor's role in providing services to the Library pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the Library nor Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be considered entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.

**8. COMPLIANCE WITH LAWS:** Contractor agrees to fully and faithfully carry out the duties of set forth herein using its best efforts in accomplishing all

assignments from the City, and further, in addition to upholding all federal, and state laws and applicable codes of professional conduct to which Contractor is subject, Contractor hereby agrees to be bound by all Federal, State, or City of Birmingham ordinances, rules, regulations and policies as are amended from time to time, and including without limitation the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, the Transportation Safety Act and the Occupational Safety and Health Acts.

**9. NON-COMPLIANCE WITH INSURANCE REQUIREMENTS:** Failure to deliver and maintain insurance in accordance with the terms of this Agreement will be cause for the City, by and through its City Manager, to terminate this Agreement, or at the City's option, the City may purchase on the open market such required insurance and shall be entitled to charge any additional cost to the Contractor, either by offset to any amounts due and owing Contractor for services provided to the City, or, by separate bill and demand for payment. Nothing in this paragraph shall be deemed to create or be interpreted as establishing a "for cause" termination; Contractor agrees and understands that its engagement is at will and may be terminated by the City Manager for any cause or no cause.

**10. INDEMNIFICATION:** To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on their behalf against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City, its elected and appointed officials, employees, volunteers or others working on their behalf, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arise out of the acts, errors or omissions of the Contractor including its employees and agents, in the performance of this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City.

**11. STANDARD INSURANCE REQUIREMENTS:**

The Contractor shall maintain during the life of this Agreement the applicable types of insurance coverage and minimum limits as set forth below:

A. Workers' Compensation Insurance:

For Non-Sole Proprietorships: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

For Sole Proprietorships: Contractor shall complete and furnish to the City prior to the commencement of work under this Agreement a signed and notarized Sole Proprietor Form, for sole proprietors with no employees or with employees, as the case may be.

B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractor Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

C. Additional Insured: Commercial General Liability, as described above, shall include an endorsement stating the following **Additional Insureds: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof.** This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.

D. Professional Liability: If applicable, professional liability insurance with limits of not less than \$2,000,000 per claim if Contractor will provide services that are customarily subject to this type of coverage.

E. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City at least (10) days prior to the expiration date.

F. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.

- 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance, or a signed and notarized copy of the Sole Proprietor Form;
- 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
- 3) Two (2) copies of Certificate of Insurance for Professional Liability Insurance, if applicable;

- 4) If so requested, Certified Copies of all policies mentioned above will be furnished.

G. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

**12. WRITTEN NOTICES:** Written notices regarding this Agreement shall be addressed to the following:

City: Baldwin Public Library  
300 West Merrill Street  
Birmingham, Michigan 48009  
Attn: Jaclyn Miller, Associate Director

Contractor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attn: \_\_\_\_\_

**13. COVID:** The Contractor shall follow all of the City's COVID-19 safety protocols while on City property. Additionally, Contractor staff which will be in physical contact with city staff must have current vaccinations against COVID-19. The City, at its discretion, may ask for proof of vaccination of Contractor staff. Failure to provide proof of vaccination when requested will cause the City to request un-vaccinated personnel to leave, request alternate staff, and if the Contractor is unable to comply, this violation of safety protocols will constitute a breach of contract by the Contractor.

**14. AMENDMENTS:** No amendment, modification or supplement to this Agreement shall be binding unless it is in writing and signed by authorized representatives of the parties.

**15. WAIVER OF BREACH:** No waiver by either party of any breach of any of the terms, covenants or conditions herein contained by the other party shall be construed as a waiver of any succeeding breach of this same or of any other term, covenant or condition.

**16. COMPLETE AGREEMENT:** The parties agree that the conditions set forth

in this Agreement sets forth all terms and conditions of Contractor agreement with the City of Birmingham. This Agreement supersedes all prior agreements or understandings between the parties. There are no promises, conditions or understandings other than those stated herein, and, that any prior negotiations, terms or conditions discussed between the City and the Contractor shall not constitute a part of this Agreement. The term "agreement" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.

**17. DIRECT OR INDIRECT INTEREST:** If, after the effective date of this Agreement, any official of the City, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

**18. FAILURE TO PERFORM.** If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

**19. LEGAL PROCEEDINGS:** Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48<sup>th</sup> District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL §600.5001 et seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in a federal or state court with jurisdiction over Oakland County, Michigan.

**20. RESPONSE TO REQUESTS FOR PROPOSALS:** The Contractor shall be held to and bound by all terms, conditions, warranties and representations which it made in its written response dated \_\_\_\_\_, to the City's Request for Proposals dated \_\_\_\_\_ (attached hereto as Attachment "B"). In the event

of a conflict in any of the terms of this Agreement and the Contractor \_\_\_\_\_  
(date of response) response, the terms of this Agreement shall prevail.

**21. FAIR PROCUREMENT OPPORTUNITY:** Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

**IN WITNESS WHEREOF,** the parties hereto agree to be bound by the above terms and conditions, and Contractor, by its authorized signature below, expressly accepts this Agreement upon the above provided terms and conditions contained in this Agreement as of the date first above written.

Contractor

By: \_\_\_\_\_  
Its: \_\_\_\_\_

STATE OF MICHIGAN     )  
  ) ss:  
COUNTY OF OAKLAND    )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me personally  
appeared \_\_\_\_\_, who acknowledged that with authority on behalf of  
\_\_\_\_\_ to do so he/she signed this Agreement.

\_\_\_\_\_  
Notary Public  
\_\_\_\_\_ County, Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My commission expires: \_\_\_\_\_

**BALDWIN PUBLIC LIBRARY**

By: \_\_\_\_\_  
Frank Pisano  
Its: Library Board President



Approved:

---

Rebekah Craft, Director  
(Approved as to substance)

---

Mary Kucharek, City Attorney  
(Approved as to form)

---

Paul Gillin, Bookkeeper  
(approved as to financial obligation)

**ATTACHMENT B - BIDDER'S AGREEMENT**  
**For Janitorial Services at Baldwin Public Library**

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

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

---

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

**DATE**

---

**TITLE**

**DATE**

---

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

**PHONE**

---

**NAME OF PARENT COMPANY**

**PHONE**

---

**ADDRESS**

**ATTACHMENT C - COST PROPOSAL**  
**For Janitorial Services at Baldwin Public Library**

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

<b>COST PROPOSAL</b>		
<b>Cleaning services</b> (Calculate at 8 hours per day)	<b>Monthly Bid Amount</b>	<b>Yearly Bid Amount</b>
<b>1<sup>st</sup> Year (2022-23)</b>	\$	\$
<b>2<sup>nd</sup> Year (2023-24)</b>	\$	\$
<b>3<sup>rd</sup> Year (2024-25)</b>	\$	\$
<b>4<sup>th</sup> Year (2025-26)</b>	\$	\$
<b>5<sup>th</sup> Year (2026-27)</b>	\$	\$
<b>TOTAL BID AMOUNT</b>		\$

Note: The following must be completed in the event the Library requests additional work beyond the contract requirements, or for approved overtime work. State the indicated hourly charges.

**Straight Time:**      \$ \_\_\_\_\_/Hour

The total base bid shall include all costs. No additional cost shall be added during this contract period except if supplemental work is requested by the City of Birmingham.

Firm Name \_\_\_\_\_

Authorized signature \_\_\_\_\_ Date \_\_\_\_\_

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM**  
**For Janitorial Services at Baldwin Public Library**

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

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

---

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

**DATE**

---

**TITLE**

**DATE**

---

**AUTHORIZED SIGNATURE**

**E-MAIL ADDRESS**

---

**COMPANY**

---

**ADDRESS**

**PHONE**

---

**NAME OF PARENT COMPANY**

**PHONE**

---

**ADDRESS**

---

**TAXPAYER I.D.#**

# MEMORANDUM

---

DATE: August 12, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: RFP for Construction Manager for Phase 3

---

## INTRODUCTION

Merritt Cieslak Design is compiling an RFP for construction management services for the Phase 3 renovation of the front entrance and circulation area, using the City of Birmingham's RFP template. Once their draft is completed, I will review and edit the draft, send the draft to the Building Committee for review, and send the RFP to Building Official Bruce Johnson for review.

A copy of the draft RFP will be available to Board members at their meeting on Monday, August 15. Due to the timeline of the project, the final RFP will not be ready for review by the Library Board on that date, but the RFP will be fully reviewed and edited by the relevant City staff before being submitted to the City Commission for approval at their August 29 meeting.

## LEGAL REVIEW

City Attorney Mary Kucharek will review the RFP before it is submitted to the City Commission for final approval.

## SUGGESTED BOARD ACTION

Make a motion to approve the issuance of a Request for Proposals (RFP) for the construction manager for the proposed expansion and renovation of the Front Entrance and Circulation Area of the Baldwin Public Library, conditioned on review by City staff and approval by the City Commission.

# MEMORANDUM

---

DATE: August 12, 2022  
TO: Baldwin Public Library Board of Directors  
FROM: Rebekah Craft, Library Director  
SUBJECT: Proposed 2023 Calendar

---

## INTRODUCTION

Following this page is the proposed 2023 Library calendar. Due to uncertainties around the future format of the Friends of the Baldwin Public Library Used Book Sales, we have not included book sale dates on the 2023 City Calendar.

We have scheduled a Friday closure on September 22, 2023 to host a full day of staff development training. Staff development days were cancelled in 2020 and 2021 due to COVID-19. We will be resuming staff development days beginning on September 23, 2022. Hosting an annual staff development day is an action item on our current strategic plan.

Based on guidance from Library Board President Frank Pisano, I have also added several proposed closure dates to the 2023 calendar. I would like the Library Board to discuss whether or not to close the library on these dates:

- Monday, June 19 – Juneteenth (National Holiday)
- Saturday, November 11, 2023 – Veteran’s Day (National Holiday)
- Friday, November 24, 2023 – Day after Thanksgiving
- Tuesday, December 26, 2023 – Day after Christmas
- Sunday, December 31, 2023 – New Year’s Eve

Once the closing dates have been reviewed, I recommend that the Library Board approve the 2023 calendar.

## SUGGESTED BOARD ACTION

Motion to approve the 2023 Library calendar as found on page 70 of the August 2022 Board Packet, including closures on June 19, November 11, November 24, December 26, and December 31.

**Baldwin Public Library  
Proposed 2023 Calendar**

Sunday, January 1, 2023	Closed	New Year's Day
Tuesday, January 10, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, January 16, 2023	Closed	Martin Luther King, Jr. Day
Wednesday, January 18, 2023	7:30 PM	Library Board Meeting
Tuesday, February 14, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, February 20, 2023	7:30 PM	Library Board Meeting
Tuesday, March 14, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, March 20, 2023	7:30 PM	Library Board Meeting
Tuesday, April 11, 2023	7:00 PM	Friends of the Library Board Meeting
Thursday, April 6, 2023	No Board activity	Passover begins
Friday, April 7, 2023	No Board activity	Good Friday
Sunday, April 9, 2023	Closed	Easter
Wednesday, April 12, 2023	No Board activity	Passover ends
Monday, April 17, 2023	7:30 PM	Library Board Meeting
Saturday, April 22, 2023	No Board activity	Eid al-Fitr
Tuesday, May 9, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, May 15, 2023	7:30 PM	Library Board Meeting
Saturday, May 27, 2023	Closed	Memorial Day Weekend
Sunday, May 28, 2023	Closed	Memorial Day Weekend
Monday, May 29, 2023	Closed	Memorial Day
Tuesday, June 13, 2023	7:00 PM	Friends of the Library Board Meeting
<b>Monday, June 19, 2023</b>	<b>Closed</b>	<b>Juneteenth</b>
Wednesday, June 21, 2023	7:30 PM	Library Board Meeting
Thursday, June 29, 2023	No Board activity	Eid al-Adha
Tuesday, July 4, 2023	Closed	Independence Day
Monday, July 17, 2023	7:30 PM	Library Board Meeting
Monday, August 21, 2023	7:30 PM	Library Board Meeting
Saturday, September 2, 2023	Closed	Labor Day Weekend
Sunday, September 3, 2023	Closed	Labor Day Weekend
Monday, September 4, 2023	Closed	Labor Day
Tuesday, September 12, 2023	7:00 PM	Friends of the Library Board Meeting
Saturday, September 16, 2023	No Board activity	Rosh Hashanah
Monday, September 18, 2023	7:30 PM	Library Board Meeting
Friday, September 22, 2023	Closed	Staff Development Day
Monday, September 25, 2023	No Board activity	Yom Kippur
Tuesday, October 10, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, October 16, 2023	7:30 PM	Library Board Meeting
<b>Saturday, November 11, 2023</b>	<b>Closed</b>	<b>Veteran's Day</b>
Tuesday, November 14, 2023	7:00 PM	Friends of the Library Board Meeting
Monday, November 20, 2023	7:30 PM	Library Board Meeting
Wednesday, November 22, 2023	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 23, 2023	Closed	Thanksgiving Day
<b>Friday, November 24, 2023</b>	<b>Closed</b>	<b>Friday after Thanksgiving</b>
Monday, December 18, 2023	7:30 PM	Library Board Meeting
Sunday, December 24, 2023	Closed	Christmas Eve
Monday, December 25, 2023	Closed	Christmas Day
<b>Tuesday, December 26, 2023</b>	<b>Closed</b>	<b>Day after Christmas</b>
<b>Sunday, December 31, 2023</b>	<b>Close at 5:00 PM (or Closed)</b>	<b>New Year's Eve</b>
Monday, January 1, 2024	Closed	New Year's Day

# UNFINISHED BUSINESS

Baldwin Public Library Logo  
Redesign



# BALDWIN PUBLIC LIBRARY

## LOGO REDESIGN 2022



THE LAST ROUND OF LOGO DESIGNS (2017) WERE DEVELOPED PRIOR TO THE NEW BIRMINGHAM CITY LOGO DEVELOPMENT/APPROVAL.

IN ORDER TO CREATE A SIMPLE AND CLEAN BPL LOGO THAT ALSO VISUALLY REPRESENTS BALDWIN AS A WHOLE, A NEW ROUND OF DESIGN CONCEPTS WAS IN ORDER.

