

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

OCTOBER 17, 2022

Frank Pisano
PRESIDENT

Jennifer Wheeler
VICE PRESIDENT

Karen Rock
SECRETARY

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



LEARN.CONNECT.DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022



LEARN.CONNECT.DISCOVER.

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Pisano, Frank
PRESIDENT

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Term expires 2025

Finance Committee

Wheeler, Jennifer
VICE PRESIDENT

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Term expires 2023

Personnel Committee,
Policy Committee

Rock, Karen
SECRETARY

465 Pilgrim Ave.
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Term expires 2023

Personnel Committee,
Policy Committee

Mark, Melissa S.

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Term expires 2025

Building Committee,
Outreach Committee

Rumple, Danielle

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Term expires 2025

Finance Committee,
Outreach Committee

Suhay, James W.

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Term expires 2023

Building Committee

Clark, Olivia

STUDENT REPRESENTATIVE
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Term expires February 2023



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AGENDA

Baldwin Public Library Board Meeting

Monday, October 17, 2022 at 7:30 p.m.

Rotary Tribute & Donor Rooms

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.

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

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

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

I. Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a Board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- A. Approval of September 19, 2022 Board Meeting Minutes p. 8
- B. Approval of September 2022 vendor payments in the amount of \$93,101.23, including payments in excess of \$6,000. p. 12
- C. Approval of total expenses in the amount of \$303,308.24. p. 17

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Jennifer Wheeler) p. 53
- D. Upcoming events of interest (Jaclyn Miller) p. 62

III. Board Committee Reports

- A. Finance – Danielle Rumble p. 16
- B. Outreach – Melissa Mark
- C. Building – Jim Suhay p. 19

Suggested Board action: To make a motion to create a front entry staircase that has five steps at the base, a landing, and then four steps at the top of the staircase.

Suggested Board action: To make a motion to adopt the proposed design, dated September 30, 2022, for the vending café in the Phase 3 renovation. p. 21

- D. Personnel – Jennifer Wheeler p. 25
- E. Policy – Karen Rock p. 26

Suggested Board action: To make a motion to adopt proposed changes to the Naming Rights Policy, as found on pages 27 to 30 of the October 2022 Board packet. p. 27

Suggested Board action: To make a motion to adopt proposed changes to the Code of Conduct, as found on pages 35 to 36 of the October 2022 Board packet. p. 35

Suggested Board action: To make a motion to adopt proposed changes to the Privacy Policy, as found on pages 37 to 38 of the October 2022 Board packet. p. 37

Suggested Board action: To make a motion to adopt proposed changes to the Library Displays Policy, as found on pages 39 of the October 2022 Board packet. p. 39

Suggested Board action: To make a motion to adopt proposed changes to the Group Study Room Policy, as found on pages 40 of the October 2022 Board packet. p. 40

Suggested Board action: To make a motion to adopt proposed changes to the Unattended Children Policy, as found on pages 41 of the October 2022 Board packet. p. 41

Suggested Board action: To make a motion to change the time limit for public comment, as listed in the Public Comment Policy, to ____ minutes. p. 42

IV. Library Report – Rebekah Craft and Jaclyn Miller p. 43

V. Liaisons

- A. Report from Friends of the Baldwin Public Library (Ryndee Carney) p. 58
- 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

VII. Unfinished Business

- A. Janitorial Services p. 59

VIII. Items removed from the Consent Agenda

- IX. Information Only p. 61
- A. Upcoming events of interest p. 62
 - B. *Downtown News Magazine*, "Big Night Out to support Next organization" p. 64
 - C. *Jackson Hole News & Guide*, "Library shines light on banned books with new art of Lady Liberty" p. 65
 - D. *MLive*, "See aerial photos of human chain moving 2k+ books to new Ypsilanti-area library" p. 68

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.

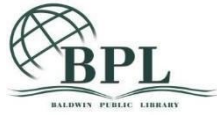
XI. Adjournment

The next regular meeting of the Library Board will be on Monday, November 21, 2022 at 7:30 p.m.

Motion: *To adjourn the October 17, 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
September 19, 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: Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Olivia Clark.

Absent and excused: Melissa Mark.

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: None.

Rumble read aloud the Library's Mission Statement.

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

1. Consent Agenda:

Motion to approve the consent agenda.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

2. Board Reports and Special Announcements:

President's report: Pisano thanked staff for their expertise, organization, and efficiency in reopening the Youth Room following significant water damage in August. Pisano and Craft attended the AIA Awards at Eastern Market on September 15, where Luckenbach Ziegelman Gardner Architects were presented with the Historic Rehabilitation/Adaptive Reuse Honor Award for Baldwin's Youth Room renovation.

Board comments: None.

Staff Anniversaries: Wheeler recognized the following staff anniversaries: Diana Ancog (1 year of service), Beverly Banks (1 year), Brandon Bolek-Toubeaux (21 years), Ethan Cronkite (1 year), David Dapkus (5 years), Sinjin Green (1 year), Patricia Henricks (5 years), Jessica Hoeck (5 years), Jeff Jimison (5 years), Diane Marrich-Simon (1 year), Haylie May (1 year), Vicki Sower (15 years), Lynn Szykiel (3 years), and Liz Volpe (17 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 74-75 of the September Board packet.

3. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on September 12 in the Delos Board Room. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 19 of the September Board packet.

The next meeting of the Finance Committee will take place on Monday, October 10, 2022, at 4:00 p.m. in the Delos Board Room.

Outreach Committee:

Rumple reported that the Outreach Committee met on August 25 in the Delos Board Room. Present were Mark, Rumple, Craft, and Miller. Full minutes from this meeting are on page 23 of the September Board packet.

The next meeting of the Outreach Committee will be held on a date to be determined.

4. Library Report:

Miller presented highlights from the Library Report. Full details can be found on pages 25-41 of the September Board packet.

The final Summer Reading 2022 report can be found on pages 27-30 of the September Board packet. Beanstack was used to assist participants in tracking their progress. There was an increase in participation over last year.

Brainfuse and Washington Post have been renewed for the next year. Teen Librarian Elisabeth Phou created a board game cart for use by bored teens, which can be found in the Teen Scene.

The Legacy Room now houses the Large Print collection, and is open to the public. This room was temporarily repurposed as a youth area during the Youth Room restoration from water damage in August.

Storage and work furniture for the Ileana Thal Reference Desk, Idea Lab, and second floor copy room has arrived after some delay. Two broken windows have been replaced in the Youth Room and Study Room 3.

Miller, Mark, and Rumple attended Bingham Farms Family Fest. A thank you letter from Village Administrator Ken Marten can be found on page 79 of the September Board packet.

5. Liaisons

Friends: Ryndee Carney reported the Friends will hold a surprise pop-up sale in the Friends' sorting room on September 24 from 10:00 a.m. to 4:00 p.m. The Fall Sale will occur on Halloween weekend – October 29 through October 31 – culminating with a Monday Bag Sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

6. New & Miscellaneous Business: None.

7. Unfinished Business:

Baldwin Public Library Logo Redesign:

The public and staff were surveyed on the three logo designs chosen as Board favorites from the August Board Meeting. The City's Wayfinding & Signage Committee informed Craft of the color palette to be used in revisions of these logos, which graphic designer Michelle Hollo incorporated in the revision. 130 survey respondents provided a variety of feedback, which is detailed on pages 51-64 of the September Board packet. The Board reached consensus on approving Logo 1, with an updated two-color palette.

Motion to accept Logo 1 with two [blue] colors.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

Craft will send the accepted version of Logo 1 to the Wayfinding & Signage Committee for final approval.

Janitorial Services:

An RFP for janitorial services was issued in August, with 6 bids received in response. Although there was a disparate range of price between these bids, each was higher than the current budgeted amount for cleaning services. Craft recommended the Board take a month of study on this matter, and evaluate whether accepting a bid or hiring cleaning staff internally would be more beneficial as it relates to cost savings and efficiency. The Board reached consensus on taking a month of study to determine the best path forward.

Phase 3 Update and Design Decisions:

Café:

Craft and Miller met with Merritt Cieslak Design (MCD) in August to discuss café space design. In MCD's latest renderings, they relocated a built-in counter in an alcove located on the east side of this space, included proposals for furniture layout, and asked the Board for their vision for what the café space should include.

Wheeler wants to incorporate food vending, and suggested a half-food/half-beverage vending machine she had seen. Suhay referred to the original Long Range Planning Committee submission to Tom Markus in January, which proposed "high quality coffee, drinks, and snacks" to be included in the café space, and would like to offer these. Rock liked the vending suggestion Wheeler proposed, but is not interested in serving fresh or refrigerated snacks, which would necessitate State health inspections. Rumble also approved of the mixed vending suggestion. Pisano was underwhelmed by the latest MCD revision and wanted the counter to be centered in the room. Craft will suggest to MCD to keep the alcove location, plan for a half-height mixed food and beverage vending machine, add counter space for a second coffee machine if needed, and an island-style moveable countertop.

Staircase:

MCD's new plan for the entrance staircase will save the Library around \$10,000 by moving the location forward just a few feet and utilizing the existing foundation. Two options are proposed: 1) 10 stairs without a landing, or 2) 9 stairs with a landing. Rumble preferred the 10 step version because it allowed for longer steps. Suhay thought option 2 would be more acceptable for seniors, and is in favor of it. Rock thought having a landing

would be safer. Pisano suggested receiving more clarification from MCD about the two options. Craft noted that both options are up to code and are seen in other buildings.

Cost Savings:

MCD discovered that the Birkerts wing is held up by a lattice system of structural support. Because of this, they were able to move the elevator 8" closer to the vestibule, which will produce a cost savings of \$20-30,000. MCD adjusted the design to keep an existing column support in place, where the sorter room is now, which will save around \$10,000.

Water Retention Storage:

Nowak and Fraus, civil engineers, created a site plan for Phase 3 which included the coefficient of storm water runoff for the proposed roof area. City Engineering informed MCD that an underground water storage basin would be needed to accommodate the additional roof runoff, which MCD estimates would cost around \$80,000. MCD is researching options, including increasing the size of the drain tile that directs water to the storm sewer. MCD would be able to include an underground basin by shifting the tree placement in the current design.

Pisano stated he was comfortable with following the City guidelines. Suhay suggested MCD, Board, and Staff commit to more research on alternative solutions to the underground basin, exploring sharing this cost with the City, or proposing an increase in millage to cover the \$80,000 proposed additional cost. Rock suggested it is more cost-efficient to put in the water basin than to deal with catastrophic flooding later on.

These matters will be further discussed in the upcoming Building Committee meeting on September 22.

8. Items Removed from Consent Agenda: None.
9. Information Only: See pages 73-99 of the September 2022 Board packet.
10. General Public Comment Period: None.
11. Adjournment:

Motion to adjourn the meeting.

1st Rumple

2nd Wheeler

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:07 p.m. The next regular meeting is scheduled for Monday, October 17, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

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

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Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
	009440	ALLIANCE ENTERTAINMENT, LLC	1,539.37
	009126	AMAZON CAPITAL SERVICES INC	2,388.34
	000843	BAKER & TAYLOR BOOKS	384.98
	000517	BEIER HOWLETT P.C.	726.00
	003904	CAPITAL ONE BANK	1,095.37
	004269	CENTER POINT LARGE PRINT	57.34
	000627	CONSUMERS ENERGY	1,326.00
	000575	DEMCO, INC	91.20
	000179	DTE ENERGY	7,883.46
	008164	GARY EISELE	71.88
	003530	INFORMATION TODAY INC	319.73
	001090	INGRAM LIBRARY SERVICES	17,073.00
	008827	KANOPY, INC	419.05
	003527	LOWER HURON SUPPLY CO INC	852.76
	007927	MICHELLE HOLLO	945.00
	002013	MIDWEST TAPE	10,330.09
	008336	NBS COMMERCIAL INTERIORS	10,006.75
	009478	ODP BUSINESS SOLUTIONS, LLC	663.62
	006785	OVERDRIVE, INC.	17,078.09
	007588	PERMACARD	879.81
	007408	T-MOBILE	298.60
	004692	TRANSPARENT WINDOW CLEANING	3,200.00
	000158	VERIZON WIRELESS	104.51
287794	008164	GARY EISELE	55.63
287818	009478	ODP BUSINESS SOLUTIONS, LLC	351.93
287825	MISC	ROBERT STRATTON	61.96
287844	008309	ABSOLUTE LOCKSMITHS	125.00
287903	000249	GUARDIAN ALARM	244.04
287952	009478	ODP BUSINESS SOLUTIONS, LLC	180.40
287966	007907	SP+ CORPORATION	770.00
287985	009026	WELLS FARGO VENDOR FIN SERV BAKER	677.87
287996	000843	& TAYLOR BOOKS	124.04
288002	003914	BOOK PAGE	648.00
288011	000605	CINTAS CORPORATION	227.60
288017	009024	THE D.M. BURR GROUP	3,775.00
288040	004493	ELITE IMAGING SYSTEMS, INC	742.64
288051	006666	GRID 4 COMMUNICATIONS INC. KONICA	226.74
288065	004904	MINOLTA BUSINESS SOLUTIONS	3,895.25
288070	009533	LIBRARY IDEAS, LLC	407.47
288101	007907	SP+ CORPORATION	2,000.00
6101	008336	NBS COMMERCIAL INTERIORS	856.00
6118	009126	AMAZON CAPITAL SERVICES INC	(115.21)
6159	005861	UNIQUE MGMT SERVICE, INC	41.20

Register of Claims

Page: 2/2

Baldwin Public Library

300 W. Merrill Street

Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
Total:			93,101.23

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

Outreach Committee

Personnel Committee

Policy Committee

October 2022 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, October 10, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, Jaclyn Miller, and Paul Gillin.

