

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



# LIBRARY BOARD MEETING

DECEMBER 19, 2022

Jennifer Wheeler  
PRESIDENT

Karen Rock  
VICE PRESIDENT

Danielle Rumple  
SECRETARY

Melissa Mark

Frank Pisano

James W. Suhay

Rebekah Craft  
LIBRARY  
DIRECTOR



LEARN.CONNECT.DISCOVER.

# MISSION

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

# VISION

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

# CORE VALUES

## WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022



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## BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

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

1665 Holland St.  
Birmingham, MI 48009  
Cell: (248) 808-4495  
e-mail: jennybwheeler@gmail.com

Term expires 2023

Personnel Committee,  
Policy Committee

**Rock, Karen**  
**VICE PRESIDENT**

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Term expires 2023

Personnel Committee,  
Policy Committee

**Rumple, Danielle**  
**SECRETARY**

843 Tottenham Rd.  
Birmingham, MI 48009  
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Term expires 2025

Finance Committee,  
Outreach Committee

**Mark, Melissa S.**

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Term expires 2025

Building Committee,  
Outreach Committee

**Pisano, Frank**

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Term expires 2025

Finance Committee

**Suhay, James W.**

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Home: (248) 642-8514  
e-mail: jsuhay@sbcglobal.net

Term expires 2023

Building Committee

**Clark, Olivia**

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

Term expires February 2023



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# AGENDA





## **Baldwin Public Library Board Meeting**

Monday, December 19, 2022 at 7:30 p.m.

Rotary Tribute & Donor Rooms

### *Agenda*

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

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

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

#### I. 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 three minutes.

#### II. 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 November 21, 2022 Board Meeting Minutes p. 8
- B. Approval of November 21, 2022 Special Board Meeting Minutes p. 13
- C. Approval of November 2022 vendor payments in the amount of \$115,115.85, including payments in excess of \$6,000. p. 15
- D. Approval of total expenses in the amount of \$331,595.25. p. 19

#### III. Review of FY2021-22 Audit by Plante Moran, with Timothy St. Andrew and Philip Femminineo p. 21

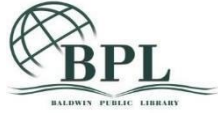
#### IV. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 46
- D. Upcoming events of interest (Jaclyn Miller) p. 52

V.	Board Committee Reports	
	A. Finance – Danielle Rumble	p. 18
	B. Building – Jim Suhay	p. 29
	C. Outreach – Melissa Mark	
	D. Personnel –Karen Rock	p. 30
	E. Policy – Karen Rock	p. 31
	<b>Suggested Board action:</b> To make a motion to adopt proposed changes to the Code of Conduct, as found on pages 36 to 37 of the December 2022 Board packet.	
VI.	Library Report – Rebekah Craft and Jaclyn Miller	p. 39
VII.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 49
	B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
	C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
	D. Bingham Farms (Bingham Farms Village Council)	
XIII.	New & Miscellaneous Business	
IX.	Unfinished Business	
X.	Items removed from the Consent Agenda	
XI.	Information Only	
	A. Upcoming events of interest	p. 52
	B. Baldwin Public Library Board Seeks Student Representative Press Release	p. 54
	C. Student Representative to Baldwin Public Library Board Application Form	p. 56
	D. Downtown Publications article, " Student artists public show at Baldwin Library"	p. 59
	E. Downtown Publications article, "Birmingham updates purchasing guidelines"	p. 60
	F. Birmingham-Bloomfield Eagle article, "Library features local students paintings"	p. 61
XII.	Adjournment	
	The next regular meeting of the Library Board will be on Wednesday, January 19, 2022 at 7:30 p.m.	
	<b>Motion:</b> To adjourn the November 21, 2022 Board Meeting.	

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,  
REGULAR MEETING  
November 21, 2022**

Call to Order and Roll Call:

The meeting was called to order by Vice President Jennifer Wheeler at 7:30 p.m.