THE FOLLOWING LOGO CONCEPTS WERE DEVELOPED WITHIN THE DESIGN PARAMETERS OUTLINED BY THE BOARD AS WELL AS CONSIDERATIONS FOR WHAT THE BOARD CONSIDERED MOST IMPORTANT TO CONVEY IN THE REDESIGN.

# DESIGN PARAMETERS



SIMPLE AND CLEAN

REFERENCE: APPLE, NIKE, AND NEW CITY OF BIRMINGHAM LOGO



3 SIZES PER DESIGN

A REGULAR SIZED GRAPHIC, SMALL SQUARE, AND HEADER STYLE

SPELL OUT BALDWIN PUBLIC LIBRARY

NO TAGLINE NECESSARY

PRINTS CLEARLY

BOOK IMAGE IF POSSIBLE

ALSO NEED DESIGN TO SHOW INCLUSIVENESS

NOT MORE THAN 3 COLORS

INCLUDE BIRMINGHAM GREEN

USE SAME FONTS AS CITY LOGO

BIG CASLON (MEDIUM) & ITC AVANTGARDE (STD-MD)

# DESIGN CONSIDERATIONS

DATA BELOW IS COMPILED OF RESPONSES FROM THE LIBRARY BOARD ON THE FOLLOWING:

WORDS TO DESCRIBE THE LIBRARY					
Answer #:	1st rank:	2nd rank:	3rd rank:	4th rank:	5th rank:
1	friendly/welcoming	resources	community	knowledge	inventive
2	communitiy	books	kindness	global	technology
3	creative	quiet	friendly	books	children's garden
4	information	all-encompassing	wonder	fun	knowledge
5	educational	welcoming	peaceful	innovative	modern
6	engaging	exciting	imaginative	riveting	magical

MOST COMMON:	FREQUENCY:
community/friendly/welcoming/engaging	5
knowledge/educational/information	4
creative/innovative/inventive/imaginative	4
peaceful/quiet	2
books	2
resources/technology	2

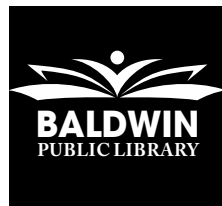
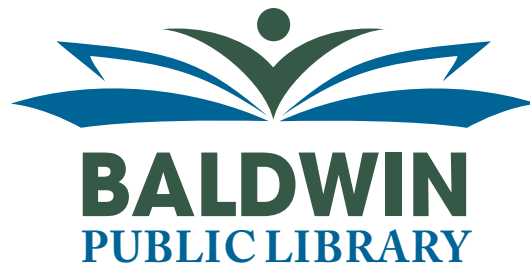
**CONCLUSION:** Community associations were **most common**, with **knowledge** and **creative** associations **close behind**. Also common were **peaceful**, **books**, and **resources**.

MOST IMPORTANT ASPECT OF LOGO			
Answer #:	First choice:	Second choice:	Elaboration:
1	Image	-	Notes that every aspect is important
2	Image	Type Color	Likes the book imagery, suggests max of 2-3 colors and name prominence in the logo
3	Design	Image	3rd choice: Color 4th choice: Type
4	Design	-	-
5	Type	Design	Emphasizes using "Baldwin Public Library" vs "BPL"
6	Image	-	-

ASPECT MEANINGS:	
Image:	imagery that represents institution
Color:	makes logo distinctive and conveys meaning
Type:	text that identifies the institution
Design:	makes logo memorable by being clever or unique

**CONCLUSION:** **Image** (imagery) and **design** (memorability) are considered **most important**, with **type** (name) also being **somewhat valued** and **color** being a **lesser priority**.

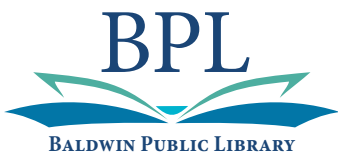
## LOGO 1



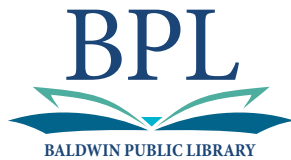
## LOGO 1

### CHANGES TO 2017 LOGO:

OPTION 1



OPTION 4



#### BOARD FEEDBACK:

- LIKE THE BOOK SIZE FROM OPTION 4
- LIKE FONT FROM OPTION 1
- NEEDS TO SHOW THAT BALDWIN OFFERS MORE THAN BOOKS ONLY

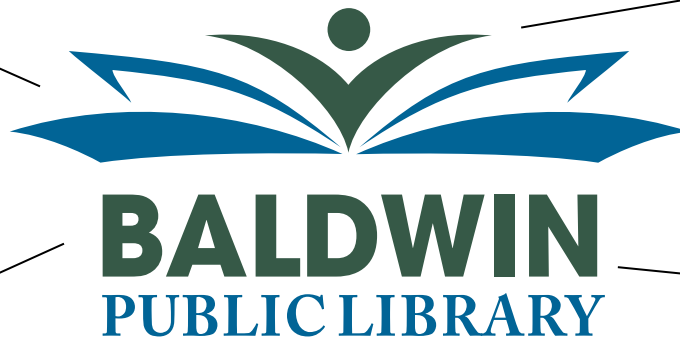
### ADJUSTED DESIGN

BIRMINGHAM GREEN  
& \*UPDATED BLUE

ADDITION OF PERSON  
INTO LOGO AS PART OF  
OPEN BOOK --  
SHOWS COMMUNITY

FONTS CONSISTENT WITH  
BIRMINGHAM LOGO

SPELLS OUT 'BALDWIN  
PUBLIC LIBRARY'  
IN PLACE OF  
LARGE 'BPL'



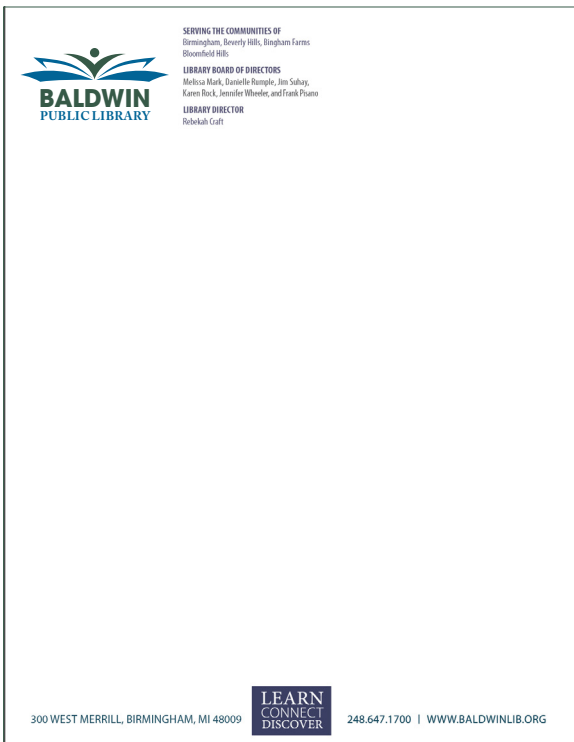
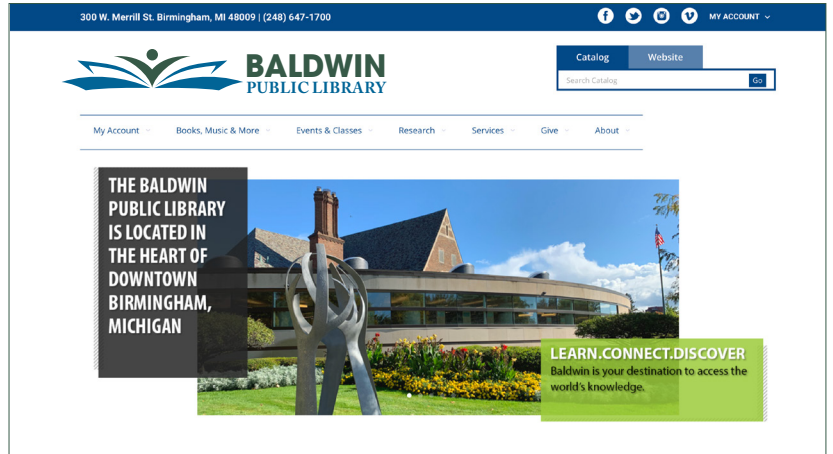
### SYMBOLS IN THE DESIGN REPRESENT:

COMMUNITY • WELCOMING • OPEN • GROWTH/LEARNING  
CREATIVE • INCLUSIVE • MODERN

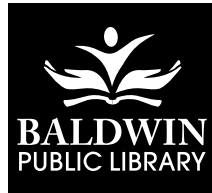
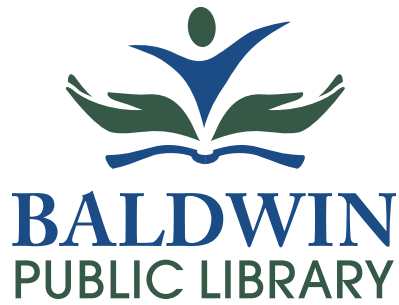
\*UPDATED BLUE: THE VARIETY OF BLUE COLORS SHOWN IN THE LOGO DESIGNS WERE CHOSEN FOR THEIR ABILITY TO WORK WELL WITH BIRMINGHAM GREEN, AND CAN EITHER SERVE TO UPDATE THE CURRENT BPL BLUE OR BE USED AS AN ALTERNATE GOING FORWARD.

# LOGO 1

## Examples in Use

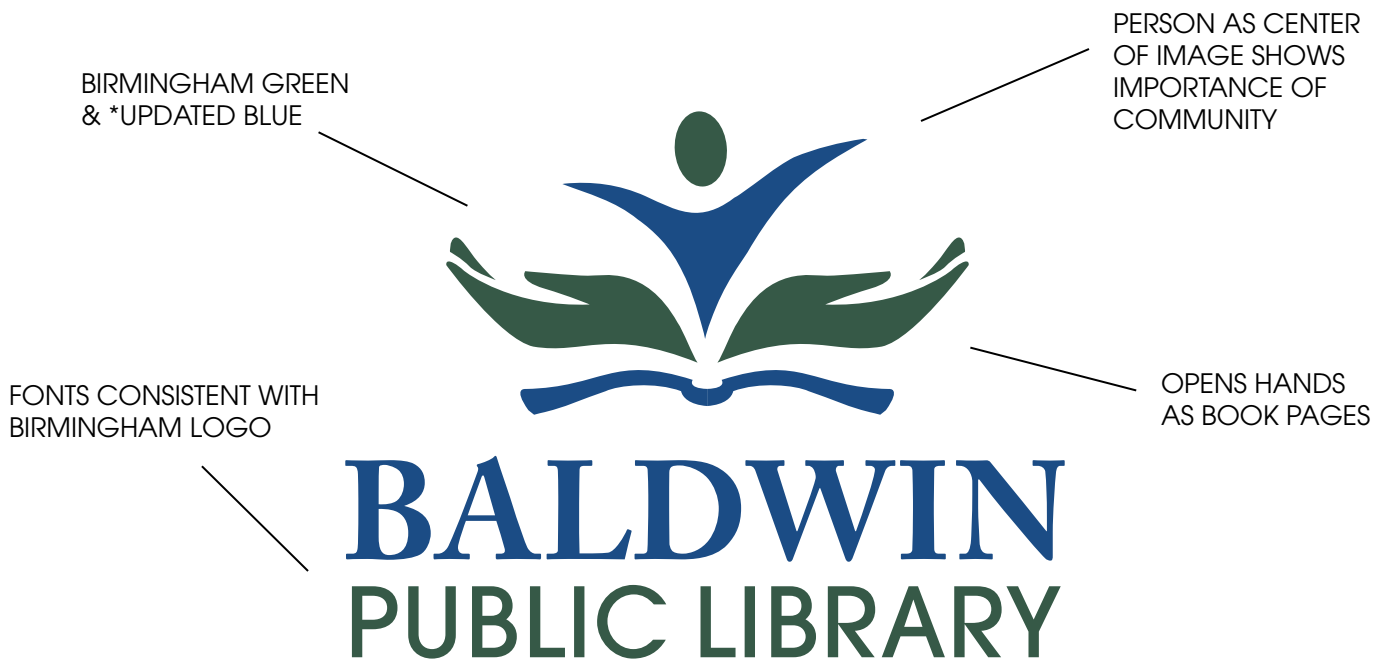


## **LOGO 2**



## **LOGO 2**

### Design Elements



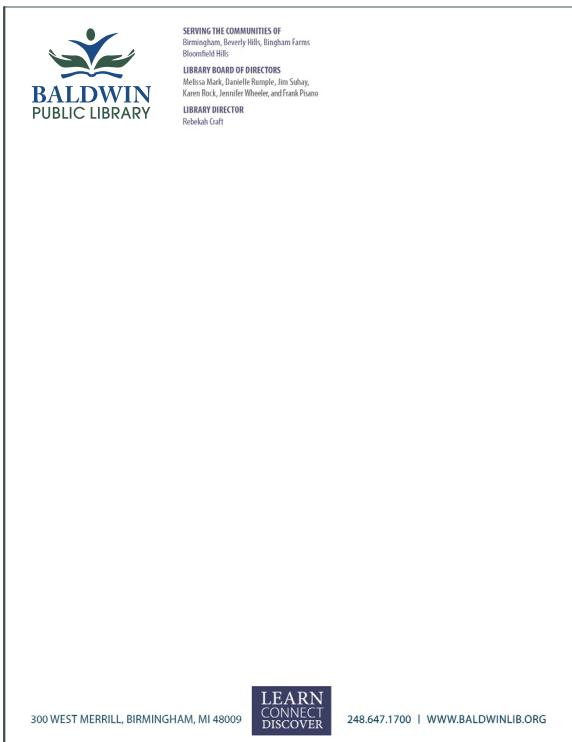
#### SYMBOLS IN THE DESIGN REPRESENT:

COMMUNITY • WELCOMING • OPEN • GROWTH/LEARNING  
CREATIVE • INCLUSIVE • (FOUNTAIN OF) KNOWLEDGE

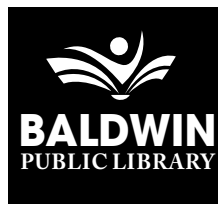
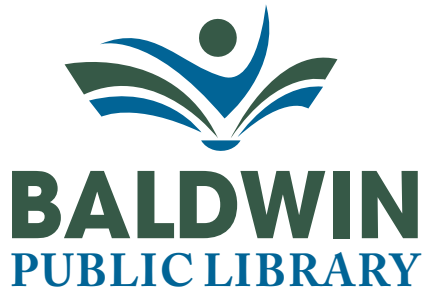