- Craft gave an update on the FY2022-23 budget. After three months, the budget is tracking well.
 - Large payments were issued to Midwest Tape, Overdrive and Ingram for library materials; to NBS Commercial Interiors for Jeanne Lloyd Room AV system upgrades; and to DTE Energy.
 - Utilities are expected to be higher this year, compared to last.
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$1983 in September at the in-lobby book sale and one-day pop up sale.
- The committee reviewed the trust portfolio performance report and will move from tracking the Global Aggregate bond index performance to the U.S. Aggregate bond index performance because a majority of BPL's bonds are domestic.
- Craft will invite Jim Cummins from Raymond James to attend the November Finance Committee meeting.
- The next meeting of the Finance Committee will take place on Monday, November 14 2022, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: September 2022

This report references the Revenue and Expense Report 2022-23, found on the following page. At 25.0% of the way through fiscal year 2022-2023, the Library has spent 23.5% of its budget and received 82.4% of its revenue. By this point of the year, the Library was budgeted to have spent 25.0% of its budget and to have received 82.9% of its revenue.

Two pay periods were recorded in September.

Vendor payments in excess of \$6,000:

Overdrive (Electronic Materials)	\$	17,078.09
Ingram Library Services (Print Materials)	\$	17,073.00
NBS Commercial Interiors (JLR replacement/upgrades to AV system)	\$	10,862.75
Midwest Tape (Audio Visual Materials)	\$	10,330.09
DTE Energy	\$	7,883.46
Total vendor payments in excess of \$6,000	\$	63,227.39
Balance of vendor payments less than \$6,000	\$	29,873.84
Total vendor payments	\$	93,101.23

City of Birmingham allocations:

Payroll Period Ending 09/08/22	\$	103,299.66
Payroll Period Ending 09/22/22	\$	85,019.84
Employee Health Care Payroll Deduction 09/22/22	\$	(642.16)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$	7,744.58
Total Payroll	\$	198,890.92

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000 estimate)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	490.00
Total City of Birmingham allocations	\$	208,473.42

Reconciling adjustments:

City of Birmingham Water	\$	1,251.63
Plante Moran Audit Charges	\$	470.00
Bank Credit Card Fees	\$	258.34
BSA Software Adjustment Prior Months	\$	46.66
Urban Landscape Adjustment for Eick Donations/Deposit	\$	(500.00)
MML Insurance Adjustment Prior Months	\$	206.96
Total Recon Adjustments	\$	1,733.59

Total expenses for the month	\$	303,308.24
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2022-23
September 2022

	Approved 2022-2023 Budget	Current Month Budget September 2022	Current Month Actual September 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	25.00% of the year	3rd Month of the year
REVENUES											
TAXES	\$3,869,880	\$3,869,880	\$3,869,880	\$0	\$3,869,880	\$3,869,880	\$0	100.0%	\$3,678,280	100.0%	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$3,750)	\$0	\$3,750	0.0%	(\$1,370)	9.1%	9.1%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$0	(\$8,833)	\$26,500	\$0	(\$26,500)	0.0%	\$0	0.0%	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$248,142	\$165,443	\$248,098	\$248,142	\$45	25.0%	\$161,154	16.7%	16.7%
PATRON USE REVENUE	\$27,000	\$2,250	\$5,292	\$3,042	\$6,750	\$9,574	\$2,824	35.5%	\$6,453	30.2%	30.2%
INVESTMENT INCOME	\$30,000	\$2,500	\$0	(\$2,500)	\$7,500	\$0	(\$7,500)	0.0%	\$2,433	8.1%	8.1%
TOTAL REVENUE	\$5,010,270	\$3,964,913	\$4,123,314	\$158,401	\$4,154,978	\$4,127,596	(\$27,382)	82.4%	\$3,846,950	80.5%	80.5%
EXPENSES											
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$198,891	(\$38,294)	\$711,555	\$554,309	(\$157,246)	19.5%	\$530,464	19.8%	19.8%
SUPPLIES	\$143,000	\$11,917	\$4,944	(\$6,973)	\$35,750	\$35,829	\$79	25.1%	\$29,291	24.5%	24.5%
CONTRACTED SERVICES	\$499,590	\$41,633	\$24,899	(\$16,733)	\$124,898	\$175,822.66	\$50,925	35.2%	\$66,254	17.3%	17.3%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$1,083	(\$10,500)	\$34,750	\$73,816	\$39,066	53.1%	\$51,830	34.6%	34.6%
UTILITIES	\$105,000	\$8,750	\$10,461	\$1,711	\$26,250	\$30,932	\$4,682	29.5%	\$29,025	30.2%	30.2%
OTHER CHARGES	\$81,480	\$6,790	\$3,496	(\$3,294)	\$20,370	\$21,149	\$779	26.0%	\$15,493	18.8%	18.8%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$10,007	\$4,398	\$16,825	\$10,007	(\$6,818)	14.9%	\$8,123	12.6%	12.6%
COLLECTIONS	\$649,750	\$54,146	\$49,527	(\$4,619)	\$162,438	\$161,688	(\$749)	24.9%	\$129,867	20.1%	20.1%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$303,308	(\$74,303)	\$1,132,835	\$1,063,552	(\$69,283)	23.5%	\$860,347	20.4%	20.4%
VARIANCE	\$478,930	\$3,587,301	\$3,820,006	\$232,705	\$3,022,143	\$3,064,044	\$41,901	25.0%			
FUND BALANCE-BEGINNING OF YEAR							\$1,868,532.90				
FUND BALANCE-CURRENT							\$4,932,576.52				

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.

September 2022 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Thursday, September 22, 2022 at 8:30 a.m. in the Delos Board Room. Present were Jim Suhay, Melissa Mark, Rebekah Craft, Jaclyn Miller, Kristen Tait (virtually), Steve Schneemann, Dianne Schurg, and two members of the public.

The Committee discussed the new requirements for water retention in the front terrace. Schneemann stated that he has been working with the City Engineer and civil engineer to develop a water retention plan that meets the requirements. MCD has moved the terrace trees further south to open up the plaza for activities and provide enough space for water retention tanks.

Suhay asked Craft to speak with City Manager Markus about the new requirements for water retention.

Schneemann stated that the new garden area will include all native plantings, perennials, and hornbeam trees.

The Committee reviewed the plans for the steps inside the lobby.

MCD has proposed two different staircase options. For comparison, the front steps of the library are currently 11" treads, with 5.5" risers.

- **Option 1:** Eliminate the center landing and continue to use 10 steps. Lengthen the treads to be 12" deep and the risers 6" tall.
- **Option 2:** Create a new staircase with 5 steps, a landing, then 4 steps, for a total of 9 steps. This option keeps the original landing, but will shorten the length of the treads to be 11" and increase the height of the steps to be 7".

➤ *Committee members Suhay and Mark recommend that the Library Board select option 2 for the lobby staircase.*

Before the meeting, Craft communicated to MCD the Library Board's requests for the café space following the discussion at the September 19 Board meeting. These included a vending machine for cold drinks and snacks, a sink, additional counter space, a small refrigerator, lockable cabinets, and a coffee vending machine. The Committee reviewed plans for the proposed café. The Committee discussed the merits of each element in the café and stressed the importance of creating a clear walkway through the café and providing a flexible space

that includes each element. The Committee also discussed alternative partnership opportunities for staffing the cafe

Resident David Bloom commented that the café space needs to be reevaluated and that the committee is rushing the design.

The next meeting of the Building Committee will take place at a later date.

MEMORANDUM

DATE: October 14, 2022
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Updates to Café plan

CAFÉ PLAN UPDATE

Following the Building Committee on September 22, 2022, MCD made adjustments to the café plan presented at the September 19 Board meeting to accommodate Board member requests.

The orientation of the public restroom and café counter was shifted. This new layout allows the new café counter to include a vending machine for cold drinks and snacks, a coffee vending machine, a sink, an in-cabinet refrigerator, and an under mounted trash can. The backsplash will be fully washable. There will be a sign above the café counter saying “coffee” that can be read from the front entrance. The new orientation of the café allows the focus of the café to be on the tables, the artwork, and the main entrance to the library; no vending machines are visible from the sidewalk.

This design meets the following objectives:

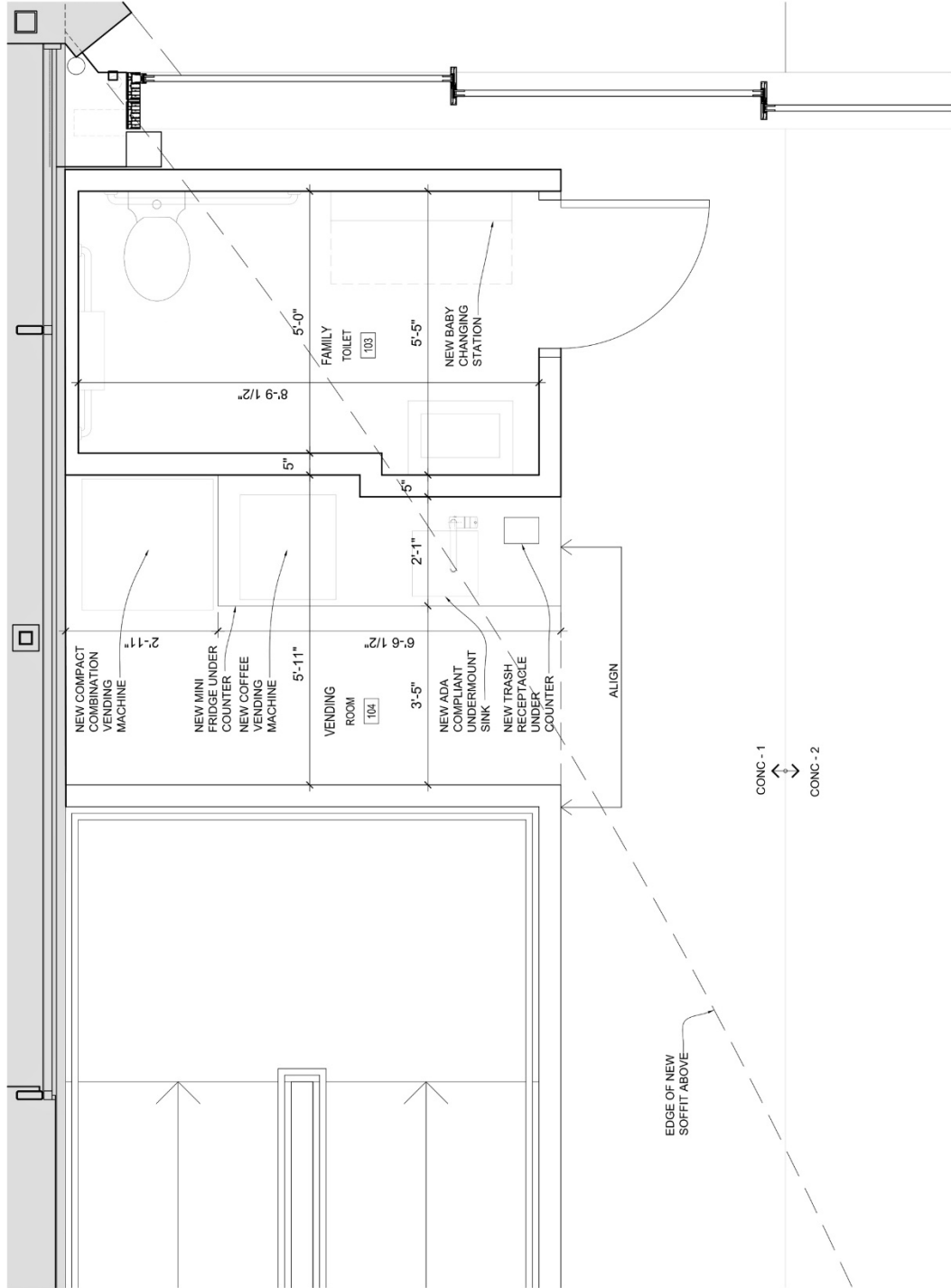
- Maintains a clear walkway from the front vestibule out to the Nanawall doors on the east side of the café.
- Ensures that any furniture placed in front of the ramp does not obscure the ramp; ideally nothing placed in front of the ramp should be taller than the ramp.
- Maintains sightlines to the artwork installation above the ramp and preserves the original Birkerts spandrel glass windows.
- Provides ample seating for library users.

Earlier this year, we surveyed staff and Board members about potential uses of the café and outdoor area. We want to make sure that our café can accommodate the following uses:

- Host an after-hours indoor/outdoor fundraiser in the spring/summer/fall with entertainment (speaker/author/band), food tables, bartender, live music
- Use it for messier programs - like cooking demos, gardening demos, craft demos
- Host an after-hours author talk outside and use the cafe inside for drinks/refreshments
- Consider renting the space for private events hosted by residents who have BPL library cards

We would be able to accommodate the above uses for the café with the new recessed countertop by using the built in café alcove and also pulling 2-3 tall café tables close to the café alcove to use as additional, flexible counterspace for a bartender, food table, or cooking demo. Not having a permanent fixture that cuts into the middle of the café walkway greatly helps to maximize flexibility.

Renderings of the café space and an updated floor plan are shown below.



1 SK-1 VENDING & TOILET ROOM PLAN 1/2" = 1'-0"

ADDITION & RENOVATION FOR:

BALDWIN PUBLIC LIBRARY

300 W. MERRILL ST.
BIRMINGHAM, MI

merritt
cieslak
design

ARCHITECTURE | PLANNING

33610 Grand River
Farmington, Michigan 48335
248-374-0001
www.mcdarchitects.com

SK-09302022-1

Café view from east



Café view from west



Café view interior



SUGGESTED BOARD ACTION

To make a motion to adopt the proposed design, dated September 30, 2022, for the vending café in the Phase 3 renovation.

September 2022 Personnel Committee Report

The Baldwin Public Library Board's Personnel Committee met on Wednesday, September 28, 2022 at 9:00 a.m. in the Jeanne Lloyd Room. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

- The Committee reviewed staff-proposed edits to Employee Handbook. Craft will incorporate further suggestions and edits mentioned during the meeting and have the changes reviewed by the HR Director Joe Lambert and the HR attorney before presenting the final draft to the Library Board for review and approval.
- The Committee discussed the addition of Paid Family Leave for the birth/adoption of a child and reviewed policies from local libraries. Craft will work with HR Director Joe Lambert to create a proposal for review by the Library Board.
- The Committee discussed the dress code with regards to buttons/masks/t-shirts advertising causes/beliefs (Black Lives Matter, LGBTQ flag, etc.). Craft will consult the labor attorney on this matter.
- The next meeting of the Personnel Committee will take at a later date.

October 2022 Policy Committee Minutes

The Baldwin Public Library Board's Policy Committee met on Thursday, October 13, 2022 at 10:30 a.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

The Committee reviewed proposed edits to the following policies and will present the updates to the Library Board for approval:

- Naming Rights Policy
- Code of Conduct
- Privacy Policy
- Library Displays Policy
- Group Study Rooms Policy
- Unattended Children Policy

The Committee discussed the Public Comment Policy and debated on the time limit for public comment. The current time limit is 2 minutes. The time limits at City Commission meetings are often set to 2-3 minutes if there are many people present to speak during public hearings. The Birmingham Public Schools set a time limit of 3 minutes for public comment. Surrounding libraries set the following time limit for public comment:

- Farmington Hills – 3 minutes
- West Bloomfield – 3 minutes
- Bloomfield Twp – 3 minutes
- Royal Oak – 5 minutes
- Berkley – no limit

The Committee would like the Library Board to debate changing the length of public comment during the October 17 meeting.

The Gift and Donation Policy was reviewed but no changes are recommended at this time.

The next meeting of the Policy Committee will take place in January 2023. The Committee will review the following policies at that time: Bylaws of the Board of Directors, Meeting Room Policy, Social Media Policy, Hours of Service, Americans with Disabilities Act Compliance Policy, Idea Lab Policy, Volunteer Policy, and Staff Development Policy.

Naming Rights Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Purpose:

The Baldwin Public Library (BPL) Trust Board (Board of Directors) considers the naming of a space in honor or memory of a living or deceased individual, corporation, foundation, or organization to be one of the highest distinctions it can bestow. BPL seeks to recognize persons who have supported BPL through distinguished effort or substantial financial contributions by naming a space in their honor. A “space” is defined as an internal feature, which may be a room or area, or an external feature, which may be gardens or an outdoor area.

Opportunities for Naming:

Financial Donation: A designated space shall be named in accordance with the sponsor’s wishes, pending approval from the Director. Proposals for naming facilities should be submitted to the **Library** Director and should contain specific information in support thereof, including any guidelines on how the donated funds are to be used to support the named space. If endorsed by the Director, the proposal shall be forwarded to the BPL Trust Board for approval.

Distinguished Effort: The naming of a space may honor or memorialize an individual who has achieved exceptional distinction in librarianship and/or other areas of knowledge management or who has served BPL in a professional capacity and has earned a state or national reputation for preeminent achievements in librarianship while employed by BPL. The credentials, character, and reputation of each individual shall be appropriately reviewed as part of the nomination process. A proposal for naming a space in honor of a member of the community shall also be considered when that person has given distinguished service to BPL that merits recognition in BPL’s history.

Deferred Gifts with Naming Rights: Deferred gifts are those gifts that are committed for BPL use in the present, but received by BPL in the future. There may be many forms of such gifts. Deferred gift assets become available for investment by BPL when a donor transfers cash or assets to BPL and obtains, in exchange, a life income based on the value of donated assets. The forms in which gifts may currently be established include, but are not limited to: charitable gift annuity (no trust); charitable remainder unitrust; charitable remainder annuity trust; pooled income fund (pooled trust); and charitable lead trust.

Each deferred gift plan shall have a mutually signed agreement that specifies the type of plan, amount of the income payments, and the purpose and use of the deferred gift.

People interested in developing this type of gift are encouraged to contact the Director to discuss their options. All plans for Deferred Gifts shall contain a written statement of intent

with full details of the gift. The Director shall submit a recommendation to the BPL Trust Board for final acceptance.

Once a deferred gift has received formal acceptance by the BPL Trust Board, the gift shall be considered as irrevocable.

General Guidelines:

BPL shall use the following guidelines to make decisions on the merits of each naming opportunity:

1. Negotiations for the naming rights for a particular space may be initiated by the Director, a benefactor, or other interested parties.
2. In the event that the flow of funds agreed to constitute a naming opportunity ceases before the agreed time, the Director may recommend to the Trust Board that the use of the benefactor's name for the space be discontinued.
3. When a major building project is to be undertaken, a tailored naming policy may be proposed. Such a policy shall require the endorsement of the Director for recommendation to the BPL Trust Board.
4. If an individual or organization, after which a space has been named, comes into disrepute at BPL or in the community at large, the Director may recommend to the BPL Trust Board that the use of the name be discontinued.
5. The Director shall submit all requests for naming rights to the BPL Trust Board in writing. The request shall contain a recommendation based on the criteria and objectives outlined in this policy. The BPL Trust Board shall review and research each submitted naming nomination on its individual merits.
6. All contract documents must be finalized before BPL issues final approval for a naming opportunity and declares the officially recognized name of the space.
7. Publicity for the proposed naming of the space may not occur until the recommendation for naming is approved by the BPL Trust Board.
8. Naming rights shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation. In the event the space is significantly altered in a timeframe less than 75% of the agreed upon time when the gift was made, the BPL Trust Board shall roll the name forward in a similar capacity.

Gift Recognition Replacement-Special Considerations:

Naming Rights Policy adopted by the BPL Board on May 19, 2008. Revised June 18, 2012, June 20, 2016, March 21, 2022

A request to rename, add a second name, or remove a name from a space shall conform to the following principles:

Any request to rename, add, or remove a name from a space within BPL should include documentation pertaining to the original approval and subsequent name change proposal. In the event that donor names must be removed for new construction, or in the event is destroyed by natural disaster and is rebuilt to be used for its original purpose, recognition shall be replaced per the original agreement.

In the event a building is drastically altered through construction, the BPL Trust Board shall reserve the right to add or alter gift recognition, including the name of the space. Any donor plaques displaced as a result of this shall be rededicated in an alternative location in accordance with the timeframe developed for the original gift.

When a named space has reached the end of its useful life and shall be replaced or substantially renovated, the replaced or renovated space may be renamed in recognition of a new donor or honoree. Appropriate recognition of earlier donors or honorees shall be included in or adjacent to new, renovated or redeveloped spaces.

Dedication Ceremony and Plaque:

Upon approval of the naming by the BPL Trust Board, an appropriate dedication ceremony may be planned and conducted. The donor and the donor's guests, the BPL Trust Board, and the Executive Board of the Friends of the Baldwin Public Library shall be notified at an early date to ensure attendance and participation. A dedication plaque or comparable marking may be erected at the ceremony. All building plaques must conform to the signage that has been selected for the area in size, design, location, materials, and content.

**The Baldwin Public Library
Gift Agreement for Naming Rights**

For The *[insert name]* Space

In accordance with the Baldwin Public Library Trust Board's Naming Rights Policy, the undersigned intends to establish, by a gift of \$*[insert amount of gift commitment]*, payable over a period of up to *[insert number here]* years, a named space to be known as

The *[insert name]*.

It is the donor's wish that the space located *[insert with space description]* be named The *[insert name]* and marked with an appropriate plaque.

This naming right shall remain in place for a period of at least twenty-five (25) years, although a plaque shall remain in the location in perpetuity, acknowledging the name and the donation.

The Baldwin Public Library Trust Board gratefully acknowledge this generous gift and the terms stated within by the signature of their duly authorized representative on duplicate copies of this agreement.

Baldwin Public Library

Printed Name of Donor

Acknowledgment by the President
of the Baldwin Public Library
Trust Board

Signature of Donor

Date _____

Date _____

Code of Conduct

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Introduction

The Baldwin Public Library is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. This Code of Conduct Policy has been established to provide a safe and welcoming environment for all patrons and staff on the Library's premises. Patrons who will not respect this policy may be asked to leave the Library, have Library privileges suspended, or be subject to legal action.

Violations of Law

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation on Library premises or concerning Library property will violate this Policy. This includes, but is not limited to, vandalism, assault, larceny, and the removal of Library material from the property without authorization through approved lending procedures.

Code of Conduct

The following behaviors are not acceptable:

- A. Disruptive or unsafe behavior, including, but not limited to profanity, running, climbing furniture, throwing things, hitting, pushing, or shoving.
- B. Failure to follow Oakland County Health Department, State of Michigan, and Center for Disease Control and Prevention infectious disease control guidelines in order to lessen the spread of COVID-19, as posted on the Library entrance.
- C. Stealing, damaging, altering or attempting to alter, any property of the Library.
- D. Making sounds louder in volume than the general noise level of the area, including yelling, cheering, talking (with others or in monologues), or producing noises from electronic, entertainment, and communication devices, such as cell phones, tablets, and headphones.
- E. Interfering with the use of the Library by other patrons or with employees' performance of duties, including monopolizing the attention of staff for an inappropriate period of time, and making inappropriate personal comments, sexual advances, or other forms of physical or verbal harassment.
- F. Entering a designated staff area without permission from a Library staff member.
- G. Threatening, bullying, or harassing other people, including following, threatening, or taunting them, or inflicting physical or verbal abuse.