## LOGO 2

### Examples in Use

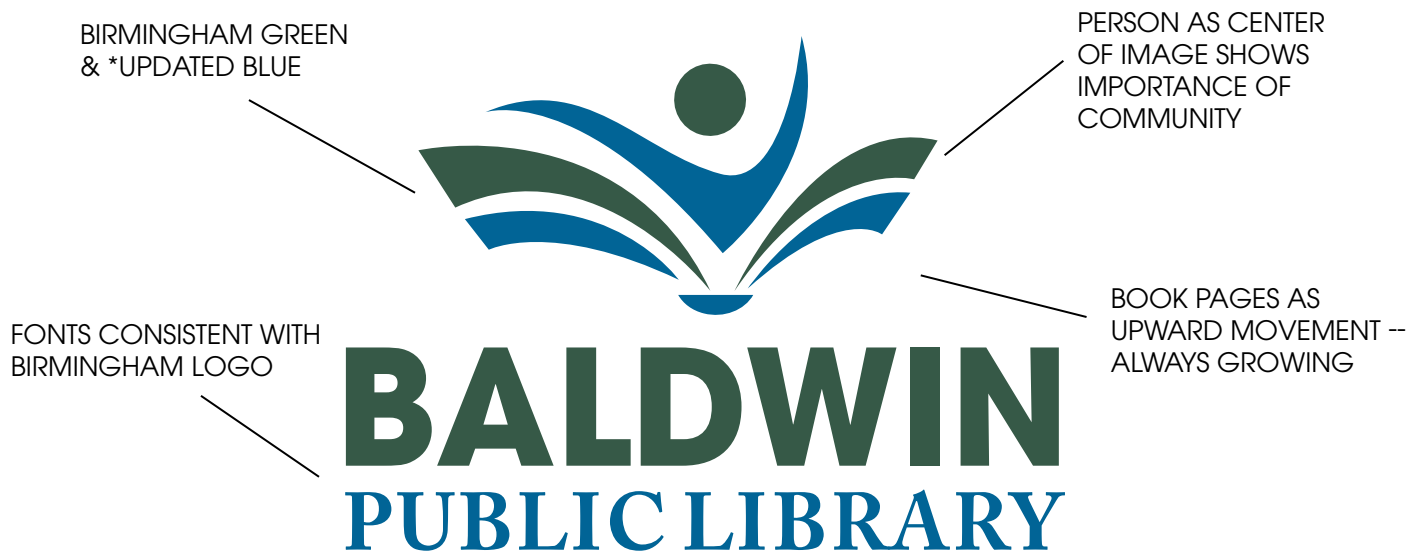


## **LOGO 3**



## **LOGO 3**

### Design Elements

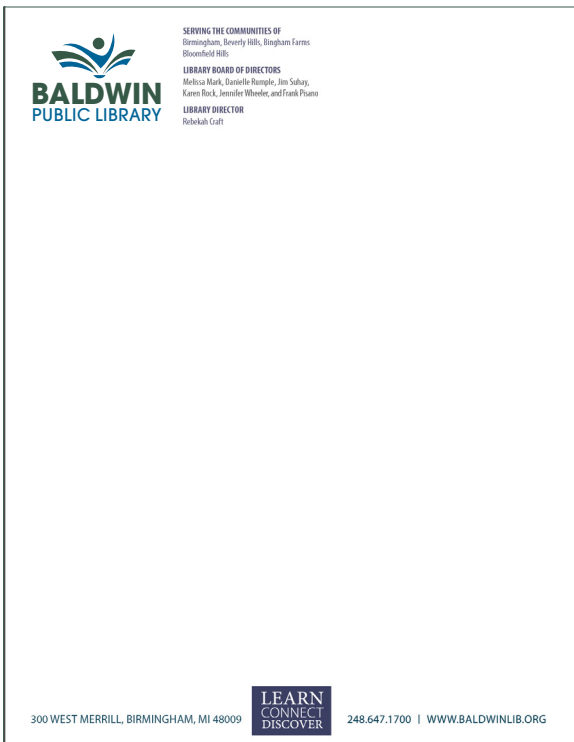


#### SYMBOLS IN THE DESIGN REPRESENT:

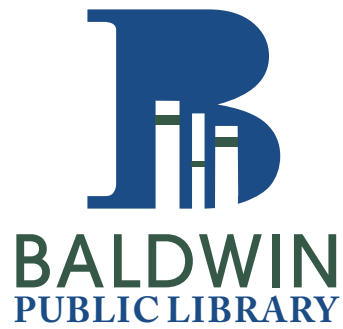
COMMUNITY • WELCOMING • OPEN • GROWTH/LEARNING  
CREATIVE • ACTIVE • (FOUNTAIN OF) KNOWLEDGE

## LOGO 3

### Examples in Use

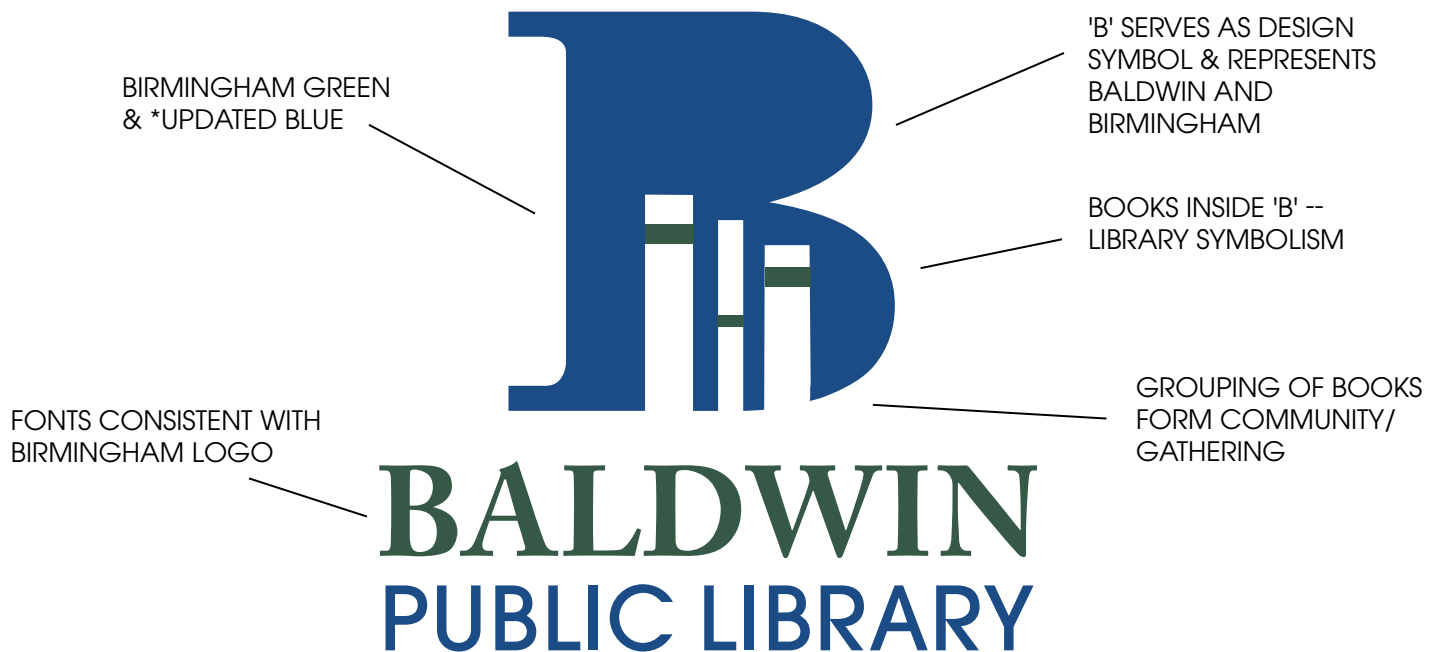


## **LOGO 4**



## **LOGO 4**

### Design Elements

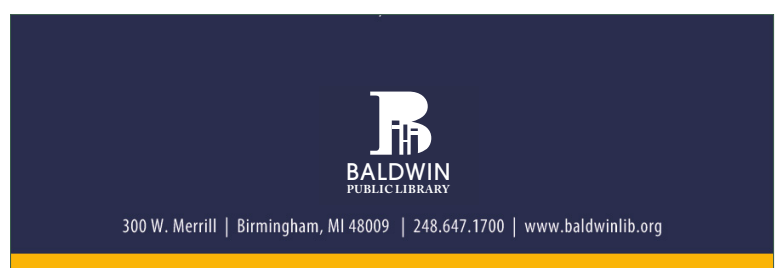
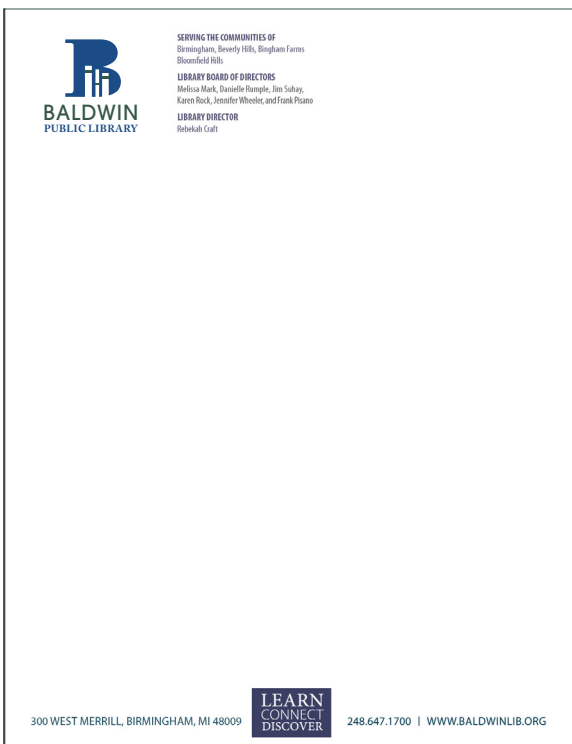
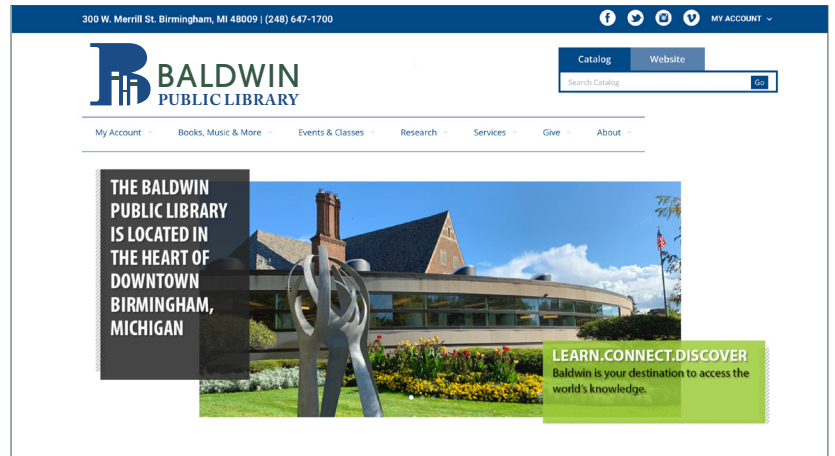