- H.—Recording or photographing another person in the Library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- I.—Leaving belongings unattended. The Library does not guarantee storage for personal property. Personal possessions must not be left unattended or take up seating or space if needed by others.
- J.—Offensive body odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne.
- K.—Misusing restrooms, including, but not limited to laundering, shaving, hair cutting, bathing, sexual activity, or other inappropriate behavior.
- L.—Consuming food and beverages other than in designated areas or at authorized Library functions. Light snacks and beverages in closed containers are permitted everywhere except at Library computers, or in the Computer Lab, Idea Lab, and Harry Allen Room. All areas shall be left clean after use.
- M.—Leaving children under the age of 10 unsupervised in the Library in accordance with the **Library's Unattended Children's Policy**.
- N.—Viewing materials which are inappropriate for the surroundings.
- O.—Using computers to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with the **Library's Electronic Device, Network, and Internet Use Policy** and Michigan Compiled Law 397.606.
- P.—Campaigning, petitioning, interviewing, survey taking, panhandling, or soliciting inside the Library or under the Library's front entrance awning on Merrill Street.
- Q.—Lying down or sleeping in the Library.
- R.—Smoking, using e-cigarettes, vaping, or chewing tobacco on Library property.
- S.—Consuming alcoholic beverages (except when served or permitted at Library-sanctioned events) or possessing or consuming illegal drugs on Library property. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on Library property.
- T.—Bringing animals into the Library other than therapy animals and service animals (as defined by law) for individuals with disabilities, animals used in law enforcement, animals used in Library programming, or where otherwise permitted under Library policy. Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal has an accident.
- U.—Securing animals or bicycles to the Library's front entrance railings.

~~V. Using skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.~~

~~W. Not wearing a shirt, shoes, or other appropriate clothing.~~

~~X. Bringing in large items such as suitcases, duffle bags, or large plastic garbage bags.~~

Introduction

The Baldwin Public Library (BPL) is committed to serving everyone, especially those in the community who most need access to services and resources and for whom barriers may sometimes hinder full and equitable access. That includes those who are experiencing homelessness, those with health challenges, those with income challenges, and other vulnerable or marginalized members of the community.

BPL listens to its community. Together, we value:

- Engagement through anti-racism, equity, civic responsibility, collaboration, compassion, gathering, and participation
- Learning through knowledge, access, literacy, education, opportunity, and intellectual freedom
- Stewardship through accountability, preservation, sustainability, and transparency

BPL does not tolerate illegal behavior which is never permitted in physical and virtual library spaces.

Visitor conduct must never endanger the health, safety, or well-being of other BPL users or employees or cause or threaten to cause damage to BPL property.

Guidelines

BPL is committed to welcoming everyone, and the Library Board of Directors has established the following guidelines to ensure:

- Everyone may access BPL's information, services, and opportunities;
- BPL patrons experience safe library spaces;
- BPL resources are protected from theft and damage; and
- BPL staff members have a safe workplace.

When individual values are in conflict, dilemmas occur. BPL strives to support a positive experience for everyone. Visitor conduct cannot create a disturbance or otherwise interfere with the safe use of BPL by others.

Solicitations (support for political, charitable or other causes, not involving the solicitation of funds) outside of BPL spaces may only take place on the front sidewalk, outside the awning. Solicitations inside the building are not permitted.

Personal items must be kept with you at all times. BPL is a public space; staff are not responsible for loss or damage of unattended items.

Small snacks and covered drinks are acceptable everywhere except at public computers.

Sleeping is acceptable if it does not limit access to entrances and exits, resources, and staff.

Service animals, as defined by the Americans with Disabilities Act, are permitted in BPL.

Accountability

These guidelines apply to visitors of all ages. Parents, guardians, and caregivers are responsible for the behavior and safety of minors or adults who require care.

Any conduct that violates these guidelines may result in cost recovery charges, exclusion from BPL spaces and from the use of BPL services, and prosecution.

All BPL staff are authorized to ask visitors whose choices violate the BPL's guidelines to leave the building. BPL staff may choose to exclude a patron for a 24-hour period. All staff are authorized to call 911 and required to document the incident through BPL's internal incident reporting system.

The Birmingham Police Department will be notified if unsupervised children and other patrons who require care are unable or unwilling to tell staff their full name, the name of a parent, guardian, or caregiver, and the phone number of a parent guardian, or caregiver.

BPL may bring criminal charges against any persons suspected of criminal acts toward BPL staff or patrons, including theft or vandalism of BPL property or materials or of any violations on BPL property of federal, state, or local laws and ordinances.

Right of Appeal

Any **BPL Library** user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to **BPL Library** staff. **BPL Library** staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing. **If you see anyone violating these rules or feel that others in the Library are acting inappropriately, please inform a BPL staff member immediately.**

Code of Conduct

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

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Privacy Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Your Right to Privacy

The Baldwin Public Library (BPL) is committed to protecting your right to privacy regarding the questions you ask and the materials you borrow. This Privacy Policy explains your privacy and confidentiality rights, the steps BPL takes to respect and protect your privacy when you use BPL resources, and how we deal with personally identifiable information that we may collect from you.

Confidentiality of Library Records

To protect patrons' rights of free speech, free thought, and free association, the Baldwin Public Library will maintain confidentiality of library records to the fullest extent permitted by law. For the purposes of this policy, a "library record," as defined by [The Library Privacy Act 455 of 1982, 397.602 \(k\)](#) and amended as [Public Act 315 of 2020](#), is "a document, record, or other method of storing information retained by a library that contains information that personally identifies a library patron, including the patron's name, address, or telephone number, or that identifies a person as having requested or obtained specific materials from a library."

The Information We Collect

Any information you choose to provide will only be used to provide or improve **BPL Library** services. BPL gathers and retains information about current and valid **BPL Library** users. This may include the following:

- Library card applications (Name, Address, Email address, Phone number, Library card number, Date/year of birth, **school ID number BPS-school-ID#**, wireless provider (if applicable), preferred name)
- Materials currently checked out
- Last Patron to checkout an item
- Overdue materials
- Notice history
- Fines paid or waived
- Meeting room applications
- Event registrations
- Summer Reading application
- Internet access
- Credit card transactions
- Hold pickup authorization
- Reading history (if enabled by patron)

BPL The Baldwin Public Library uses and links to resources owned and operated by third parties, including integrated library systems, offsite computer services, databases, and electronic journals. We license these resources for use by **BPL Baldwin** patrons. BPL makes every attempt to include user privacy protections in license agreements with third parties. However, because the use of these websites and resources is not governed by **BPL the Baldwin Public Library**, we strongly recommend that you review the privacy policies of the websites that you visit. When connecting

to licensed resources outside ~~BPL the Library~~, we authenticate users as ~~BPL Library~~ cardholders and do not provide any personally identifiable information.

Use of the Library's Computers and Online Services

Private information is cleared off public computers with software after each session ends. When visiting BPL's website, BPL automatically collects and stores information about the visit, including but not limited to:

- The Internet domain and IP address from which access to our web site is gained
- The type of browser and operating system used to access BPL's website
- The date and time of access to BPL's website
- The pages visited and for how long
- The links clicked on and all files downloaded
- The type of device the visitor used to access the site (desktop, mobile, etc.)
- The address of the website from which the initial visit to www.baldwinlib.org was launched, if any.

BPL uses this information to help ~~the Library~~ make its site more useful to visitors and to learn about the number of visitors to our site and the types of technology our visitors use. Data collected is not connected to your personal information or identity.

Please see the *Library's Electronic Device, Network, and Internet Use Policy* for further information about technology use within ~~BPL the Library~~.

How We Use Your Information

Access to records shall be restricted as much as possible and treated as confidential.

- Employees of BPL shall only access records required to complete Library work as assigned and appropriate to job duties.
- Employees of BPL shall only provide account information to ~~BPL Library~~ cardholder, unless the person inquiring is listed as a parent, legal guardian, or authorized user.
- BPL may use records to distribute library-related information to registered borrowers.
- BPL may report information about the delinquent account of a patron who obtains materials from BPL to a collection agency under contract with BPL. BPL shall provide the collection agency with only the library records necessary to seek the return of overdue or stolen materials or to collect fines from the patron.
- BPL may disclose library records to another library or library cooperative for the purpose of conducting interlibrary loans. The library records must be limited to those required for providing interlibrary loans.
- If BPL requests the assistance of a law enforcement officer directly or on behalf of a patron, and the ~~Library~~ Director determines that records produced by a surveillance device may assist the law enforcement office to render the requested assistance, BPL may disclose the records to the law enforcement officer upon request.
- Any other disclosure of library records is prohibited unless required by law.

Library Displays Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

POSTING AND DISTRIBUTION OF NON-LIBRARY MATERIALS

As part of its public service, the Baldwin Public Library (BPL) provides designated areas for displays and handouts. BPL retains priority rights to all display space for library purposes. Displays, handouts and announcements must be approved by the Library Director or appointed designee(s) before being posted. These items will be placed in the literature rack or on bulletin boards as determined by BPL staff. Priority consideration will be given to organizations based in BPL's service district.

All materials displayed or left at BPL are subject to the following conditions:

- Any request for posting of literature must be delivered to BPL Administration and receive administrative approval before display. Display space is available on an equitable basis, regardless of the beliefs or affiliations of an individual or group. The fact that an organization or person is permitted the use of a BPL display space does not in any way constitute an endorsement by BPL of their policies or beliefs.
- The time, extent, content and manner of display will be limited to designated areas.
- There will be full compliance with [City of Birmingham Code, Article IV, Section 26-111 through 26-138](#).
- ~~For-profit or business materials will not be approved.~~ Information about non-profit civic, educational, cultural, and community programs or events may be displayed.
- Materials will be discarded or recycled after their use at BPL. Due to limited distribution and storage capacity, excess quantities will be discarded immediately. A 6 inch or shorter stack of materials is the maximum height of literature that will be accepted.
- Prior posting of an item by an organization is not a guarantee for ongoing posting for similar or additional items.
- Unapproved materials will be discarded at BPL's discretion.

Group Study Rooms Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

The Baldwin Public Library (BPL) provides Study Rooms for groups to meet without disrupting quieter areas of the library.

Guidelines:

- Study Rooms check out for two (2) hours, **per day, per group**.
- Study Rooms are available on a first come, first served basis. Study Rooms may not be reserved ahead of time.
- Study Rooms are limited to four (4) people at a time.
- Study Rooms must be checked out with a valid Baldwin Public Library card. If a user enters the Study Room without first checking out the room, the user will be asked to check out the room or possibly leave the room. The person who checks out the room must be the person using the Study Room.
- Physically entering the Study Room before checking the room out does not give a user priority to use the room.
- Accompanying technology packs can be checked out with a valid Baldwin Public Library card. These packs must be returned to the Adult Reference Desk.
- If there are groups waiting to use the Study Rooms after your session, a new group will receive priority use of the room.
- Any items that are brought into the Study Rooms are the responsibility of the BPL card holder using the Study Room. Items left in Study Rooms for more than ten minutes will be removed and turned into lost and found. In the event that a Study Room is vacated for more than ten minutes, the checkout will be canceled and the Study Room will be made available to other users.
- Noise volume within Study Rooms must be kept to a low level.
- Users of Study Rooms will be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately, as determined by BPL staff.
- Meetings that may disturb regular BPL functions are not permitted.
- The Study Room must be left in the same condition it was in prior to the meeting.
- Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.
- Violations of the BPL Code of Conduct may result in the loss of room checkout privileges.

Unattended Children Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Children aged ten and under must be accompanied by a caregiver **while using the Baldwin Public Library (BPL)**. Caregivers must be at least fourteen years of age and are responsible for their children's behavior while **at BPL in the library**. Children aged eight to ten must have a caregiver in the **Library** building, while children aged seven and under must be in the same room and within direct sight of their caregiver.

When a child is discovered to be unattended, **BPL** staff will attempt to contact the caregiver and explain the **Unattended Children Policy**. If a caregiver cannot be contacted within thirty minutes, **BPL Library** staff will take appropriate action that may include contacting the Birmingham Police Department to take charge of the child.

At closing, if a child is unattended, **BPL Library** staff ~~are authorized to take appropriate action that may include contacting~~ the Birmingham Police Department. At least two staff members will stay with the child until a caregiver arrives or the child is turned over to the Birmingham Police Department. If the child is ten and under or **is** an older child who is uncomfortable being left behind, the child is considered to be unattended.

Under no circumstances will a **BPL** staff member take a child out of the building or knowingly allow a child to leave the building unaccompanied.

If an unattended child shows symptoms of a medical emergency, **BPL Library** staff will call 911 immediately.

When a parent or caregiver alerts **BPL Library** staff that their child is missing, staff will immediately respond and follow established guidelines and procedures that may include contacting the Birmingham Police Department.

Public Comment Policy

300 W. Merrill St. Birmingham, MI 48009 | 248-647-1700 | www.baldwinlib.org

Role of Public Comment at Library Board Meetings: The Birmingham City Charter grants exclusive authority to the publicly elected Library Board to maintain and operate the Baldwin Public Library. Members of the public shall have a reasonable opportunity to comment on matters pending before the Library Board.

The agenda for any meeting of the Library Board will include a general comment period for any public comment on any subject relevant to the Library.

The Board President or presiding officer will determine the order in which speakers will be recognized. Unless additional time is granted by the Board President or presiding officer at the beginning of the meeting before public comment begins, each person is allowed a maximum of two (2) minutes to speak. Speakers may not cede time to another speaker. Meeting participants may speak when specifically recognized by the presiding officer.

Public comments will be addressed to the Board. Personal attacks on Library Board Members, staff members or members of the public will not be tolerated, nor will language that is considered offensive, harassing, or profane. If at any time a speaker appearing before the Board exceeds the time limitations set forth in this policy or becomes abusive in language or behavior, the President or presiding officer may declare that person out of order and refuse them permission to continue to address the Board. Any person or persons judged by the Board to be disorderly or who do not follow the guidelines established by the Board will be asked to leave the premises.

The Board may or may not take action on any presented items. The Board President or other presiding officer may respond as appropriate and, for example, direct speakers to the appropriate staff member for assistance. Issues requiring possible action by the Board may be added to a future agenda. Issues that may need to be addressed by the administration will be duly noted.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

September 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q1 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 4,123,314	\$ 136,577	\$ 4,127,596	\$ 3,848,355			
Expenses	\$ 303,308	\$ 279,117	\$ 1,063,552	\$ 818,369			
Circulation							
Circ (Charges & Renewals)	39,042	45,284	135,867	151,127	135,000	867	On Target
Self-Check Usage	44.8%	20.6%	46.1%	40.0%			
% of Circ by Residents*	92.3%	93.3%	92.3%	92.4%	92.0%	0%	On Target
% of Circ by Non-Residents	7.7%	6.7%	7.7%	7.6%	8.0%	0%	On Target
Interlibrary Loans							
Items borrowed	624	810	2,495	2,584			
Items loaned	810	763	2,528	2,273			
Technology Usage							
Database Sessions	4,149	2,583	12,191	7,207	8,500	3,691	On Target
Downloadable Content	12,070	11,078	38,354	34,141	32,000	6,354	On Target
Public Computer Usage	456	277	1,248	861			
Wireless Sessions	5,098	4,121	13,539	13,651	16,250	(2,711)	Off Target
Program Attendance							
Program Attendance for Adults	155	285	449	918			
# of Programs for Adults	12	16	34	48			
Program Attendance for Teens	41	139	202	522			
# of Programs for Teens	4	4	14	13			
Program Attendance for Youth	569	742	3,456	2,612			
# of Programs for Youth	19	33	79	87			
Computer Classes	57	27	110	69			
# of Computer Programs	7	6	17	14			
Online Video Views	55	82	154	257			
Idea Lab Visits	213	-	611	-			
Total Program Attendance	1,090	1,275	4,982	3,856	7,000	(2,018)	Off Target
Total # of Programs	42	59	144	162	175	(31)	On Target
Outreach Attendance	2	61	332	61			
# of Outreach Programs	1	1	9	1			
Gate Count							
	14,558	11,686	44,160	39,074	45,000	(840)	Cautionary
Volunteer Hours							
	85	19	302	60	300	2	On Target
Social Media New Users							
Website Hits/Pageviews	21,194	23,142	70,519	67,976	65,121	5,398	On Target
e-Newsletter Subscribers**	-40	-75	11,212	12,801	11000		On Target
Facebook Page Likes	28	13	2,848	2,660	2800	48	On Target
Twitter Followers	-2	2	1,350	1,321	1475	(125)	Off Target
Instagram Followers	8	7	2,055	1,904	2000	55	On Target

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

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

Strategic Plan Status Report

Key Metrics Explanation: September 2022

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the first quarter:

- **Financials:** Revenues and expenses are tracking as expected.
- **Circulation:** For the first three months of the fiscal year, circulation was up slightly compared to FY 2021-22, and was almost exactly on target for Q1.
- **Technology Statistics:** Database sessions are 35% higher than our goal this quarter, and 40% better than last year. Downloadable content usage is also doing better than our quarterly goal, and over FY21-22. We continue to promote databases and downloadable content through social media and through outreach efforts, which we are once again able to do. Wi-fi sessions are 20% lower than our goal, likely attributed partially to the building closure in August for water damage remediation, and partially due to students not needing after-school study time.
- **Program Attendance:** Attendance for the quarter is down, but the number of programs offered is on target. Staff continue to evaluate the number of programs we offer, along with the diversity of topics. Registration outpaced actual attendance, so we're working to find the right balance of spaces available and the timing for advanced registration to ensure that people don't forget they signed up for a spot. Adult Craft Kits have also been taken out of rotation, in an effort to redirect staff time to hybridized programming to accommodate those patrons who wanted in-person options as well people who continue to prefer the remote access. Take home kits and subscription boxes remain steady.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) is cautionary this quarter, but easily explained as the library was closed for several days in August due to water damage in the Youth Room. In addition, we are seeing many people come in and out through the garden terrace in warmer weather, and that door does not yet have a people counter.
- **Volunteer Hours:** Total volunteer hours for the first quarter are on target and continue to climb as volunteers make their way back into the library.
- **Social Media:** The number of e-Newsletter recipients is slightly higher than the target, as we continue to send monthly newsletters by email. Due to the quarterly mailing of a print newsletter, we anticipate this number remaining steady. The number of our Facebook and Instagram followers are on target, but Twitter users are off target, as social media users continue to come and go to platforms they prefer.

Strategic Plan Action Items

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

- SG1B5: Provide open, welcoming space that encourage collaboration and connection:
 - Study Rooms are open and being used every day.
 - Extra outlets have been added to each study table for patrons to be able to use personal devices anywhere on the main level.
 - The first charging station has been posted near the study rooms for anyone who is in need of a cable to charge their personal device.
- SG1C4: Ensure library tech is up to date
 - IT is in the process of updating servers, and creating a backup server
 - The projector in the Jeanne Lloyd Room was upgraded in September to make viewing digital presentations easier to see.
- SG3B3: Offer 5 training opportunities for staff each year
 - Staff Development Day training included sessions on the Unattended Children Policy, patron behavior management, and active shooter training.
- SG3C5: Provide a transparent pathway to promotion within the organization
 - The Reference Assistant and Teen Assistant positions were created to promote staff within the organization.
 - A new Librarian II position was created in Youth, Teen, and Adult to offer staff the chance to gain supervisory experience in the coordinating of Substitute Librarians and Reference Assistants.
- SG4A4: Develop programming with interested partners
 - Planning a supply drive with Lighthouse for December 2022
 - Adding Idea Lab tours and zoom classes to our Outreach offerings
- SG4B1: Participate in Community Events
 - Farmers Market in Birmingham – August 2022
 - Bingham Farms Family Fest – August 2022
- SG4C2: Update Library logo/branding
 - Board voted to submit new logo design to the Wayfinding and Signage Committee for approval.
- SG5B2: Develop onboarding plan
 - Employee handbook draft in progress and under review by Personnel committee
 - Department Heads have created shared documents/checklists for the hiring and training of new employees
- SG5C3: Empower staff with quality training
 - Active shooter training and behavior management training on Staff Development Day 2022.
- SG5C6: Encourage staff participation in professional conferences and organizations

- Three staff members received Library of Michigan Continuing Education Stipends in the amount of \$1,600 each to attend national conferences.
- SG6B2: Explore other revenue sources
 - Application to Cable Board for presentation equipment updates in September 2022.

Programs & Services

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

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.

We have had two staff members test positive for COVID-19 since September 19. They were required to isolate at home for a period of 7 days before returning to work.

Idea Lab

Jeff has been hard at work customizing and calibrating our new 16mm film transfer system, which is now up and running. We're already working our way through the backlog of 16mm film transfers, and they look marvelous, with beautiful color and contrast and extremely smooth motion thanks to the 24-frames-per-second sync rate of the projector and sensors. The end result is immensely satisfying. And thanks to some very clever AI technology, the final digital files are upscaled to full High Definition. 16mm film is a perfect candidate for upscaling, as the film itself can hold a relatively high resolution thanks to the high grain concentration. Though I will say this

from recent experience: opening a tin of 16mm Kodascope film for the first time in decades is like descending into a crypt. Not a pleasant aroma. Luckily it quickly fades. So stop by the Idea Lab sometime to see (and smell) our impressive new 16mm film conversion rig!



Facility

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



Charging Station

The AS department is experimenting with making a charging station available for patron use. There is now a set of outlets with various cables available on the laptop bar near the study rooms.

Diversity and Equity

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

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

The IDEA Committee met on September 14. The group reviewed suggestions for changes to the Code of Conduct, ahead of the Policy Committee meeting scheduled for October. The group will continue to meet monthly to accomplish the goals set forth by the Library Board.

On September 28 at 3:00 staff met to discuss “Spare Parts: Four Undocumented Teenagers, One Ugly Robot, and the Battle for the American Dream” by Joshua Davis in a book club facilitated by Rosemary Isbell.

Project READY

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

Community Outreach and Partnerships

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

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.

Beverly Hills

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

On September 10, we partnered with Beverly Hills to host **“Read in the Park”** with visiting authors Ed Sarkis Balian and Amy Young. Dr. Balian treated some Bob Seger superfans to a presentation on the artist, his journey to stardom and some interesting trivia. Young, the author/illustrator of the “Unicorn named Sparkle” series, among others, talked about her writing and drawing process, while walking the attendees through a fun illustration lesson. Both authors sold and signed copies of the books for attendees. Our thanks to the Friends for their sponsorship of this program, which allows patrons to interact with authors in a fun environment.



Beverly Hills Lions Club

The BHLC provided Project Kindsight Vision Screening on October 6 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%.

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 Bloomfield Chamber of Commerce

On October 13, Rebekah Craft and Jaclyn Miller took part in the non-profit exhibition at the BBC breakfast event, highlighting Library services and connecting with representatives from other service organizations in the area.

Birmingham Next

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

Birmingham Rotary

At the September 19 regular meeting of Birmingham Rotary, Jaclyn Miller was happy to fill in for a last minute speaker cancellation and talk to the membership in attendance about library services and recent events, including the water damage in the youth room, updates on Phase 3 planning, and eligibility for a library card.

Birmingham Schools

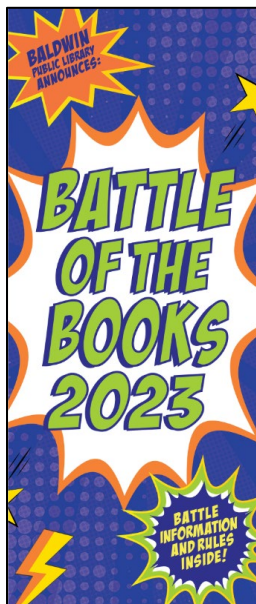
After a request from a teacher at BPS, we worked with Michelle Hollo to create a Library Eligibility Bookmark, to help people quickly determine if they could register for a BPL card, or register their home library card. The demand from schools was unanticipated, and we recently sent 2300 of those bookmarks to schools around the district, for sharing with students.

PEO Birmingham Booktalk

On September 28, Jaclyn Miller got to spend a fun 60 minutes talking to a local PEO chapter about new and upcoming books of interest.

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. In September, the Friends collected \$1983.35 in donations, which included a one-day pop up sale on September 24 (around \$700) The Friends are planning weekend long sale on October 28-31, for which they sent promotional postcards to membership.



Marketing

Michelle Hollo continues to work with Jaclyn Miller designing projects and marketing materials for the Library, including:

- *Learn.Connect.Discover* Fall newsletter
- Display and directional signage
- Youth Program posters and fliers
- Adult Services program fliers
- Teen bulletin board poster
- Battle of the Books promotional material

eNewsletters

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

Press Releases

Miller sent press releases to local contacts, for Read in the Park, and the upcoming Friends Book Sale.