#### SYMBOLS IN THE DESIGN REPRESENT:

COMMUNITY • MODERN • CREATIVE • LEARNING/KNOWLEDGE

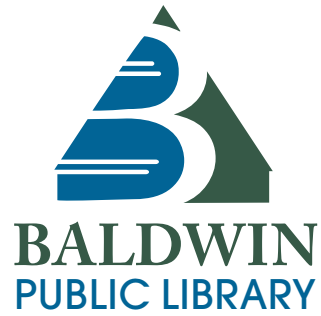
## LOGO 4

### Examples in Use



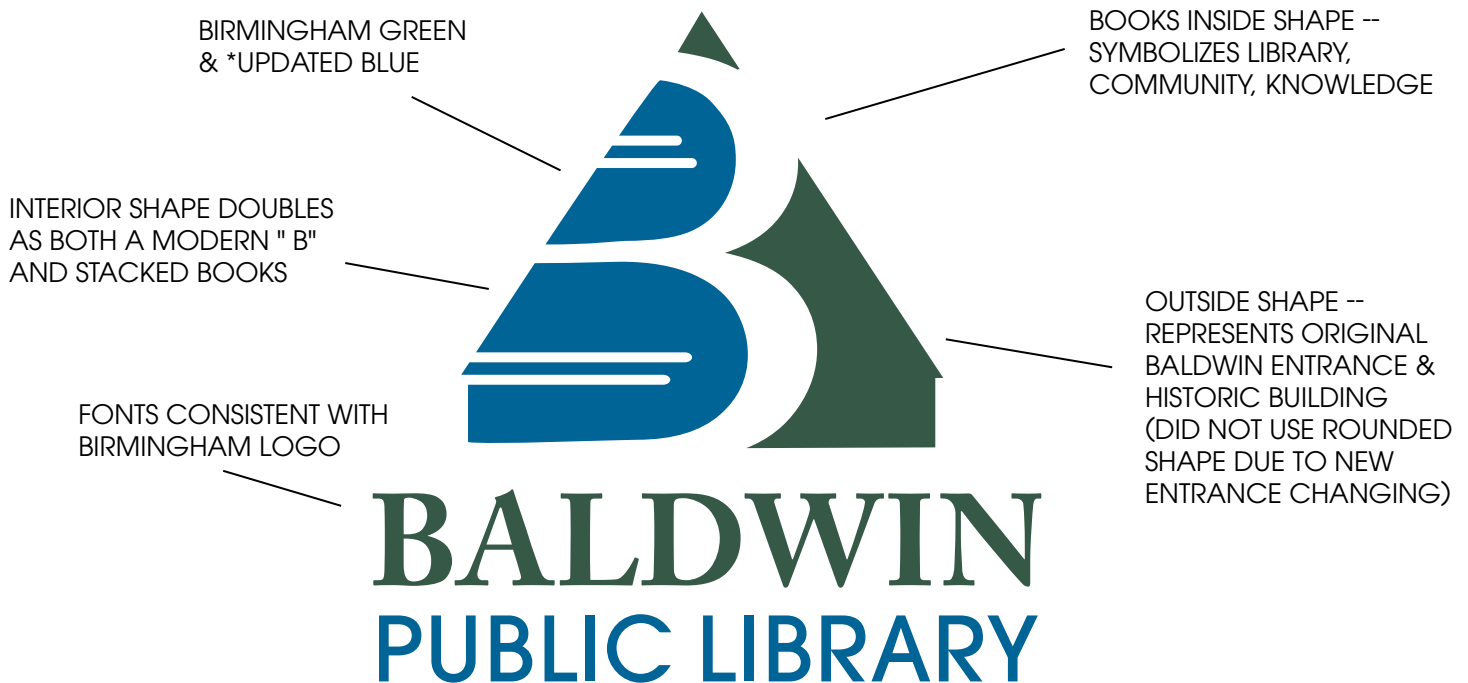


## **LOGO 5**



## **LOGO 5**

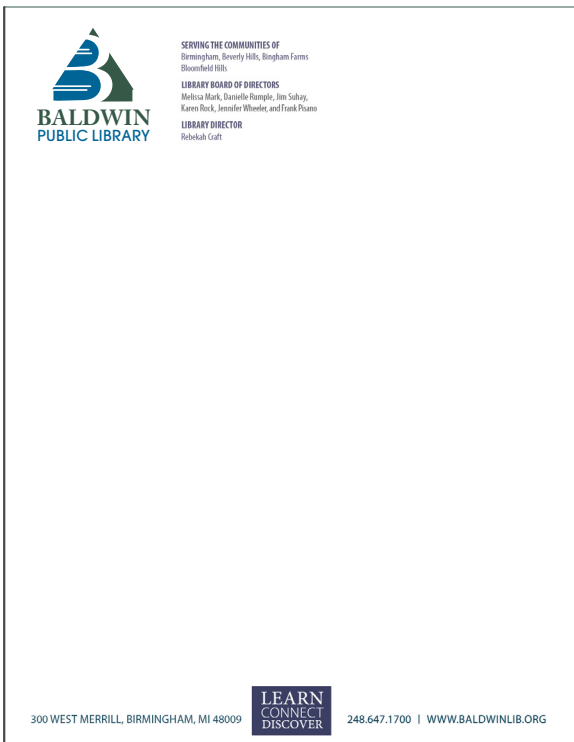
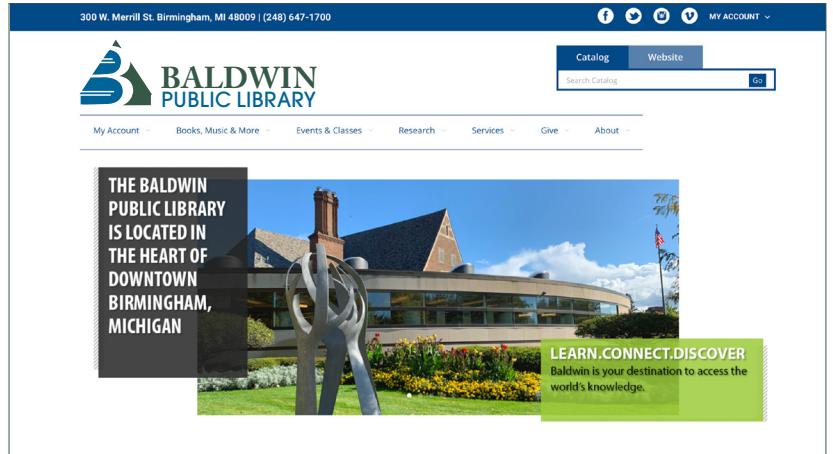
### Design Elements



#### SYMBOLS IN THE DESIGN REPRESENT:

COMMUNITY • BLEND OF OLD AND NEW  
CREATIVE • LEARNING/KNOWLEDGE

## LOGO 5



## LOGO 6



**BALDWIN**  
PUBLIC LIBRARY



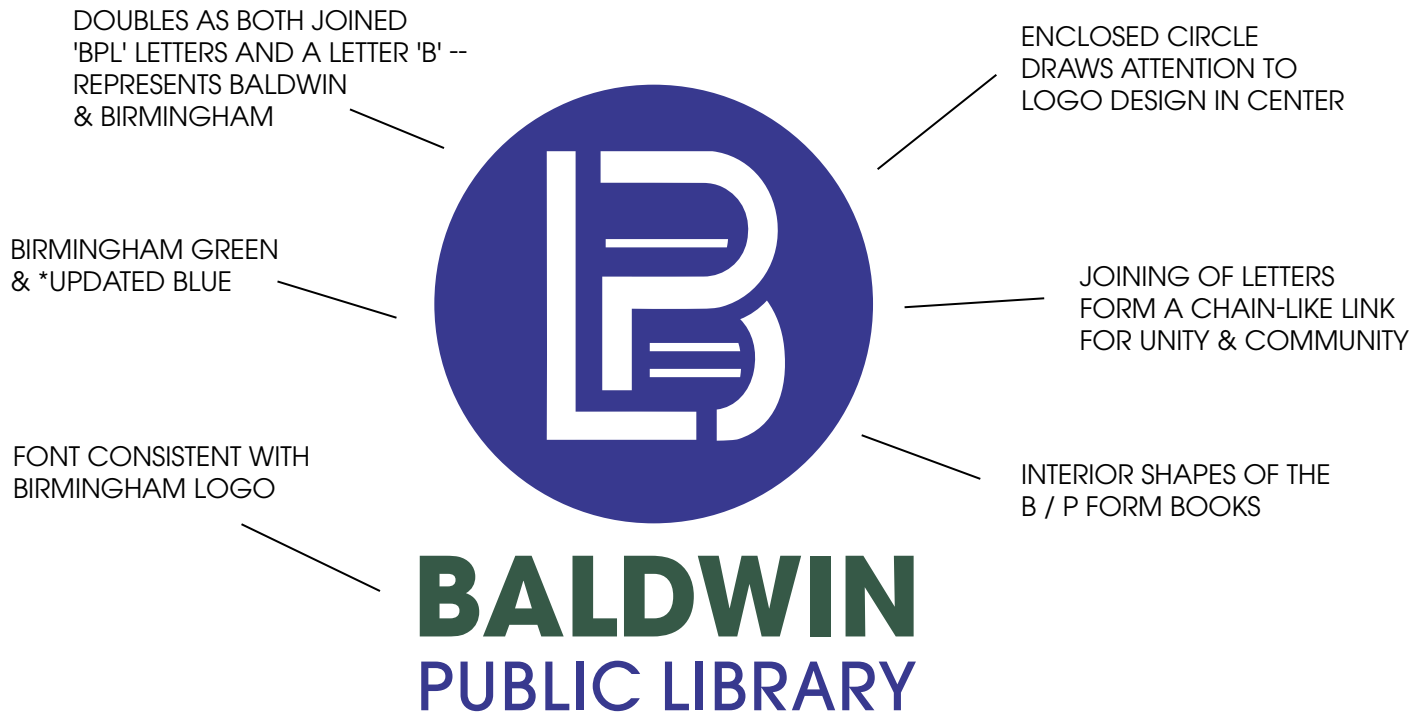
**BALDWIN**  
PUBLIC LIBRARY



**BALDWIN**  
PUBLIC LIBRARY

## LOGO 6

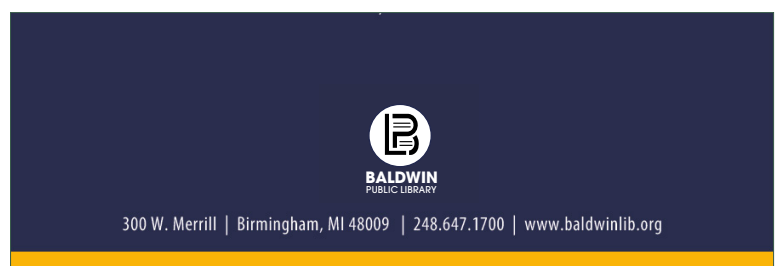
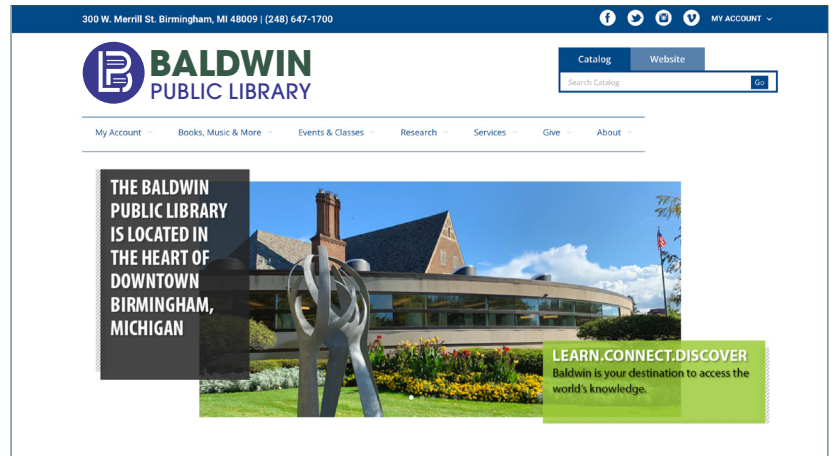
### Design Elements



#### SYMBOLS IN THE DESIGN REPRESENT:

COMMUNITY • BOLD • CREATIVE  
UNIFIED • LEARNING/KNOWLEDGE

## LOGO 6



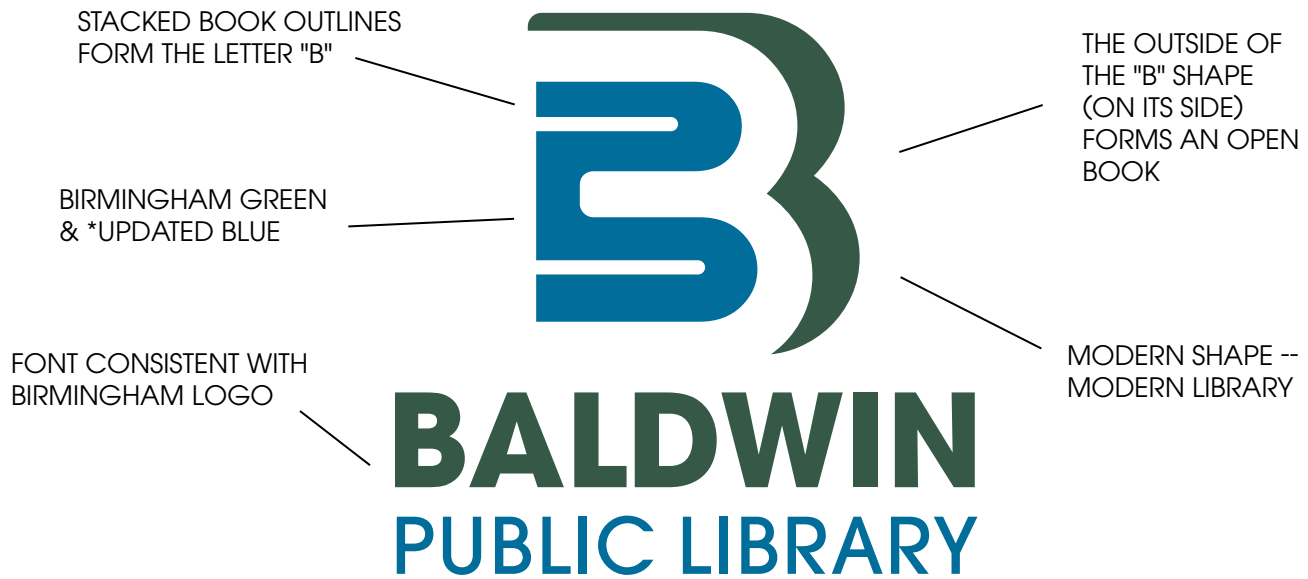
## LOGO 7





## **LOGO 7**

### Design Elements

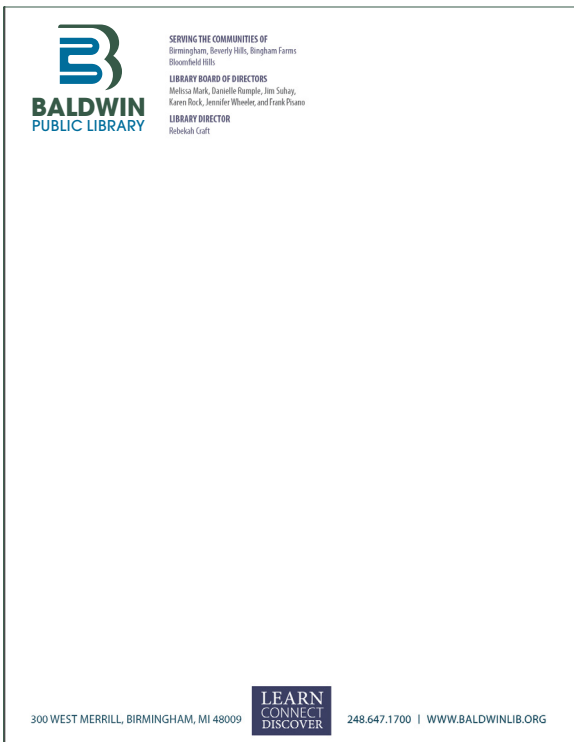
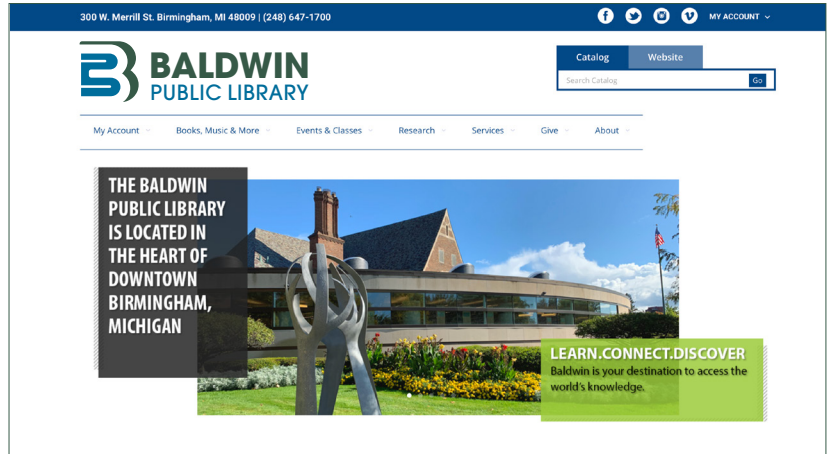


#### SYMBOLS IN THE DESIGN REPRESENT:

BOLD • OPEN/WELCOMING • MODERN  
UNITY • LEARNING/KNOWLEDGE

# LOGO 7

## Examples in Use



**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.

### **PowerPoint: Create a Presentation**

*Wednesday, August 17 — 7:00 p.m. to 8:15 p.m.*

Learn the fundamentals of slideshow creation with Microsoft PowerPoint in this two-session class. Once registered, you will receive a Zoom link a half hour before class. Virtual Event

### **Newspapers from Home**

*Thursday, August 18 — 3:00 p.m. to 4:15 p.m.*

Learn how to access popular newspapers, including the New York Times and the Wall Street Journal online with your Baldwin Public Library card. Virtual Event

### **The Driving Forces that Inspired Edsel Ford**

*Thursday, August 18 — 7:00 p.m. to 8:00 p.m.*

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

### **Cinema Saturdays for Teens - Blue Crush**

*Saturday, August 20 — 3:00 p.m. to 5:00 p.m.*

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

### **Online Photo Editing**

*Saturday, August 27 — 3:00 p.m. to 4:15 p.m.*

Crop, edit, and apply effects to improve your photos with free and powerful online software. Once registered, you will receive a Zoom link a half hour before class.