Personnel and Organization

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

Conference Attendance:

Head of Youth Services Stephanie Klimmek, and Librarians II Rosemary Isbell and Syntha Green attended the annual ALSC Conference in Kansas City, MO. We are happy to report that all three received LOM CE Stipends in the amount of \$1,600 each, which covered the entire cost of attendance.

Rosemary:

ALSC was a fantastic opportunity. I learned something from every speaker and every session I attended. I spoke to librarians from across the country and it was beneficial to discuss our shared experiences.

My favorite session was More than a Checkbox: APALA's Evaluation Rubric for Asian American and Pacific Islander (AAPI) Youth Literature. Finding books with AAPI characters is a challenge as there aren't that many published each year. This session



provided a rubric to determine the quality of the books including evaluating AAPI characters eyes to make sure they aren't always depicted as slanted along with looking out for Asian style characters that might be fake or font that might be stereotypical.

Friday morning's speaker was Dr. Nicole Cooke. She spoke about DEI initiatives at Libraries. She started by showing images of a pretty front door and a dark, dusty interior space. Dr. Cooke asked us if our DEI initiatives were to maintain the status quo while appearing progressive, similar to the pretty outside door and the dark interior. We want to make sure our statements reflect the day to day practices of the Library and that we are doing these things for the right reasons. Her presentation asked similar questions that I have asked myself as a member of the IDEA Task Force. She spoke about radical empathy and reminded us that we don't have to save the world in one week. We can start by picking one thing to add to the whole.

I'm looking forward to implementing what I learned in my programs, story times, and the IDEA Task Force.

Syntha:

The best part of the conference was hearing the amazing stories about their lives by the authors from the opening session to the final one, it was amazing. Cristina Soontornvat was funny and touching and writes in so many genres and is so generous about sharing her life and her work through stories. Adam Gidwitz is very thoughtful in partnering with diverse authors to give authenticity to his Unicorn Rescue Society series. Before the final panel, I had already enjoyed Gibberish by Young Vo – his story of immigrating to America at age 5 and speaking no English which is told so wonderfully in his picture book and BB Alston's Amari and the Night Brothers but their panel, along with Julian Randall was such an inspiring session that really reinforced how important it is to be able to offer these books to our patrons.

Other sessions included important information on play that I can work into my programming, tips on using music in story time, and how to use merchandising principles in displays. As picture book purchaser, the session that I think will be most useful is the session that covered the Asian Pacific American Librarians Association's rubric for evaluating youth literature. They provided practical evaluation tools and things to look for that might highlight holes in the collection. They were very thorough covering main things to look for like the 5 Fs – Food, Fashion, Folklore, Faces, Fonts and Famous People.

Stephanie:

ALSC was wonderful! I learned about some resources I didn't know existed, like the AAPI (Asian American Pacific Islander) rubric for evaluating Asian American and Pacific Islander youth literature for 0-18 years old. This rubric, put together by members of the Asian/Pacific American Librarians Association, helps librarians know what criteria to use to evaluate AAPI materials to check for harmful stereotypes, oppression, model minority portrayals, and more.

There was an education session on finding and serving underserved populations in the community. Some of the ideas were as simple as having a table with toys and noise dampening headphones for kids at story time who need to be moving their hands while they listen or who are overwhelmed easily by noise. Another idea was changing the ESL (English as a Second Language) labels to ELL (English Language Learners) to acknowledge that for many people, English is their third or fourth or even fifth language. Multiple presenters mentioned the Project Ready curriculum that the Youth Services staff have been working on and it was encouraging to hear others speak of it as well.

The author presentations were also fantastic. I heard from Christina Soontornvat, whose books I really enjoy, and she spoke about her experiences writing *All Thirteen: The Incredible Rescue of the Thai Boys' Soccer Team*, which won numerous awards. It was fascinating to hear her talk about the process for research as well as her process for her first graphic novel, *The Tryout*. There was a lot to learn and I have a lot of information to digest and put into actionable steps but I am confident that many of the things I learned at ALSC will be beneficial to me, the Youth Services staff, the Library as a whole, and our patrons.



Volunteer Hours

85 volunteer hours were utilized in the month of September

Staff Communications

The most recent all staff meeting was held on September 23, at Staff Development Day, where milestone anniversaries were recognized. Our next all staff meeting is on Wednesday, October 19.

Staff Anniversaries

Gary Eisele - 13 years of service on October 1

Lawson Glenn III – 1 year of service on October 13

Carolyn Wheeler - 8 years of service on October 4

Phoenix Nash - 2 years of service on October 7

Nolan Peterson - 2 years of service on October 7
Cyndi Summers - 2 years of service on October 7
Faith Whitted - 2 years of service on October 7
Stephanie Klimmek – 11 years of service on October 17
Jamie Richards - 7 years of service on October 19
Wren Drisko - 2 years of service on October 25
Sara Jurek - 2 years of service on October 27

Staff Development Day – September 23, 2022

During this year's Staff Development Day, we took the opportunity to review some processes, procedures, plans, and services with about 55 staff members who were able to attend. In the morning we heard about Library trends from Rebekah, and celebrated with those staff who had milestone anniversaries in 2022.



Staff reviewed ALICE Active Shooter Training, and were able to have a question and answer period with the BPD officers who presented the information.

Afterward, we had some team building activities, and discovered that we have some highly competitive and uniquely talented individuals on our team!

After lunch, Dr. Julie Braciszewski of Monarch Behavioral Health presented some information on behavior management and positive reinforcement, which staff in all positions at the library will be able to utilize. We are working hard to make sure the Library atmosphere stays productive and pleasant, and we were given some good reminders about the power of words.

We played a round of Baldwin Jeopardy, was a fun way to refresh ourselves on all the resources offered, history of the library, and recent bestsellers.

Departmental meetings took place near the end of the day; a rare opportunity since most of the time at least one person cannot participate due to desk coverage.

Feedback from staff was favorable, and we're delving into ways can do to make sure the building is safe, but still accessible.



August Staffing Updates:

Sarah Dalmer is now our new Idea Lab Technology Assistant. Sarah is a talented 3D artist, a video game developer, a CCS graduate, and an all-around creative individual. She is also accustomed to working in a library setting, having served as a page at Sterling Heights Public Library. You may even have seen Sarah in the lab before, as she has been a regular user of The Idea Lab for some time. Her first day was August 15.

Our new Youth Services Librarian is **Alyssa Gudenburr**. Alyssa (pronounced a-leesa) is no stranger to Baldwin having worked as a substitute librarian in the Youth Department from 2018-2020. She started at Canton as a page, then an Intern, and then as a Youth Librarian. Alyssa is enthusiastic, creative, and always has a smile and encouraging word for others. We are pleased to welcome her back next week.

We have recently promoted the following staff to the position of **Librarian II**. Each librarian will be taking on more supervisory duties around the library, including managing substitute librarians, reference assistants, and volunteers. If Stephanie or H are on vacation or out of the building, these librarians will step in to lead the department in their absence.

Adult:

- **Mick Howey** - will be managing and training substitute librarians.

- **Ethan Cronkite** - Ethan will be managing and training our reference assistants

Teen:

- **Elisabeth Phou** - will be managing and training teen assistants and teen volunteers.

Youth:

- **Syntha Green** - will be managing and training our substitute librarians
- **Rosemary Isbell** - will be managing and training our reference assistants

September Staffing Updates:

Long time AV processor **Phebe Wong** has announced her retirement from Baldwin. Phebe has worked at Baldwin since 2002 and spent the majority of her time in the Technical Services department processing AV. If you've ever checked out any media from the library in the last 20 years, chances are Phebe was the one who processed it. Her legacy will carry on because she's done so much for the library and our patrons. It's incredible to think how many library materials must have passed through her hands over the years. Thank you Phebe for all the years of hard work. The library and our patrons owe you a debt of gratitude!

Faith Whitted has been selected as our new Teen Library Assistant. This is a brand new position, and she will be working with Elisabeth Phou on teen-focused services. Faith has worked here as a page since 2020. She is a senior at Groves High School and has been visiting Baldwin all her life. Over the years, she has attended Pizza and Pages and TAB meetings, loves Summer Reading, and has volunteered many times. In her spare time, she plays the flute and reads historical fiction and romance novels.

Morgan Kosciuk is our new Youth Services Reference Assistant! Morgan is working towards an Elementary Education degree at Wayne State and plans to pursue their MLIS after that. They have knowledge of our collections from their paging experience and they are excited to work with kids. Morgan is going to be an excellent fit in our Youth Department and the perfect person to shape this new role in the department.

Haylie May and **Patricia Henricks** have been selected as the new Reference Assistants in the Adult Services Department. They are new to the department, but not to our library. They are familiar faces behind the Circulation desk, and are known throughout Baldwin for their warm personalities and thoughtful work. As Reference Assistants, Haylie and Patricia will be working alongside the librarians at the Adult Services Reference desk. Their talents will be a great help in providing our patrons with accurate information and quality service. Reference Assistant is a new position at Baldwin; Haylie and Patricia's pioneering efforts will help to define it. Having witnessed their strong achievements in Access Services, I am certain they will excel in this role.

Financial Stability

Strategic goal: Maintain and improve financial health.

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.

FY2023-24 Budget

City of Birmingham budget planning has begun and Craft is working with the Finance Department to gather materials to create BPL's FY2023-24 budget. Craft will be presenting at the long range planning meeting on Saturday, January 21, 2023.

Cable Board Grant Request

Craft applied for a Birmingham Area Cable Board grant in the amount of \$10,000 to pay for upgrades to the Jeanne Lloyd Room AV system and projector. Craft will attend the Cable Board's November 16 meeting to answer questions about the grant request.

Library of Michigan Continuing Education Stipend

Four BPL staff members have received \$1,600 grants to attend out-of-state conferences for a total of \$6,400 in grant money received. Stephanie Miller, Rosemary Isbell, and Syntha Green attended the ALSC conference in Kansas City in October. Kristen Tait attended the Back in Circulation conference in Madison, Wisconsin in October.

Baldwin Public Library: Friends Funds	
September 2022 Expenditures	
Adult Services	
Misc Program Supplies	\$ 36.12
Summer Reading Prizes	\$ 300.00
Presenter Fees	\$ 300.00
Seed Library	\$ 38.41
Total	\$ 674.53
Teen Services	
Program Supplies	\$ 268.31
Games for Teen Scene - Boredom Busters	\$ 87.59
Books Unboxed	\$ 141.58
Summer Reading Prizes	\$ 581.42
Pizza and Pages - refreshments, books	\$ 242.61
Teen Writing Contest Prizes	\$ 150.00
Total	\$ 1,471.51
Youth Services	
Presenter Fees	\$ 475.00
Filament	\$ 19.99
Program Supplies	\$ 73.14
Book Clubs	\$ 26.97
Total	\$ 595.10
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,741.14
September 2022 Balances	
Adult Services	\$ 4,788.29
Teen Services	\$ 3,553.53
Youth Services	\$ 3,875.14
Outreach & Equipment	\$ 5,935.82
Total Balance	\$ 18,152.78
September In-Library Book Sale Donations	\$1,983.35
Submitted by Jaclyn Miller for October 10, 2022	

*included one day pop up sale on September 24

UNFINISHED BUSINESS

Janitorial Services

MEMORANDUM

DATE: October 17, 2022
TO: Baldwin Public Library Board of Directors
FROM: Jaclyn Miller, Associate Director
SUBJECT: Considerations for the selection of a new janitorial service

Since 2017, the Baldwin Public Library has obtained its janitorial services through a contract with service provider DM Burr. The most recent contract was set to expire on January 31, 2023, however, rising staffing costs meant that DM Burr inquired about raising the hourly rate offered for the Library position, essentially nullifying the existing agreement. We are now operating on a month-to-month basis, paying \$4,960.80 per month. BPL issued an RFP for janitorial services for five years in August 2022. A mandatory pre-bid meeting was held in August and bids were due on September 14.

Six companies responded to the RFP:

<u>Company</u>	<u>Monthly</u>	<u>First Year</u>	<u>Fifth Year</u>	<u>Five-Year Total</u>
Lakeshore Janitorial Specialist	\$10,000.00	\$120,000.00	\$132,000.00	\$624,000.00
Master Maintenance	\$7,385.00	\$88,605.00	\$95,360.00	\$458,626.48
LGC Global	\$6192.65	\$74,311.76	\$83,217.18	\$393,358.45
Kleen-Tech	\$6,013.00	\$72,156.00	\$79,644.00	\$379,260.00
G & A Cleaning	\$4,853.00	\$58,236.00	\$64,068.00	\$302,844.00
DM Burr	\$4,819.00	\$57,822.00	\$60,469.56	\$297,898.26*

While we anticipated the cost of cleaning services increasing, even the lowest of these bids is higher than this service was budgeted for this year. After evaluating scheduling variations, it would be possible to cover much of the week with 1FT and 1PT employee or 2 PT employees, alternating weekend coverage and doubling up on evenings twice per week for deep cleaning. The problem will lie in turnover. Where we will always be outmatched is in the janitorial company having a pool of candidates from which they can pull substitutes to fill gaps in the daily schedule. Additionally, we will likely need to add another daytime Maintenance Assistant once the expansion is complete, in order to ensure coverage daily, along with maintaining the added hard flooring, tabletops and chairs, plus the family restroom.

After weighing both options, Miller recommends that best value is to offer the contract to DM Burr once again. Admittedly, there were some concerns with the quality of service from DM Burr in 2021, due to inconsistent coverage, but this seems to have improved with the higher pay rate and consistent personnel onsite. References for Kleen-Tech and G&A Cleaning were contacted and had good reports, but both monthly/annual costs are higher than DM Burr.

If awarded, the contract calls for a periodic review of the janitorial company's performance and allows the Library to get out of the contract if the company's performance proves inadequate.

**Takes the total bid amount, plus a separate noted amount for the cost of the performance bond as indicated on the cost proposal included in their submission.*

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times

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

Behind the Scenes Library Tour

Wednesday, October 19 — 10:00 a.m. to 11:00 a.m.

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

Michigan's Most Haunted

Friday, October 21 — 7:00 p.m. to 8:00 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. Whether it be grave apparitions in your neighborhood or phantom creatures prowling the woods, Michigan is a most haunted state. Chad's background is in the field of Psychology, but for nearly 30 years he has traveled the globe in search of unique and bizarre stories and history.

This is a virtual event. Registration is required to receive the Zoom link.

Dive Into Dearborn with Zahir

Tuesday, October 25 — 7:00 p.m. to 8:00 p.m.

Zahir Janmohamed is a Visiting Assistant Professor of English at Bowdoin College. He received his MFA in fiction at the University of Michigan where he received awards in fiction, nonfiction, poetry, and playwriting. In 2019, the podcast he co-founded, *Racist Sandwich*, was nominated for a James Beard Award. In May 2016, while living in Portland, Oregon, he co-founded *Racist Sandwich*, a podcast that explores the intersection between food, race, gender, and class. The podcast was nominated by *Saveur* magazine and by the International Association of Culinary Professionals as one of the best food shows of 2017. In 2019, it was selected as one of the best 100 podcasts by *Vulture* and in 2020, *Esquire UK* named it as one of the best podcasts. Join us as Zahir takes us on a food journey through Dearborn and metro Detroit.

This is a virtual event. Registration is required to receive the Zoom link.

Adventures in Books Book Club

Wednesday, October 26 — 4:30 p.m. to 5:30 p.m.

Grades 1 to 3, grownups welcome

Email Melissa at melissa.behrens@baldwinlib.org to register.

October 26: [Juana and Lucas](#) by Juana Medina

November 30: *Indian Shoes* by Cynthia Leitch Smith

Spooky Terrariums for Teens

Thursday, October 27 — 7:00 p.m. to 8:00 p.m.

Create your own mini Halloween scene using creepy figures and accessories in a glass jar.

Registration required. Grades 7-12.

Keys to Great Music: From Brahms to Bernstein- Double Play flute and tuba Concert

Saturday, November 5 — 3:00 p.m. to 4:30 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. Founded in Arizona and now based in Michigan; this husband and wife team has entertained and "informed" audiences of all ages in 45 states, the District of Columbia and Mexico. Amy Ridings, flutist, is a graduate of the Oberlin Conservatory. Patrick Sciannella, tubist, holds both Bachelor's and Master's degrees from the Eastman School of Music. Join Double Play flute and tuba for this special third in a series of Saturday afternoon musical events at BPL.

Note: This program will be both in person at the Library and virtually via Zoom. Please indicate your preference by selecting the ticket type you wish to attend. Registration is required to receive the Zoom link.

Travel the World: India

Wednesday, November 9 — 4:30 p.m. to 5:30 p.m.

Grades 4 to 6. Join us as we "travel" outside the United States and experience different countries through taste, smell, sound, touch, and sight. Registration required.

Birmingham Museum Series - Buried Past: Birmingham's Indigenous People

Thursday, November 10— 7:00 p.m. to 8:00 p.m.

What do we know about the people who occupied this area before contact with Europeans? What archaeological finds have occurred in the area, and what is their connection to the Saginaw Trail (now Woodward Avenue)? What became of Oakland County's indigenous people? Join Caitlin Donnelly from the Birmingham Museum as we dive into these questions.

This is a hybrid event. You can attend in person or virtually. Registration is required.

Teen Exam Cram with Therapy Dogs

Saturday, November 19 – 5:30 p.m. to 8:30 a.m.

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

Grades 9-12, no registration required.

Big Night Out to support Next organization

Published on September 16, 2022 | By Lisa Brody

Next, which supports the 50-plus communities in Birmingham, Beverly Hills, Franklin and Bingham Farms, is getting a bit of support of its own with a stunning benefit on Thursday, October 20, at Birmingham's Daxton Hotel ballroom.

Imagine a special evening reminiscent of something you might see in an old movie – but not ever get a chance to experience. Candlelit tables surrounding a stage and dance floor in a magical intimate setting. A phenomenal entertainer belting out classic after classic with a full jazz orchestra backing him up, filling the elegant ballroom with delightful sound. It's reality with Birmingham's Big Night Out, when at 7 p.m. the doors to the luxurious Daxton ballroom will open and Mark Randisi and the 16-piece Motor City Jazz Orchestra will whisk attendees away to another time and place with timeless music made popular by such greats as Sinatra, Bennett, Crosby, Martin and more.

Next is a non-profit organization enriching the lives of the 50-plus population of Birmingham, Bingham Farms, Beverly Hills, Franklin and surrounding areas since 1978. It is also supported by Birmingham Public Schools, with a working partnership with Baldwin Public Library.

"There really is not any other service organization that is more intertwined with our community," said Cris Braun, executive director of Next.

For several years, Next has been leasing space in the former Midvale school as a senior community center, which the organization has long outgrown.

"The combination of the financial difficulties at BPS, the growing senior population and the increased use of the center and its services have severely stretched the resources of Next. It is unlikely the current facility can provide an acceptable level of service much further into the future," Braun noted. "Thus, to survive and thrive, Next is ramping up its fundraising capabilities. Leading this effort, in what we hope becomes the marquee adult community event for Birmingham, is Birmingham's Big Night Out (BBNO)."

Doors swing open at 7 p.m. and the show starts at 7:30. Dancing, appetizers and desserts are included in the evening plus the Birmingham Shopping District (BSD) is supporting this event and promoting BSD businesses by offering Birmingham Bucks e-Gift cards with each ticket purchase.

Front row dance floor/stage seating is \$150, general seating is \$75. Tickets are available at birminghamnext.org or by calling Next at 248.203.5270.

Library shines light on banned books with new art of Lady Liberty

New Statue of Liberty library card carries torch for intellectual freedom.

Published on September 14, 2022 | By Jeannette Boner



Teton County Library typically sets up a banned books display in the fall. The effort has taken on new significance with the recent trend of more books being challenged and pulled from some public shelves. BRADLY J. BONER | NEWS&GUIDE

Lighting the flame in the spirit of intellectual freedom, the Teton County Library is honoring Banned Books Week with a newly designed library card available now while supplies last in both the Jackson and Alta Branch libraries.

September is Library Card Sign Up Month with Banned Books Week running from Sept. 18 through Sept. 24. Teton County Library released the new card design that depicts an interpretation of the Statue of Liberty's torch with the phrase: "I Read Banned Books."

Library leadership commissioned Jackson designer Walter Gerald to create the new card design.

"I spent some time looking at historically banned books and thinking about freedom of information and the library's role in all of that, which led me to create this piece of art," said Gerald in a news release. "It focuses on Lady Liberty's torch, a national symbol of enlightenment that is said to light the way to freedom and down the path of liberty."

When library patrons sign up for a new card or renew their card, they will have the option to choose the standard bright green card or the new design. Current cardholders who would like to have one of the new cards may trade in their green card at any time.

According to the American Library Association's Office for Intellectual Freedom there were 729 challenges to library, school and university materials and services in 2021, resulting in more than 1,597 individual book challenges or removals nationwide. Most targeted books were by or about Black or LGBTQIA+ persons.



New Teton County Library cards display a defiant message to the increasing trend of banning certain books.
BRADLY J. BONER / NEWS&GUIDE

"The 729 challenges tracked by ALA represent the highest number of attempted book bans since we began compiling these lists 20 years ago," said ALA President Patricia "Patty" Wong in a news release in April. "We support individual parents' choices concerning their child's reading and believe that parents should not have those choices dictated by others. Young people need to have access to a variety of books from which they can learn about different perspectives. So, despite this organized effort to ban books, libraries remain ready to do what we always have: make knowledge and ideas available so people are free to choose what to read."

In 2021, with the support of public comment, the Teton County Library Board passed an Intellectual Freedom Policy. As part of its mission, the local library works to ensure freedom of information for all.

The selection of library materials is made on the patron's right to read, listen, or view, free from censorship by others.

According to the library's news release, the idea for the card came about after a library board member and Library Director Kip Roberson both heard a story on NPR about Nashville, Tennessee public library's success with their banned books library card.

"We discussed how pervasive censorship seems to be today and agreed it would be nice if we followed Nashville's lead and did something similar here to celebrate the freedom of individuals to choose what they read," Roberson said.

Banned Books Week was launched in 1982 in response to a sudden surge in the number of challenges to books in schools, bookstores and libraries. Typically held during the last week of September, it highlights the value of free and open access to information.

Contact Jeannette at schools@jhnewsandguide.com.



See aerial photos of human chain moving 2k+ books to new Ypsilanti-area library

Published on October 11, 2022 | MLive Ann Arbor, By Lucas Smolcic Larson

WASHTENAW COUNTY, MI - When the Ypsilanti District Library's [newest branch](#) opens in November, hundreds of hands will have helped stock its shelves.

On Saturday, Oct. 8, an estimated more than 400 volunteers showed up to pass books and other materials one by one down a human chain along Harris Road in Superior Township, carefully shepherding them from their current home at a tiny library location in a nearby fire station to the new Superior branch.

"(It was) kind of a leap of faith because you need a certain amount of people to make it happen," said Superior Branch Manager Mary Garboden. "But our community showed up, like Ypsilanti does."

Library officials were inspired by similar "book brigade" events put on at other libraries and bookstores. But when they put [a call out for residents to join](#) the event, it wasn't purely for logistical reasons.

The "temporary" branch in the fire station at the corner of MacArthur Boulevard and Harris Road, first opened in 2007, has been shuttered since 2020, with access to its cramped quarters the size of a two-car garage one of the victims of the COVID-19 pandemic.

So Saturday served as a reunion, Garboden said, for people who have loved and used the branch over the years, including kids who would come in on a daily basis to log onto its computers and take advantage of other resources.

Plus, how often do you get a chance to hold an entire circulation's worth of books?

"It's unheard of that anyone would walk into the library and handle 2,000 books," Garboden said, referencing the rough number of items moved on Saturday. She said the brigade at times would stutter when one of its members encountered a book that spoke to them.

"That's exactly what we wanted, so efficiency was not the top priority," she said. "It was really the building of community and building of excitement about the new library and just about libraries and books in general."

The [new 7,800-square-foot Superior branch](#), a dream that dates back to Superior Township joining YDL 15 years ago, is slated for a ribbon cutting Monday, Nov. 14, kicking off a week of grand opening programming in the new space.

The library, funded when voters [approved a 2018 millage for the project](#) and [kept alive by donations as costs skyrocketed during the pandemic](#), will hold the roughly 4,000 existing items at the temporary branch, as well as some 10,000 new ones, set to arrive at the end of October, according to Garboden.

The new building will offer the public meeting space it never had before, and allow YDL officials to host a free lunch program for youth in the summer in partnership with Food Gatherers, an impossibility in the smaller space, the branch manager said.

Among the other new programming will also be opportunities for the library's popular "read to a dog" initiative, meant to help children who are struggling with reading confidence. The program requires its own room, a luxury not provided by the little Superior branch.