### **Shipwreck Tales of Georgian Bay**

*Monday, August 29 — 7:00 p.m. to 8:00 p.m.*

In 2018, Cris Kohl & Joan Forsberg's dive team located two famous shipwrecks, J.H. Jones & Manasoo, in Lake Huron's Georgian Bay. The Manasoo discovery went viral due to the wreck's unique characteristics, such as an intact pilot house and a 1927 automobile. Cris & Joan will discuss and show video footage of their important and exciting finds. Numerous other Georgian Bay shipwrecks, such as the fabled Griffin, will be highlighted in this presentation.

Cris Kohl & Joan Forsberg are maritime historians, divers, videographers, shipwreck hunters, speakers and the authors of numerous books on the Great Lakes. Their book *The Christmas Tree Ship* is now available

as an audiobook and they are currently writing a new book. This is a virtual event. Registration is required to receive the Zoom link.

### **Idea Lab LIVE! Audio Things**

*Wednesday, August 31 — 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 listening enjoyment.

### **Build a Website**

*Wednesday, September 7— 7:00 p.m. to 8:15 p.m.*

Create a basic website for yourself or for your business in this two-session class. Registration required. Once registered, you will receive a Zoom link a half hour before class. In this class, we will: - Build a multi-page website from scratch. - Cover the UI of the website builder. - Create links to other pages on the site and to other websites. - Edit and resize photos. - Create a favicon. - Embed video using HTML code. - Have fun.

### **Project Kidsight Vision Screening**

*Saturday, September 10 – 10:00 a.m. to 12:00 p.m.*

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

### **Beyond the Trees**

*Monday, September 12 – 7:00 p.m. to 8:00 p.m.*

In 2017, Adam Shoalts embarked upon a harrowing 4,000 kilometer canoe journey across Canada's artic... Alone. Join Adam, described by the CBC as one of the "greatest living explorers," for the riveting story of his nearly four months of paddling under the midnight sun in a land as old as time.

When not exploring, [Dr. Adam Shoalts](#) is one of Canada's top public speakers. In 2018 he was named Explorer-in-Residence of the Royal Canadian Geographical Society. Adam is the author of *A History of Canada in Ten Maps*, and the national best-sellers *The Whisper on the Night Wind* and *Beyond the Trees*. This is a virtual event. Registration is required to receive the Zoom link.

# LEARN CONNECT DISCOVER

FALL 2022 NEWSLETTER

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



## BALDWIN HIGHLIGHTS

*September*

.....

HISPANIC  
HERITAGE  
*month*

*October*

.....

BULLYING  
PREVENTION  
*and*  
DOMESTIC  
VIOLENCE  
*awareness*

*November*

.....

NATIVE  
AMERICAN  
HERITAGE  
*month*



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

# FALL PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

## SEPTEMBER

### GRANDPARENTS DAY

**SATURDAY, SEPTEMBER 10 AT 11:00 A.M.**

Grab a grandparent and join us for a "grand" time as we celebrate these special people in our lives. Can't bring a grandparent? Come celebrate them anyway. **Registration required.**

### ROALD DAHL TAKE HOME KIT

**TUESDAY, SEPTEMBER 13**

Which of your favorite characters will make an appearance in this take home kit celebrating Roald Dahl Day? Could it be Matilda, or Charlie, or the BFG? **First come, first served.**

### DISCOVER STEAM

GRADES 1 TO 3

**MONDAY, SEPTEMBER 26 AT 4:30 P.M.**

Curious about science, technology, engineering, art, or math? Stop by the Library for hands-on activities including science experiments, interactive technology, take home art, and more. **Registration required.**

### HENNA TATTOOS

GRADES 4 TO 6

**TUESDAY, SEPTEMBER 27  
FROM 6:30 TO 8:30 P.M.**

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

**Registration required.**



## OCTOBER

### PLAY & LEARN

AGES 2 TO 5 AND A GROWN UP

**THURSDAY, OCTOBER 6 AT 4:00 P.M.**

Touch, play, explore, and discover with your child while they learn a variety of skills including fine and gross motor, social, early literacy, and math. **Registration required.**

### AFTER HOURS SPOOKY GHOST WALK

GRADES 4 TO 6

**FRIDAY, OCTOBER 14 FROM 7:30 TO 9:30 P.M.**

The annual Ghost Walk is back! Sign up for a one hour time slot and join the librarians on a spooky, after hours ghost walk. **Registration and permission slip required.**

### FOOD FUN TAKE HOME KIT

**THURSDAY, OCTOBER 27**

Have fun melting chocolate and making spooky treats with this take home kit. Allergens might be present.

**First come, first served.**

## NOVEMBER

### TRAVEL THE WORLD: INDIA

GRADES 4 TO 6

**WEDNESDAY, NOVEMBER 9 AT 4:30 P.M.**

Join us as we "travel" outside the United States and experience different countries through taste, smell, sound, touch, and sight.

**Registration required.**

### FAMILY GAME NIGHT

**TUESDAY, NOVEMBER 22 AT 7:00 P.M.**

Are you looking for a night of fun for your whole family? Join us for technology-free, stress-free games and activities.

**Registration required.**

## KIDS LIBRARY SOCIETY



GRADES 3 TO 6

**THURSDAYS: OCTOBER 20 • NOVEMBER 17  
FROM 7:00 TO 8:00 P.M.**

Do you want to be more involved with the Library? Would you like to help us shape our upcoming programs? Share your ideas and we'll strive to turn them into reality! **Registration required.**

# BOOK CLUBS

FOR CHILDREN

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

## PANELS & FRAMES

GRADES 3 TO 6

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

**OCTOBER 18:** *ZITA THE SPACEGIRL* BY BEN HATKE

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

## BEYOND the book

GRADES 1 TO 3

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

**OCTOBER 13:** *THE MAGIC SCHOOL BUS INSIDE A BEEHIVE* BY JOANNA COLE

**NOVEMBER 3:** *CLASSIFIED: THE SECRET CAREER OF MARY GOLDA ROSS, CHEROKEE AEROSPACE ENGINEER* BY TRACI SORELL

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

## mother/DAUGHTER

GRADES 4 TO 6 AND MOMS

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

**OCTOBER 11:** *TUNE IT OUT* BY JAMIE SUMNER

**NOVEMBER 15:** *NIGHTBIRD* BY ALICE HOFFMAN

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

## BOOKS & bagels

GRADES 4 TO 6

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

**OCTOBER 25:** *RESTART* BY GORDAN KORMAN

**NOVEMBER 29:** *COOP KNOWS THE SCOOP* BY TARYN SOUDERS

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

## WHO? WHAT? WHERE?

GRADES 4 TO 6

**THURSDAY, OCTOBER 27 AT 7:00 P.M.**

*WHERE IS THE AMAZON?* BY SARAH FABINY

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

## moms BOOK CLUB

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

**OCTOBER 5:** *ANXIOUS PEOPLE* BY FREDRIK BACKMAN

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



# STORY TIMES

FOR CHILDREN

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

## MOVE & GROOVE

3 TO 5 YEARS

WITH MS. CAROLINE ON MONDAYS

Join Ms. Caroline for stories and activities that will get you moving up, down, and all around.

## WIGGLE & RHYME

BIRTH TO 1.5 YEARS

WITH MS. STEPHANIE ON TUESDAYS

Join Ms. Stephanie for a lapsit story time with singing, clapping, tapping, and more.

## TODDLER TALES

1.5 YEARS TO 2.5 YEARS

WITH MS. ROSEMARY ON WEDNESDAYS

Join Ms. Rosemary for stories, songs, and rhymes.

## SING & TELL

2.5 YEARS TO 3.5 YEARS

WITH MS. SUSAN ON FRIDAYS

Join Ms. Susan as she reads stories and rhymes, sings songs, and more.

## FAMILY STORY TIME



SATURDAYS AT 11:00 A.M.

OCTOBER 15 • NOVEMBER 5

Clap your hands, stomp your feet, and sing along at this musical story time.

**Registration required.**

## READ IN THE PARK



SATURDAY, SEPTEMBER 17

1:00 P.M.: DR. ED SARKIS BALIAN

3:00 P.M.: AMY YOUNG

Join us at Beverly Park for a fun visit with Amy Young, author and illustrator of the *A Unicorn*

*Named Sparkle* series and many other books. She'll give kids a mini art lesson and you can learn how she illustrates. Afterwards, walk the Story Book Trail and read all about Sparkle.

**Registration required.**

# FALL PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

## FALL CREATIVITY

### YOUTH TAKE AND MAKE CRAFTS

MONDAYS: OCTOBER 10 • NOVEMBER 14

Pick up your craft kit to take home.

**First come, first served.**

### COLORING CLUB

TUESDAY, OCTOBER 11

Receive a fun poster to color at home.

There are two choices. **Registration required.**

## BEDTIME TALES



WEDNESDAYS AT 6:30 P.M.

ALL AGES

VIRTUAL: SEPTEMBER 14 • OCTOBER 19

IN PERSON: SEPTEMBER 21 • OCTOBER 26 • NOVEMBER 16

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

**Registration required.**

## BOOKS UNBOXED



GRADES 4 TO 12

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

## PROJECT KIDSIGHT

### VISION SCREENING FOR KIDS

• SATURDAY, SEPTEMBER 10

FROM 10:00 A.M. TO NOON

• THURSDAY, OCTOBER 6

FROM 3:00 TO 5:00 P.M.

• SATURDAY, NOVEMBER 19

FROM 10:00 A.M. TO NOON



This free vision screening for ages 6 months and older is fast, non-invasive, and has an accuracy rating of 98%.

*Sponsored by the Beverly Hills Lions Club.*

## STORY BOOK TRAIL



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

## BOOK SCAVENGERS



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

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

## LIBRARIAN LETTERS



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



1,000 BOOKS  
BEFORE  
KINDERGARTEN

Encourage reading and help prepare your child for kindergarten.

Earn prizes for every 250 books you read

with your child before they enter Kindergarten!

*Sponsored by the Bob and Jean Kelly Endowment.*

[WWW.BALDWINLIB.ORG](http://WWW.BALDWINLIB.ORG)  
248-647-1700



# FALL PROGRAMS FOR TEENS

GRADES 7 TO 12

PLEASE NOTE THAT PARENTS AND YOUNGER SIBLINGS WILL NOT BE ABLE TO ATTEND TEEN PROGRAMS.

## MONTHLY

### PIZZA AND PAGES

THURSDAYS AT 7:00 P.M.

**SEPTEMBER 1:** *THE LIGHT IN HIDDEN PLACES*  
BY SHARON CAMERON

**OCTOBER 6:** *SHATTER ME* BY TAHEREH MAFI

**NOVEMBER 3:** *I'M NOT DYING WITH YOU TONIGHT*  
BY KIMBERLY JONES

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

### ANIME CLUB

THURSDAYS AT 7:00 P.M.

**SEPTEMBER 8 • OCTOBER 13 • NOVEMBER 10**

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

### TEEN ADVISORY BOARD MEETINGS

THURSDAYS AT 7:00 P.M.

**SEPTEMBER 15 • OCTOBER 20 • NOVEMBER 17**

Have some ideas for the Library? Share your opinions on teen programs, prizes, displays, and other Library matters at these fun-filled meetings; all while eating pizza and making friends. Attendance at meetings can be used for volunteer hours! **Registration required.**

## HALLOWEEN LOCK-IN

**FRIDAY, OCTOBER 14  
FROM 7:30 TO 9:30 P.M.**

Your favorite annual program is back! The Library is turning into a haunted house, and it needs spooky teen actors to scare the 4-6 graders! Please wear dark clothes or a creepy costume. The Library has some costumes available to borrow. **Registration and signed permission slip required.**



## SEPTEMBER

### HAPPY LITTLE PAINTING PARTY

THURSDAY, SEPTEMBER 22 AT 7:00 P.M.

Find that happy little feeling as we paint along with an instructional video and create our own happy little masterpieces. All supplies will be provided. **Registration required.**

## OCTOBER

### SPOOKY TERRARIUMS

THURSDAY, OCTOBER 27 AT 7:00 P.M.

Create your own mini Halloween scene using creepy figures and accessories in a glass jar. All supplies will be provided. **Registration required.**

## NOVEMBER

### EXAM CRAM WITH THERAPY DOGS

GRADES 9 TO 12

**SATURDAY, NOVEMBER 19  
FROM 5:30 TO 8:30 P.M.**

Are finals stressing you out? High school students can hang out after hours to study and pet some dogs! Pizza will be provided.



## BOOKS UNBOXED



GRADES 4 TO 12

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

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

# TEENS TOP TEN

## TEENS' TOP TEN CONTEST

The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year. Online voting will be open from August 15 through October 12 at [www.ala.org/yalsa/teenstopten](http://www.ala.org/yalsa/teenstopten). Think you can figure out what the Top Ten will be? Visit Baldwin's Teen Scene to enter our contest. Whoever guesses the most books correctly will win a \$25 gift card to Books-A-Million in October!

## TEENS' TOP TEN NOMINEES

- *10 TRUTHS AND A DARE* BY ASHLEY ELSTON
- *ACE OF SPADES* BY FARIDAH ĀBÍKÉ-ÍYÍMÍDÉ
- *ALL OF US VILLAINS* BY AMANDA FOODY AND CHRISTINE HERMAN
- *ALL THESE BODIES* BY KENDARE BLAKE
- *ANY SIGN OF LIFE* BY RAE CARSON
- *ARISTOTLE AND DANTE DIVE INTO THE WATERS OF THE WORLD* BY BENJAMIN ALIRE SÁENZ
- *CONCRETE ROSE* BY ANGIE THOMAS
- *COUNTING DOWN WITH YOU* BY TASHIE BHUIYAN
- *DARK RISE* BY C. S. PACAT
- *FIREKEEPER'S DAUGHTER* BY ANGELINE BOULLEY
- *GILDED* BY MARISSA MEYER
- *THE GREAT GATSBY: A GRAPHIC NOVEL ADAPTATION* BY K. WOODMAN MANYARD
- *THE HAWTHORNE LEGACY* BY JENNIFER LYNN BARNES
- *HEARTLESS PRINCE* BY LEIGH DRAGON AND ANGELA DE VITO
- *HERE'S TO US* BY BECKY ALBERTALLI AND ADAM SILVERA
- *IDOL GOSSIP* BY ALEXANDRA LEIGH YOUNG
- *INSTRUCTIONS FOR DANCING* BY NICOLA YOON
- *IVIES* BY ALEXA DONNE
- *MADE IN KOREA* BY SARAH SUK
- *A PHO LOVE STORY* BY LOAN LE
- *PIECE BY PIECE: THE STORY OF NISRIN'S HIJAB* BY PRIYA HUQ
- *THE QUANTUM WEIRDNESS OF THE ALMOST KISS* BY AMY NOELLE PARKS
- *REALM BREAKER* BY VICTORIA AVEYARD
- *RULE OF WOLVES* BY LEIGH BARDUGO
- *WE CAN'T KEEP MEETING LIKE THIS* BY RACHEL LYNN SOLOMON



# IDEA LAB

## IDEA LAB KIT: AUTOMATIC ZEN GARDEN THURSDAY, SEPTEMBER 8

School is starting again, and that can be stressful! Achieve inner peace with this meditative project: an automatic Zen garden. Uses 3D printed parts and geared motors. Arduino controlled! It rakes itself!  
**Registration required.**

## IDEA LAB LIVE: 3D PRINTER THINGS WEDNESDAY, SEPTEMBER 21 AT 7:00 P.M.

Join Jeff on Instagram Live as he demonstrates cool accessories and mods for your 3D printer at home or work!

## THE IDEA LAB PRESENTS: LASER CUT HALLOWEEN JEWELRY MONDAY, OCTOBER 3

Register to receive an exciting piece of laser cut acrylic jewelry made in The Idea Lab, and show off your Halloween spirit all month long! Choose either earrings or necklace, and pick one of our spooky Halloween designs: Ghosts, Skulls, Pumpkins, and more!

## IDEA LAB CLASS: ETCHING STEEL WITH LASERS AND CUSO WEDNESDAY, OCTOBER 12 AT 7:00 P.M.

Join this interesting class in which Jeff will discuss an exciting new technique for engraving uncoated steel using the laser engraver.  
**Complete instructions provided upon registration.**

## IDEA LAB TAKE AND MAKE: LASER-CUT GREAT LAKES PUZZLE MONDAY, OCTOBER 24

Grab a kit for this exciting laser-cut puzzle! Made from beautifully stained and finished wood, this simple puzzle would make a wonderful decoration for your home.  
**First come, first served. Limit one per household.**

## IDEA LAB LIVE: FILMMAKING THINGS WEDNESDAY, NOVEMBER 16 AT 7:00 P.M.

Join Jeff on Instagram Live as he discusses and demonstrates a variety of 3D printable or laser-cuttable models that could help you make your next big movie!

## IDEA LAB CLASS: FINDING 3D MODELS ONLINE WEDNESDAY, NOVEMBER 30 AT 7:00 P.M.

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

# COMPUTER CLASSES

FOR ADULTS

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

## SEPTEMBER

### CHECK OUT EBOOKS FROM THE LIBRARY THURSDAY, SEPTEMBER 1 AT 3:00 P.M.

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

### BUILD A WEBSITE WEDNESDAY, SEPTEMBER 7, 14, & 21 AT 7:00 P.M.

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

### MICROSOFT WORD THURSDAY, SEPTEMBER 8 AT 3:00 P.M.

Learn document creation and word processing with Microsoft Word.

### GOOGLE DOCS THURSDAY, SEPTEMBER 15 AT 3:00 P.M.

Learn the fundamentals of word processing and document collaboration with Google Docs.

### SOCIAL NETWORKING FOR SENIORS: FACEBOOK THURSDAY, SEPTEMBER 22 AT 3:00 P.M.

Learn the essentials of Facebook for safe social networking.

### NYT & WSJ FROM HOME THURSDAY, SEPTEMBER 29 AT 3:00 P.M.

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

## OCTOBER

### SELLING ONLINE SATURDAY, OCTOBER 1 AT 3:00 P.M.

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

### MICROSOFT EXCEL: CREATING SPREADSHEETS WEDNESDAY, OCTOBER 5 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation with Microsoft Excel.

### CHECK OUT EBOOKS FROM THE LIBRARY THURSDAY, OCTOBER 6 AT 3:00 P.M.

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

## OCTOBER

### GOOGLE SHEETS WEDNESDAY, OCTOBER 12 AT 7:00 P.M.

Learn the fundamentals of spreadsheet creation and collaboration with Google Sheets.

### NYT & WSJ FROM HOME THURSDAY, OCTOBER 13 AT 3:00 P.M.

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

### TRACKING STOCKS IN GOOGLE SHEETS WEDNESDAY, OCTOBER 19 AT 7:00 P.M.

Track and manage your stock portfolio within Google Sheets.

### ONLINE PHOTO EDITING SATURDAY, OCTOBER 29 AT 3:00 P.M.

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

## NOVEMBER

### CHECK OUT EBOOKS FROM THE LIBRARY WEDNESDAY, NOVEMBER 2 AT 7:00 P.M.

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

### POWERPOINT: CREATE A PRESENTATION THURSDAYS, NOVEMBER 3 & 10 AT 3:00 P.M.

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

### NYT & WSJ FROM HOME WEDNESDAY, NOVEMBER 9 AT 7:00 P.M.

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

### TWITTER WEDNESDAY, NOVEMBER 16 AT 7:00 P.M.

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

### GOOGLE SLIDES THURSDAY, NOVEMBER 17 AT 3:00 P.M.

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

# FALL PROGRAMS FOR ADULTS

## SEPTEMBER

### BEYOND THE TREES

**MONDAY, SEPTEMBER 12 AT 7:00 P.M.**

In 2017, Adam Shoalts embarked upon a harrowing 4,000 kilometer canoe journey across Canada's Arctic... alone. Join Adam, who has been described by the CBC as one of the "greatest living explorers", for this riveting story of his nearly four months of paddling under the midnight sun in a land as old as time. **Virtual event. Registration required.**

### ESTATE PLANNING WORKSHOP

**MONDAY, SEPTEMBER 26 AT 7:00 P.M.**

A user-friendly workshop on understanding Estate Planning, including Power of Attorney, revocable living trust, Lady Bird Deed, and how to protect yourself and safeguard your assets. **Virtual event. Registration required.**

### PHIL TALKS WHISKEY

**TUESDAY, SEPTEMBER 27 AT 7:00 P.M.**

Join Phil Kollin as he tells the story of America's native spirit, Kentucky Bourbon! Learn about bourbon basics, commonly held whiskey myths, and legendary bourbon characters from the past 225 years. Sipping suggestions included. **Virtual event. Registration required.**

## OCTOBER

### DIA DOCENT TOUR: VAN GOGH IN AMERICA

**TUESDAY, OCTOBER 11 AT 7:00 P.M.**

Join DIA docent Kathleen McBroom to experience Van Gogh in America, the special exhibition of authentic Vincent Van Gogh works from around the world. This exhibition celebrates the DIA's status as the first public museum in the United States to purchase a painting by Vincent Van Gogh. **Virtual event. Registration required.**

### THE BOOGIE WOOGIE KID: PIANO FAVORITES FROM THE AMERICAN SONGBOOK

**SATURDAY, OCTOBER 15 AT 3:00 P.M.**

Join Matthew Ball, aka The Boogie Woogie Kid, for a piano concert of favorite songs from the American Songbook. Matthew will play classics from New Orleans Song, Boogie-Woogie Piano, and the Swing Dance Era. **Virtual event. Registration required.**

## OCTOBER

### MICHIGAN'S MOST HAUNTED

**FRIDAY, OCTOBER 21 AT 7:00 P.M.**

Join researcher, author and lecturer Chad Lewis on a ghostly journey to some of the most haunted places in Michigan. Chad examines the entire state from haunted Detroit to ghosts wandering the North Woods. **Virtual event. Registration required.**

### DIVE INTO DEARBORN: A FOOD ADVENTURE WITH ZAHIR

**TUESDAY, OCTOBER 25 AT 7:00 P.M.**

Join food critic, podcaster, and Bowdoin College English Professor Zahir Janmohammed as he takes us on a culinary tour of Dearborn and metro Detroit. **Virtual event. Registration required.**

## NOVEMBER

### KEYS TO THE GREAT MUSIC: FROM BRAHMS TO BERNSTEIN

**SATURDAY, NOVEMBER 5 AT 3:00 P.M.**

Come celebrate Double Play flute and tuba's 33rd season with music highlighting great keyboardists/composers of the 18th, 19th, and 20th centuries as arranged by Double Play flute and tuba. **Virtual event. Registration required.**

### MICHIGAN HOLIDAY SEASON MEMORIES

**MONDAY, NOVEMBER 28 AT 7:00 P.M.**

The Holiday Season in Michigan holds special memories for everyone – leaping reindeer at downtown Hudson's or candle-light walks in Old Frankenmuth. Co-authors Jon Milan and Gail Offen invite you to join them on a color tour of seasonal highlights throughout the state – past and present! **Virtual event. Registration required.**

## GET INVOLVED

### BIRMINGHAM YOUTH ASSISTANCE

**MONDAY, OCTOBER 3 AT 7:00 P.M.**

Learn about volunteer opportunities with B.Y.A. **Virtual event. Registration required.**

### OAKLAND LITERACY COUNCIL

**MONDAY, NOVEMBER 7 AT 3:30 AND 7:00 P.M.**

Learn about volunteer opportunities with O.L.C. **Virtual event. Registration required.**

## READ IN THE PARK



**SATURDAY, SEPTEMBER 17**

**1:00 P.M.: DR. ED SARKIS BALIAN**

**3:00 P.M.: AMY YOUNG**

Join Detroit native Dr. Ed Sarkis Balian for a fascinating multimedia program about

the one and only Motor City legend Bob Seger! Ed is the author of *Turn the Page: The Bob Seger Story*, the only Seger biography written to date. **Registration required.**

## HISTORICAL LECTURE SERIES

**SECOND THURSDAY AT 7:00 P.M.**

**OCTOBER 13 • NOVEMBER 10**

Join the staff of the Birmingham Museum as they share stories from the past in fun and entertaining ways that connect with our present. **Registration required.**

## BEHIND THE SCENES LIBRARY TOURS

**TUESDAY, SEPTEMBER 20 AT 4:00 P.M.**

**WEDNESDAY, OCTOBER 19 AT 10:00 A.M.**

**THURSDAY, NOVEMBER 10 AT 10:00 A.M.**

Learn more about the library with Library Director Rebekah Craft. You will visit staff areas, learn how items are added to the collection, and hear about new programs and services. The tour will meet in the vestibule. **Registration required.**

## NATIONAL VOTER REGISTRATION DAY DRIVE

**TUESDAY, SEPTEMBER 20**

**FROM 10:00 A.M. TO 7:00 P.M.**

Stop by BPL to check your voter registration status or get registered to vote!

## LIBRARY BOARD



**Board Members:**

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

**THE LIBRARY BOARD WILL MEET ON MONDAYS SEPTEMBER 19, OCTOBER 17, AND NOVEMBER 21 AT 7:30 P.M. IN THE ROTARY ROOM.**



# BOOK CLUBS

FOR ADULTS

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

## WEDNESDAY AFTERNOON

SECOND WEDNESDAY AT 2:00 P.M.

SEPTEMBER 14: *THE PUSH* BY ASHLEY AUDRAIN

OCTOBER 12: *WRITERS AND LOVERS*  
BY LILY KING

NOVEMBER 9: *HAMNET* BY MAGGIE O'FARRELL

## NEXT NONFICTION

SECOND TUESDAY AT 10:00 A.M.

SEPTEMBER 13: *WHEN BOOKS WENT TO WAR*  
BY MOLLY GUPTILL MANNING

OCTOBER 11: *A WOMAN OF NO IMPORTANCE*  
BY SONIA PURNELL

NOVEMBER 8: *ENTANGLED LIFE*  
BY MERLIN SHERDRAKE

## PAGE TO SCREEN

FIRST SUNDAY AT 1:00 P.M.

SEPTEMBER 11: *THE DEVIL WEARS PRADA* BY WEISBERGER / *THE DEVIL WEARS PRADA* (PG-13, 2006)

OCTOBER 2: *NEWS OF THE WORLD* BY JILES / *NEWS OF THE WORLD* (PG-13, 2001)

NOVEMBER 6: *WE THE ANIMALS* BY TORRES / *WE THE ANIMALS* (R, 2018)

## NEXT POPULAR READS

FIRST MONDAY AT 1:00 P.M.

SEPTEMBER 12: *THE THOUSAND CRIMES OF MING TSU* BY TOM LIN

OCTOBER 3: *TRUE BIZ* BY SARA NOVIC

NOVEMBER 7: *LESSONS IN CHEMISTRY*  
BY BONNIE GARMUS

## THIRD TUESDAY

THIRD TUESDAY AT 7:00 P.M.