YDL staff members are now hurrying to prepare the branch for its grand opening, making sure residents walk through its doors for the first time to find well-stocked shelves, Garboden said.

"It's a strong community here. We get to know people, and they get to know us," she said. "It was a really beautiful sight to see all the people come support us."



1 / 6

Better Planet Media, Provided by YDL

Ypsilanti District Library officials estimate more than 400 people helped move books and other materials by hand on Saturday, Oct. 8, 2022 between the old, one-room Superior Township library branch in the fire station at the corner of Harris Road and MacArthur Boulevard to the brand new branch at 1900 Harris Road, scheduled to open on Nov. 14, 2022.



2 / 6

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3 / 6

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4 / 6

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5 / 6

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6 / 6

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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 September 19, 2022 minutes p. 75

B. Acceptance of the September 2022 receipts of \$615.13 p. 82

C. Approval of the September 2022 disbursements of \$7,763.72 p. 83

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, November 21, 2022

Motion: To adjourn the October 17, 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
September 19, 2022**

1. Call to Order

The meeting was called to order by President Frank Pisano at 9:07 p.m.

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

Absent and excused: Melissa Mark.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

2. Consent Agenda

Motion to approve the consent agenda, which included the Trust minutes, as well as receipts and disbursements.

1st Rumble

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously.

3. New and Miscellaneous Business: None.

4. General Public Comment Period: None.

5. Adjournment:

Motion: To adjourn the meeting.

1st Suhay

2nd Rumble

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

Nays: None.

Absent and excused: Mark.

The motion was approved unanimously. The meeting was adjourned at 9:10 p.m. The next Trust Meeting will be on Monday, October 17, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

Karen Rock, Secretary

Date

Baldwin Public Library Trust: September 2022

September receipts totaled \$615.13. September disbursements totaled \$7,763.72.

The current value of the Trust is \$2,069,504.98, divided up in the following way:

	June 2022 - EOY	September 2022
Total endowment investments*	\$ 1,027,375.78	\$ 977,821.18
Endowment funds distributed for use	\$ 175,567.25	\$ 166,929.08
Total endowment funds	\$ 1,202,943.03	\$ 1,144,750.26
General spendable funds	\$ 343,568.43	\$ 332,118.74
Van Dragt fund	\$ 117,388.20	\$ 110,123.20
Building fund	\$ 309,523.78	\$ 296,375.39
Restricted funds**	\$ 32,226.33	\$ 26,222.54
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	\$ 789,563.41
Total endowment funds	\$ 1,202,943.03	\$ 1,144,750.26
Total non-endowment funds	\$ 827,430.28	\$ 789,563.41
Total of all Trust funds	\$ 2,030,373.31	\$ 1,934,313.67

* The principal of the endowment funds is \$867,197.04

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

As of September 2022, the amount of money in the Trust that is undesignated stands at \$417,267.08

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

<u>Index</u>	<u>2022: YTD</u>	<u>2021: Entire Year</u>
S&P 500-Equity Benchmark	-24.77%	26.89%
U.S. Aggregate-Bond Benchmark	-14.61%	-1.54%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	-22.23%	19.78%
Baldwin Endowment Funds' Portfolio	-25.76%	9.73%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-3.53%	-10.05%

*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 September 30, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$991,653.18
Raymond James General Funds Account	\$579,285.75
Huntington Bank Checking Account	\$3,721.32
Huntington Bank Money Market Account	<u>\$359,653.42</u>
Total	\$ 1,934,313.67

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

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
SEPTEMBER 30, 2022**

Investment and Cash Report										
	Prior Month Balance 08/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/22	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,381.10	\$8,638.17	\$4,381.10			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$7,265.00	\$0.00			\$0.00	
Restricted Funds	\$3,721.24	\$0.08	\$0.38	\$2,783.64	\$6,004.17	\$2,783.64			\$3,721.32	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,721.24								\$3,721.32	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$588.98	\$1,033.98	\$588.98			\$0.00	
TOTAL	\$3,721.24	\$0.08	\$0.38	\$7,763.72	\$22,941.32	\$7,753.72	\$0.00		\$3,721.32	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$172,816.07	\$0.00	\$0.00	\$0.00		\$0.00	(\$4,381.10)		\$168,434.97	
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00	
Van Dragt Fund	\$110,123.20	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$110,123.20	
Restricted Funds	\$34,154.08	\$0.00	\$0.00	\$0.00		\$0.00	(\$2,783.64)		\$31,370.44	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$49,192.31	\$615.05	\$2,247.06	\$10.00	\$30.00	\$0.00	(\$588.98)		\$49,208.38	
TOTAL	\$366,802.09	\$615.05	\$2,247.06	\$10.00	\$30.00	\$0.00	(\$7,753.72)		\$359,653.42	
Raymond James & Associates:										
Endowment Fund Investments	\$1,069,727.63	\$0.00	\$0.00			\$0.00	\$0.00	(\$86,574.77)	\$983,152.86	
Endowment Cash	\$8,187.82	\$0.00	\$83.06			\$0.00	\$0.00	\$312.50	\$8,500.32	
Sub-total Endowment Funds	\$1,077,915.45	\$0.00	\$83.06			\$0.00	\$0.00	(\$86,262.27)	\$991,653.18	
General Spendable Funds Cash	\$376.04	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$0.04	\$376.08	
General Spendable Mutual Funds	\$303,365.13	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	(\$20,472.44)	\$282,892.69	
General Spendable Building Mutual Funds	\$317,325.03	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	(\$21,308.05)	\$296,016.98	
Sub-total General Spendable Funds	\$621,066.20	\$0.00	\$0.00			\$0.00	\$0.00	(\$41,780.45)	\$579,285.75	
TOTAL	\$1,698,981.65	\$0.00	\$83.06			\$0.00	\$0.00	(\$128,042.72)	\$1,570,938.93	
Total All Funds	\$2,069,504.98	\$615.13	\$2,330.50	\$7,763.72	\$22,971.32	\$7,753.72	(\$7,753.72)	(\$128,042.72)	\$1,934,313.67	

[illegible]

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

		Prior Month Balance 08/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/22
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$352,575.09	\$615.05	\$2,247.06	\$598.98	\$1,063.98			(\$20,472.42)	\$332,118.74
Restricted Funds:										
Building Fund		\$317,683.41	\$0.00	\$0.00	\$0.00	\$0.00			(\$21,308.03)	\$296,375.39
Van Dragt Fund		\$110,123.20	\$0.00	\$0.00	\$0.00	\$7,265.00				\$110,123.20
Memorials/Tributes		\$8,917.26	\$0.08	\$0.38	\$42.50	\$62.81				\$8,874.84
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$5,462.82	\$0.00	\$0.00	\$674.53	\$1,239.70				\$4,788.29
	Young Adult Programs	\$3,703.53	\$0.00	\$0.00	\$1,471.51	\$2,573.06				\$2,232.02
	Youth Services Programs	\$4,470.24	\$0.00	\$0.00	\$595.10	\$2,128.60				\$3,875.14
	Outreach & Equipment	\$5,935.82	\$0.00	\$0.00	\$0.00	\$0.00				\$5,935.82
	Sub-total Restricted	\$456,812.71	\$0.08	\$0.38	\$2,783.64	\$13,269.17	\$0.00	\$0.00	(\$21,308.03)	\$432,721.13
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$834,111.35	\$615.13	\$2,247.44	\$3,382.62	\$14,333.15	\$0.00	\$0.00	(\$41,780.45)	\$789,563.41
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$73,200.29	\$0.00	\$0.00	\$1,516.98	\$2,316.56				\$71,683.31
	Adult Large Print	\$4,386.27	\$0.00	\$0.00	\$47.44	\$472.43				\$4,338.83
	Adult Services Department	\$25,658.28	\$0.00	\$0.00	\$150.00	\$150.00				\$25,508.28
	Adult Audio Visual	\$723.28	\$0.00	\$0.00	\$0.00	\$0.00				\$723.28
	Adult Reference	\$18,232.73	\$0.00	\$0.00	\$0.00	\$2,080.00				\$18,232.73
	Adult Programs	\$16,547.11	\$0.00	\$0.00	\$0.00	\$0.00				\$16,547.11
	Architecture	\$3,142.89	\$0.00	\$0.00	\$0.00	\$37.64				\$3,142.89
	Youth Services Department	\$8,748.91	\$0.00	\$0.00	\$901.20	\$1,470.35				\$7,847.71
	Youth Programs (Nix)	\$722.02	\$0.00	\$0.00	\$0.00	\$0.00				\$722.02
	Professional Development	\$16,736.47	\$0.00	\$0.00	\$1,452.20	\$1,797.91				\$15,284.27
	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	\$313.28	\$313.28				\$913.49
	Sub-total	\$171,310.18	\$0.00	\$0.00	\$4,381.10	\$8,638.17	\$0.00	\$0.00	\$0.00	\$166,929.08
Total Endowment Investments	All Funds	\$1,064,083.45	\$0.00	\$83.06	\$0.00	\$0.00	\$0.00		(\$86,262.27)	\$977,821.18
Total Endowment Funds		\$1,235,393.63	\$0.00	\$83.06	\$4,381.10	\$8,638.17	\$0.00	\$0.00	(\$86,262.27)	\$1,144,750.26
Total All Trust Funds		\$2,069,504.98	\$615.13	\$2,330.50	\$7,763.72	\$22,971.32	\$0.00	\$0.00	(\$128,042.72)	\$1,934,313.67

TRUST RECEIPTS
September-22

Trust Money Mkt General Funds:

Pam and Hall in memory of Carole Ermatinger
Anne Calomeni
Money Market Interest Income

\$	100.00	
\$	500.00	
\$	15.05	\$ 615.05

Friends of BPL:

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

	\$	-
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Memorial/Book Fund:

Checking Account Interest

\$	0.08	\$ 0.08
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Trust Money Mkt Endowment Fund:

	\$	-
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Total Receipts at Huntington Bank

\$	615.13	\$ 615.13
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Raymond James

	<u>\$0.00</u>	<u>\$0.00</u>
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Total Trust Receipts (Before Bank Fees)

	<u>\$615.13</u>	<u>\$615.13</u>
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Monthly Banking Fee on Money Market Account

\$	<u>(10.00)</u>	\$ <u>(10.00)</u>
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Total Trust Receipts (Net)

	<u>\$605.13</u>	<u>\$605.13</u>
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09/29/2022 01:16 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 09/01/2022 - 09/30/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
09/02/2022	LIBRY	5806	009126	AMAZON CAPITAL SERVICES INC	505.18
09/02/2022	LIBRY	5807	MISC	AMY LOUISE YOUNG	300.00
09/02/2022	LIBRY	5808	001086	CITY OF BIRMINGHAM	500.00
09/02/2022	LIBRY	5809	000575	DEMCO, INC	385.88
09/02/2022	LIBRY	5810	007403	SUSAN DION	19.98
09/02/2022	LIBRY	5811	MISC	EDWARD S. BALIAN	150.00
09/02/2022	LIBRY	5812	009315	FIRST NATIONAL BANK OF OMAHA	794.40
09/02/2022	LIBRY	5813	001090	INGRAM LIBRARY SERVICES	68.03
09/02/2022	LIBRY	5814	MISC	PHIL KOLLIN	200.00
09/02/2022	LIBRY	5815	MISC	SEAWOLF COMMUNICATIONS, INC	100.00
09/23/2022	LIBRY	5816	009126	AMAZON CAPITAL SERVICES INC	214.29
09/23/2022	LIBRY	5817	000902	CENGAGE LEARNING INC	30.39
09/23/2022	LIBRY	5818	004604	GORDON FOOD	125.92
09/23/2022	LIBRY	5819	001090	INGRAM LIBRARY SERVICES	540.59
09/23/2022	LIBRY	5820	MISC	MICHAEL HOWEY	85.00
09/30/2022	LIBRY	5821	009126	AMAZON CAPITAL SERVICES INC	19.99
09/30/2022	LIBRY	5822	009315	FIRST NATIONAL BANK OF OMAHA	3,250.21
09/30/2022	LIBRY	5823	MISC	JACLYN MILLER	228.91
09/30/2022	LIBRY	5824	MISC	MONIQUE HERZIG	175.00
09/30/2022	LIBRY	5825	006432	ELISABETH PHOU	59.95

LIBRY TOTALS:

Total of 20 Checks:	7,753.72
Less 0 Void Checks:	0.00
Total of 20 Disbursements:	7,753.72