SEPTEMBER 20: *THE UNLIKELY ADVENTURES OF THE SHERGILL SISTERS* BY BALI KAUR JASWAL

OCTOBER 18: *THE REMOVED* BY BRANDON HOBSON

NOVEMBER 15: *HOW MUCH OF THESE HILLS IS GOLD* BY C. PAM ZHANG

## BOOKS & BREWS

FOURTH WEDNESDAY AT 7:00 P.M.

SEPTEMBER 28: *OUTLAWED* BY ANNA NORTH

OCTOBER 26: *INFINITE COUNTRY* BY PATRICIA ENGELS

NOVEMBER: NO MEETING

## GRAPHIC NOVELS 4 GROWN UPS

FIRST TUESDAY EVERY OTHER MONTH AT 7:00 P.M.

OCTOBER 4: *BATMAN: THE KILLING JOKE*  
BY ALAN MOORE & BRIAN BOLLAND

# FALL DIRECTOR'S UPDATE

## GET THE BEST USE OF THE MOST VALUABLE CARD IN YOUR WALLET

Our summer reading program brought in loads of visitors and we were happy to help provide books, media, and activities to challenge and entertain kids, teens and adults all summer. We have several great resources to assist your students as they return to school this fall, available online at

[www.baldwinlib.org/youth-homework-help/](http://www.baldwinlib.org/youth-homework-help/):

- **SCHOLASTIC TEACHABLES** - a large collection of downloadable worksheets and activities for children organized by grade level.
- **BRAINFUSE TUTORING** - Live online tutoring from 2:00pm – 11:00pm, seven days a week.
- **LEARNING EXPRESS LIBRARY** – test preparation materials for the PSAT, ACT, SAT, and more.

September is Library Card sign up month at Baldwin and it's the perfect time to learn what your library can do for you. If you haven't already, check out museum passes with the Michigan Activity Pass, stream TV and movie shows with Hoopla, or take online software courses with LinkedIn Learning. Your Baldwin Library card offers you these opportunities, plus access to over 120,000 physical items, study rooms, computers, classes, and programs, and reference help from our friendly staff members.

Baldwin's Library Board and staff continue to work with architects from Merritt Cieslak Design to create detailed design plans and construction documents for our upcoming expansion and renovation. We anticipate construction on this project beginning in the spring of 2023. You can view more details about the project at [www.baldwinlib.org/renovation](http://www.baldwinlib.org/renovation).

### HIGHLIGHTS OF THE PROJECT INCLUDE:

- Accessible street-level entrance with both an interior two-stop elevator and an ADA-compliant ramp that is completely enclosed and protected from the elements
- Flexible space for meeting and collaboration, with chairs and tables for 36 people
- Self-service cafe with high quality coffee, drinks, and snacks
- Street-level family restroom for easy access from Shain Park during the Library's open hours
- Skylight that gives visitors a floor-to-peak view of the original 1927 building
- Dedicated Friends book sale area
- Four private study rooms for use by one or two users



We're not only expanding the physical building, but we are also expanding our community as we increase our outreach efforts and connections with organizations, businesses, and community groups. If you'd like a staff member to meet with your organization to share information about library programs and services, please reach out to me at the contact information listed below.

*Rebekah Craft*

Rebekah Craft, Library Director [rebekah.craft@baldwinlib.org](mailto:rebekah.craft@baldwinlib.org) 248-554-4681

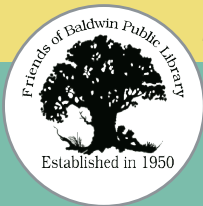
[WWW.BALDWINLIB.ORG](http://WWW.BALDWINLIB.ORG)  
248-647-1700



# LEARN.CONNECT.DISCOVER.

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

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



## JOIN THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY

MEMBERSHIP LEVELS: ☐ NEW MEMBER ☐ RENEWING MEMBER

☐ \$15 INDIVIDUAL ☐ \$25 BUSINESS/ASSOC. ☐ \$100+ PATRON

☐ \$20 FAMILY ☐ \$50+ SUSTAINING ☐ \$500+ GRAND PATRON

PLEASE PRINT

FULL NAME: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

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

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

## FALL HALLOWEEN BOOK SALE!

**FRIDAY, OCTOBER 28**

FROM 7:00 TO 9:00 P.M.

**SHOPPING OPEN TO  
FRIENDS MEMBERS**

**MEMBERSHIPS AVAILABLE  
AT THE DOOR.**

**SATURDAY, OCTOBER 29**

FROM 10:00 A.M. TO 4:00 P.M.

**SUNDAY, OCTOBER 30**

FROM 12:00 TO 4:00 P.M.

**HALF PRICE DAY!**

**MONDAY, OCTOBER 31**

FROM 10:00 A.M. TO 12:00 P.M.

**\$5 BAG SALE**

## LIBRARY HOURS:

**MONDAY TO THURSDAY**

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

**FRIDAY & SATURDAY**

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

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

**CLOSED :**

**SEPTEMBER 3 TO 5: LABOR DAY**

**SEPTEMBER 23: STAFF DEVELOPMENT**

**NOVEMBER 23 AT 5:30 P.M.**

**NOVEMBER 24: THANKSGIVING**

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

## CONTACT US:

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

**MAIN PHONE:** 248-647-1700

**ADULT SERVICES:** 248-554-4650

**CIRCULATION/RENEWALS:**

248-554-4630

**YOUTH SERVICES:** 248-554-4670

## PARKING:

2 Hours FREE Parking in the  
Chester Street Deck

**SUNDAYS:** All Parking is Free



300 West Merrill  
Birmingham, MI 48009

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MI 48009

Michigan Public Library Millage Results 2010 to August 2022

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
02-Aug-22	Allendale Township Library	Ottawa	.30	Renewal/Increase	2022-2027 (6 Years)	Passed	1,429	1,380	2022	Operating
02-Aug-22	Benton Harbor Public Library	Berrien	1.9191	Renewal	2023-2033 (11 Years)	Passed	307	100	2023	Operating
02-Aug-22	Branch District Library	Branch	0.4983	Renewal	2022-2029 (8 Years)	Passed	4,733	2,788	2022	Operating
02-Aug-22	Bridgman Public Library	Berrien	0.9685	Renewal	2023-2027 (5 Years)	Passed	437	130	2023	Operating
02-Aug-22	Bullard Sandford Memorial Library	Tuscola	1.25	Renewal	2023-2032 (10 Years)	Passed	1,319	558	2023	Operating
02-Aug-22	Cadillac Wexford Public Library	Wexford	0.7437	Renewal	2023-2028 (6 Years)	Passed	3,770	3,129	2023	Operating
02-Aug-22	Cadillac Wexford Public Library	Wexford	0.1063	Increase	2023-2028 (6 Years)	Failed	2,842	3,711	2023	Operating
02-Aug-22	Camden Township Library	Hillsdale	0.75	Renewal	2023-2042 (20 Years)	Passed	154	133	2023	Operating
02-Aug-22	Capital Area District Library	Ingham	1.56	Renewal/Headlee Override	2022-2025 (4 Years)	Passed	33,957	15,550	2022	Operating
02-Aug-22	Cass District Library	Cass	0.75	Headlee Override	Perpetuity	Passed	3,817	3,534	2022	Operating
02-Aug-22	Clarkston Independence District Library	Oakland	1.1687	Renewal	2022-2029 (8 Years)	Passed	6,435	3,084	2022	Operating
02-Aug-22	Coloma Public Library	Berrien	1	Renewal/Headlee Override	2022-2031 (10 Years)	Passed	975	344	2022	Operating
02-Aug-22	Colon Township Library	St. Joseph	0.8826	Renewal	2023-2024 (2 Years)	Passed	408	172	2023	Operating
02-Aug-22	Commerce Township Community Library	Oakland	.6601	Renewal	2022-2031 (10 Years)	Passed	6,499	3,260	2022	Operating
02-Aug-22	Cromaine District Library	Livingston	1.4313	Renewal	2023-2032 (10 Years)	Passed	2,151	1,421	2023	Operating
02-Aug-22	Fennville District Library	Allegan	0.56	Renewal	2022-2031 (10 Years)	Passed	1,317	571	2022	Operating
02-Aug-22	Gratiot County Libraries (Alma Public, Howe Memorial, Thompson Home, Seville Township, T.A. Cutler Mem)	Gratiot	.4994	Renewal	2022-2029 (8 Years)	Passed	4,715	2,256	2022	Operating

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
02-Aug-22	Hamburg Township Library	Livingston	0.9	Renewal/Increase	2022-2029 (8 Years)	Passed	1,431	1,129	2022	Operating
02-Aug-22	Henika District Library (Yankee Springs TWP within Wayland Union School District)	Barry	1.5	New (Joining Henika)	Perpetuity	Failed	183	483	2022	Operating
02-Aug-22	Hesperia Community Library	Newaygo	.89	Renewal/Increase	2022-2025 (4 Years)	Passed	223	183	2022	Operating
02-Aug-22	Ionia Community Library	Ionia	0.98	New	2022-2041 (20 Years)	Failed	2,118	2,154	2022	Building Loan
02-Aug-22	Iosco-Arenac District Library	Iosco/Arenac	.4912	Renewal	2024-2033 (10 Years)	Passed	4,217	2,258	2024	Operating
02-Aug-22	Lapeer District Library	Lapeer	.8653	Renewal	2023-2027 (5 Years)	Passed	8,370	7,424	2023	Operating
02-Aug-22	Marlette District Library	Sanilac	0.80	New	2023-2032 (10 Years)	Passed	474	166	2023	Operating
02-Aug-22	Mayville District Public Library	Tuscola	0.75	Renewal/Increase	2024-2033 (10 Years)	Passed	736	370	2024	Operating
02-Aug-22	Millington Arbela District Library	Tuscola	1.3	Renewal/Increase	2024-2033 (10 Years)	Passed	1,062	562	2024	Operating
02-Aug-22	Northville District Library	Wayne	0.1895	Renewal	2023-2032(10 Years)	Passed	781	175	2023	Operating
02-Aug-22	Oscoda County District Library	Oscoda	0.50	New	2022-2025 (4 Years)	Failed	1,011	1,095	2022	Operating
02-Aug-22	Patmos Library	Ottawa	0.6	Renewal/Increase	2023-2032 (10 Years)	Failed	1,142	1,905	2023	Operating
02-Aug-22	Rawson Memorial Library	Tuscola	0.35	Renewal/Increase	2023-2026 (4 Years)	Passed	903	391	2023	Operating
02-Aug-22	Reading Community Library	Hillsdale	.9815	Renewal	2024-2033 (10 Years)	Passed	114	40	2024	Operating
02-Aug-22	Redford Township District Library	Wayne	2	New	2022-2041 (20 Years)	Passed	5,765	2,676	2022	Operating
02-Aug-22	Royal Oak Public Library	Oakland	1	Renewal/Increase	2023-2032 (10 Years)	Passed	11,993	4,722	2023	Operating
02-Aug-22	Sebewaing Township Library	Huron	0.5	Renewal	2023-2034 (12 Years)	Passed	415	122	2023	Operating
02-Aug-22	Shelby Area District Library (Benona Twp)	Oceana	0.25	Renewal	2022-2025 (4 Years)				2022	Operating
02-Aug-22	Shiawassee District Library	Shiawassee	1.25	Renewal/Increase	2022-2031 (10 Years)	Passed	2,993	2,556	2022	Operating

Vote Date	Library Name	County	Millage	Renewal, Increase, or New	Term	Result	Yes	No	Takes effect	Type
02-Aug-22	Spring Lake District Library (Crockery Twp)	Ottawa	0.5	Renewal	2024-2033 (10 Years)	Passed	700	450	2024	Operating
02-Aug-22	St. Clair County Library System	St. Clair	1.2	New	2022-2031 (10 Years)	Passed	23,987	15,292	2022	Operating
02-Aug-22	Tahquamenon Area Public Library	Luce	.75	Renewal	2022-2025 (4 Years)	Passed	663	546	2022	Operating
02-Aug-22	Waterford Township Public Library	Oakland	1	Renewal/Increase	2023-2032 (10 Years)	Passed	10,156	6,407	2023	Operating
02-Aug-22	White Lake Township Library	Oakland	.4528	Renewal/Headlee Override	2022-2029 (8 Years)	Passed	4,965	3,476	2022	Operating
02-Nov-21	Auburn Hills Public Library	Oakland	.2976	New	2021-2030 (10 Years)	passed	1319	1240	2021	Operating
02-Nov-21	Bath Township Public Library	Clinton	.6792	Renewal	2022-2031 (10 Years)	passed	1181	390	2022	Operating
02-Nov-21	Eastpointe Memorial Library	Macomb	1	Renewal	2022-2026 (5 years)	passed	2844	978	2022	Operating
02-Nov-21	Ionia Community Library	Ionia	.98	New	2021-2045 (25 years)	failed	1447	1551	2021	Building Bond
02-Nov-21	Oxford Public Library	Oakland	.55	New	2022-2041 (20 years)	failed	1533	3302	2022	Building Bond
03-Aug-21	Chesterfield Township Library	Macomb	1	Increase	2021-2040 (20 years)	failed	2090	5482	2021	Operating
03-Aug-21	Glen Lake Community Library	Leelanau	.3	Increase/Renewal	2021-2025 (5 years)	passed	958	242	2021	Operating
03-Aug-21	Kent District Library (Nelson Twp.)	Kent	.6179	Increase	2021-2024 (4 years)	failed	319	481	2021	Operating
03-Aug-21	Saugatuck-Douglas District Library	Allegan	.25	Increase/Renewal	2021-2025 (5 years)	passed	809	321	2021	Operating
03-Aug-21	William P. Faust Public Library of Westland	Wayne	.85	New	2022-2031 (10 years)	passed	5418	4972	2022	Operating
03-Aug-21	Dearborn Public Library	Wayne	1	Renewal	2021-2026 (6 years)	passed	13331	6447	2021	Operating
4-May-21	Indian River Area Library	Cheboygan	.40	Increase	2021-2030 (10 years)	passed	348	215	2021	Operating
03-Nov-20	Bay County Library System	Bay	1.75	Renewal	2020-2025 (6 years)	passed	31692	17290	2020	Operating
03-Nov-20	Baldwin Public Library (Beverly Hills Village)	Oakland	.8184 (of a 12.9184 mil proposal)	New	2021-2031 (10 years)	passed	4928	2197	2021	Operating



# THE OAKLAND PRESS

## Oakland County community calendar July 17 and beyond

Published on July 17, 2022 | By Kathy Blake



Farmington Hills Police and Fire Departments to host female-focused career workshop for ages 15 to 18. Police Officers Breeanna Struber, Paxtyn Ciesielski, Madison Kean, Jill Booker, and Kayleigh Schropp. (Photo courtesy of the City of Farmington Hills)

[Excerpt from article —]

### **Libraries**

...

- Baldwin Public Library, 300 W. Merrill St., Birmingham, [baldwinlib.org/summer-reading](http://baldwinlib.org/summer-reading). Summer Reading program is through Aug. 5.

...

# THE OAKLAND PRESS

## Baldwin Public Library in Birmingham closed due to flooding

Published on August 5, 2022 | By Anne Runkle



A street view of the Baldwin Public Library in Birmingham, courtesy of Google Maps.

The Baldwin Public Library in Birmingham is closed until Wednesday, Aug. 10, due to flooding.

Drywall and carpeting on the first floor were affected, not books or other materials, according to a post Friday, Aug. 5, on the library's Facebook page.

The library is at 300 W. Merrill St. in the city's downtown area.

Heavy rains struck the Detroit area on Wednesday and Thursday, Aug. 3-4, but there were no widespread reports of flooding in Oakland County.

## 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 July 18, 2022 minutes p. 114

B. Acceptance of the July 2022 receipts of \$1,616.12 p. 121

C. Approval of the July 2022 disbursements of \$6,978.70 p. 122

II. New and Miscellaneous Business

III. General Public Comment Period

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

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, September 19, 2022

***Motion:*** To adjourn the August 15, 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  
July 18, 2022**

**1. Call to Order**

The meeting was called to order by President Frank Pisano at 10:11 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 Wheeler

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:**

**Additional Lighting Proposal for the Legacy Room**

**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.**

1st Rumble

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. General Public Comment Period: None.**

5. Adjournment:

**Motion: To adjourn the meeting.**

1st Rumble

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 10:14 p.m. The next Trust Meeting will be on Monday, August 15, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

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Karen Rock, Secretary

Date

## Baldwin Public Library Trust: July 2022

July receipts totaled \$1616.27. July disbursements totaled \$6978.70.

The current value of the Trust is \$2,127,808.12, divided up in the following way:

	<b>June 2022 - EOY</b>	<b>July 2022</b>
Total endowment investments*	\$ 1,027,375.78	\$ 1,099,289.12
Endowment funds distributed for use	\$ 175,567.25	\$ 171,396.01
Total endowment funds	\$ 1,202,943.03	\$ 1,270,685.13
General spendable funds	\$ 343,568.43	\$ 359,862.66
Van Dragt fund	\$ 117,388.20	\$ 117,388.20
Building fund	\$ 309,523.78	\$ 325,274.57
Restricted funds**	\$ 32,226.33	\$ 29,874.02
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 827,430.28	\$ 857,122.99
Total endowment funds	\$ 1,202,943.03	\$ 1,270,685.13
Total non-endowment funds	\$ 827,430.28	\$ 857,122.99
Total of all Trust funds	\$ 2,030,373.31	\$ 2,127,808.12

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

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

As of July 2022, the amount of money in the Trust that is undesignated stands at \$447,661.28



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

<b><u>Index</u></b>	<b><u>2022: YTD</u></b>	<b><u>2021: Entire Year</u></b>
S&P 500-Equity Benchmark (75%)	-10.01%	-15.44%
Global Aggregate-Bond Benchmark (25%)	-3.27%	-03.49%
Blended Return of Both Benchmarks*	-13.28%	-18.92%
Baldwin Endowment Funds' Portfolio	-16.66%	-22.05%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-3.39%</b>	<b>-3.13%</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 July 31, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,113,121.12
Raymond James General Funds Account	\$635,950.81
Huntington Bank Checking Account	\$3,721.09
Huntington Bank Money Market Account	<u>\$375,015.10</u>
<b>Total</b>	<b>\$ 2,127,808.12</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.

Investment and Cash Report								
	Prior Month Balance 06/30/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value
Huntington Bank Checking:								
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,171.24	\$4,171.24	\$4,171.24		\$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	\$0.00	\$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	\$0.00	\$0.00		\$0.00
Restricted Funds	\$3,720.94	\$0.15	\$0.15	\$2,352.46	\$2,352.46	\$2,352.46		\$3,721.09
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Subtotal - Restricted Funds	\$3,720.94							\$3,721.09
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$445.00	\$445.00	\$445.00		\$0.00
TOTAL	\$3,720.94	\$0.15	\$0.15	\$6,968.70	\$6,968.70	\$6,968.70	\$0.00	\$3,721.09
Huntington Bank Money Market:								
Endowment Budgeted Funds	\$174,573.14	\$0.00	\$0.00			\$0.00	(\$4,171.24)	\$170,401.90
Endowment Investment Funds	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
2013 Books & Bites at Baldwin Fundraiser	\$7.24	\$0.00	\$0.00			\$0.00	\$7.24	\$0.00
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
Building Fund	\$0.00	\$0.00	\$0.00			\$0.00	\$0.00	\$0.00
Van Dragt Fund	\$117,388.20	\$0.00	\$0.00			\$0.00	\$0.00	\$117,388.20
Restricted Funds	\$39,867.37	\$0.00	\$0.00			\$0.00	(\$2,352.46)	\$37,514.91
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00			\$0.00	\$0.00	\$516.43
General Spendable Funds	\$48,025.30	\$1,616.12	\$1,616.12	\$10.00	\$10.00	\$0.00	(\$445.00)	\$49,186.42
TOTAL	\$380,377.68	\$1,616.12	\$1,616.12	\$10.00	\$10.00	\$0.00	(\$6,968.70)	\$375,015.10
Raymond James & Associates:								
Endowment Fund Investments	\$1,031,792.54	\$0.00	\$0.00			\$0.00	\$0.00	\$1,105,017.32
Endowment Cash	\$9,415.24	\$0.00	\$0.00			\$0.00	\$0.00	\$8,103.80
Sub-total Endowment Funds	\$1,041,207.78	\$0.00	\$0.00			\$0.00	\$0.00	\$1,113,121.12
General Spendable Funds Cash	\$375.97	\$0.00	\$0.00			\$0.00	\$0.00	\$376.00
General Spendable Mutual Funds	\$295,525.51	\$0.00	\$0.00			\$0.00	\$0.00	\$15,133.10
General Spendable Building Mutual Funds	\$309,165.43	\$0.00	\$0.00			\$0.00	\$0.00	\$324,916.20
Sub-total General Spendable Funds	\$605,066.91	\$0.00	\$0.00			\$0.00	\$0.00	\$635,950.81
TOTAL	\$1,646,274.69	\$0.00	\$0.00			\$0.00	\$0.00	\$1,749,071.93
Total All Funds	\$2,030,373.31	\$1,616.27	\$1,616.27	\$6,978.70	\$6,978.70	\$6,968.70	(\$6,968.70)	\$2,127,808.12

**JULY 31, 2022**

[illegible]

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

		Prior Month Balance 06/30/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 07/31/22
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$343,568.43	\$1,616.12	\$1,616.12	\$455.00	\$455.00			\$15,133.11	\$359,862.66
<b>Restricted Funds:</b>										
Building Fund		\$309,523.78	\$0.00	\$0.00	\$0.00	\$0.00			\$15,750.79	\$325,274.57
Van Dragt Fund		\$117,388.20	\$0.00	\$0.00	\$0.00	\$0.00				\$117,388.20
Memorials/Tributes		\$8,937.27	\$0.15	\$0.15	\$20.31	\$20.31				\$8,917.11
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$6,027.99	\$0.00	\$0.00	\$215.17	\$215.17				\$5,812.82
	Young Adult Programs	\$4,805.08	\$0.00	\$0.00	\$954.36	\$954.36				\$3,850.72
	Youth Services Programs	\$6,003.74	\$0.00	\$0.00	\$1,162.62	\$1,162.62				\$4,841.12
	Outreach & Equipment	\$5,935.82	\$0.00	\$0.00	\$0.00	\$0.00				\$5,935.82
	<b>Sub-total Restricted</b>	\$459,138.31	\$0.15	\$0.15	\$2,352.46	\$2,352.46	\$0.00	\$0.00	\$15,750.79	\$472,536.79
<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>		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>Miranda Burnett Reference Desk</b>		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
<b>Total Gift and Tribute Funds</b>		\$827,430.28	\$1,616.27	\$1,616.27	\$2,807.46	\$2,807.46	\$0.00	\$0.00	\$30,883.90	\$857,122.99
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>	General Funds	\$73,999.87	\$0.00	\$0.00	\$799.58	\$799.58				\$73,200.29
	Adult Large Print	\$4,811.26	\$0.00	\$0.00	\$394.60	\$394.60				\$4,416.66
	Adult Services Department	\$25,658.28	\$0.00	\$0.00	\$0.00	\$0.00				\$25,658.28
	Adult Audio Visual	\$723.28	\$0.00	\$0.00	\$0.00	\$0.00				\$723.28
	Adult Reference	\$20,312.73	\$0.00	\$0.00	\$2,080.00	\$2,080.00				\$18,232.73
	Adult Programs	\$16,547.11	\$0.00	\$0.00	\$0.00	\$0.00				\$16,547.11
	Architecture	\$3,180.53	\$0.00	\$0.00	\$27.77	\$27.77				\$3,152.76
	Youth Services Department	\$9,318.06	\$0.00	\$0.00	\$523.58	\$523.58				\$8,794.48
	Youth Programs (Nix)	\$722.02	\$0.00	\$0.00	\$0.00	\$0.00				\$722.02
	Professional Development	\$17,082.18	\$0.00	\$0.00	\$345.71	\$345.71				\$16,736.47
	Staff Appreciation	\$1,985.16	\$0.00	\$0.00	\$0.00	\$0.00				\$1,985.16
	Koschik Building Fund	\$1,226.77	\$0.00	\$0.00	\$0.00	\$0.00				\$1,226.77
	<b>Sub-total</b>	\$175,567.25	\$0.00	\$0.00	\$4,171.24	\$4,171.24	\$0.00	\$0.00	\$0.00	\$171,396.01
<b>Total Endowment Investments</b>	All Funds	\$1,027,375.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$71,913.34	\$1,099,289.12
<b>Total Endowment Funds</b>		\$1,202,943.03	\$0.00	\$0.00	\$4,171.24	\$4,171.24	\$0.00	\$0.00	\$71,913.34	\$1,270,685.13
<b>Total All Trust Funds</b>		\$2,030,373.31	\$1,616.27	\$1,616.27	\$6,978.70	\$6,978.70	\$0.00	\$0.00	\$102,797.24	\$2,127,808.12

**TRUST RECEIPTS**  
**July-22**

**Trust Money Mkt General Funds:**

R. David And Tina M. Eick in Memory of Raymond and Gretha Eick	\$	125.00	
Steve Eick Marketing & Sales Inc. in Memory of Raymond and Gretha Eick	\$	250.00	
Suzanne E. and Jeffrey C. Wera in Memory of Raymond and Gretha Eick	\$	125.00	
John L. and Sheila Brice in Memory of Jerry Dreer	\$	50.00	
Dilys K. Poper in Appreciation of the Cedarbrook programming	\$	1,000.00	
Kristin A. and Matthew D. Church in Memory of Darlene Poprasky and Jerry Dreer	\$	50.00	
Money Market Interest Income	\$	16.12	\$ 1,616.12

**Friends of BPL:**

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

**Memorial/Book Fund:**

Checking Account Interest	\$	0.15	\$ 0.15
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**Trust Money Mkt Endowment Fund:**

\$ -

**Total Receipts at Huntington Bank**

\$ 1,616.27 \$ 1,616.27

**Raymond James**

\$0.00 \$0.00

**Monthly Banking Fee on Money Market Account**

\$ (10.00) \$ (10.00)

**Total Trust Receipts (Net)**

\$1,606.27 \$1,606.27

07/29/2022 11:59 AM  
User: 2540  
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM  
CHECK DATE FROM 07/01/2022 - 07/31/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
07/15/2022	LIBRY	5780	009126	AMAZON CAPITAL SERVICES INC	244.96
07/15/2022	LIBRY	5781	004867	BALDWIN PUBLIC LIBRARY TRUST	75.00
07/15/2022	LIBRY	5782	000902	CENGAGE LEARNING INC	168.74
07/15/2022	LIBRY	5783	009030	SYNTHA GREEN	57.58
07/15/2022	LIBRY	5784	001090	INGRAM LIBRARY SERVICES	38.41
07/15/2022	LIBRY	5785	MISC	JEFF JIMISON	345.71
07/15/2022	LIBRY	5786	000673	NEW YORK TIMES, THE	2,080.00
07/15/2022	LIBRY	5787	008145	TOWN SQUARE PUBLICATIONS	445.00
07/29/2022	LIBRY	5788	009126	AMAZON CAPITAL SERVICES INC	163.39
07/29/2022	LIBRY	5789	004867	BALDWIN PUBLIC LIBRARY TRUST	75.00
07/29/2022	LIBRY	5790	000902	CENGAGE LEARNING INC	58.38
07/29/2022	LIBRY	5791	004269	CENTER POINT LARGE PRINT	156.23
07/29/2022	LIBRY	5792	MISC	DANIELLE STINGU	100.00
07/29/2022	LIBRY	5793	007403	SUSAN DION	55.23
07/29/2022	LIBRY	5794	009315	FIRST NATIONAL BANK OF OMAHA	1,068.13
07/29/2022	LIBRY	5795	001090	INGRAM LIBRARY SERVICES	1,070.94
07/29/2022	LIBRY	5796	009261	NICOLSON ASSOCIATES INC	277.99
07/29/2022	LIBRY	5797	009478	ODP BUSINESS SOLUTIONS, LLC	136.36
07/29/2022	LIBRY	5798	006432	ELISABETH PHOU	266.35
07/29/2022	LIBRY	5799	000757	SCHOLASTIC INC	85.30

LIBRY TOTALS:

Total of 20 Checks:	6,968.70
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	6,968.70