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

Absent and excused: Frank Pisano

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

Friends of the Library liaison present: Ryndee Carney.

Contract community representatives present: None.

Members of the public present: one via Zoom

Rumble read aloud the Library's Mission Statement.

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

1. General Public Comment Period: None.

2. Consent Agenda:

**Motion to approve the consent agenda.**

1st                      Suhay  
2nd                      Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

3. Election of Officers for 2022-2023:

Wheeler called for nominations for the election of officers for 2022-2023.

**Motion to elect Jennifer Wheeler as President:**

1st                      Mark  
2nd                      Suhay

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

**Motion to elect Karen Rock as Vice President:**

1st                      Wheeler



2nd Mark  
Yeas: Mark, Rock, Rumble, Suhay, and Wheeler.  
Nays: None.  
Absent and excused: Pisano.  
The motion was approved unanimously.

**Motion to elect Danielle Rumble as Secretary:**

1st Rock  
2nd Mark  
Yeas: Mark, Rock, Rumble, Suhay, and Wheeler.  
Nays: None.  
Absent and excused: Pisano.  
The motion was approved unanimously.

4. Board Reports and Special Announcements:

**President's report:** Wheeler thanked the Board and staff for participating with Construction Manager interviews. She noted the unveiling of a collaborative artwork display of Bloomfield Hills and Birmingham Public Schools students at the main stage of Wintermarkt on Saturday, December 3 at 10:30 a.m. Craft, Wheeler, and representatives from the schools will be there.

**Board comments:** None.

**Staff Anniversaries:** Rock recognized the following staff anniversaries: Lauren Clifford (3 year of service), Susan Dion (17 years), Bart Gioia (15 years), Courtney Holland (1 year), Cheyenne Kennard (3 years), Morgan Kosciuk (3 years), and Robert Stratton (3 years).

**Upcoming events of interest:** Miller reported upcoming events at the Library, full details of which are on pages 42-43 of the November Board packet.

5. Board Committee Reports

**Finance Committee:**

Rumble reported that the Finance Committee met on November 14. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 22 of the November Board packet.

The next meeting of the Finance Committee will take place on Monday, December 12, 2022, at 4:00 p.m. in the Delos Board Room.

**Building Committee:**

Suhay reported that the Building Committee met on November 3 and November 10. Most of the discussion during these meetings concerned café restroom options, which were deliberated on and voted on during a special Board meeting held on November 14. Full minutes from these meetings are on page 25 - 27 of the November Board packet.

The next meeting of the Building Committee will take place on Thursday, December 1, 2022 at 10:00 a.m. in the Delos Board Room.

### **Outreach Committee:**

Mark reported that the Outreach Committee met on November 9. Mark provided updates about community partnerships. Full minutes from this meeting are on page 28 of the November Board packet. The next meeting of the Outreach Committee will take place in January.

### **Personnel Committee:**

Rock reported that the Personnel Committee met on November 16 and discussed plans for the Library Director's performance review and salary evaluation. The Personnel Committee is updating evaluation forms, which will be emailed to staff and trustees for their input.

A special Board meeting is scheduled for January 9, 2023 at 5:30 p.m. in the Delos Board Room for the Library Director's review.

### **6. Library Report:**

Craft and Miller presented highlights from the Library Report. Full details are on pages 29-39 of the November Board packet.

Staff who submitted their bivalent COVID-19 booster updates to the City by November 15 received an additional 16 hours of sick time. The response rate was around 40%. Staff are no longer required to wear masks in the building. Three staff members have tested positive for COVID-19 in the week prior to this meeting.

The Idea Lab's Jeff Jimison hosted a staff group from Northville District Library and fielded questions about their own plans for establishing a maker space. Craft has provided behind the scenes Library tours for patrons and will be hosting a private tour for a staff person from Senator Gary Peter's office.

A new backup server has been installed and will be setup completely in the next two months.

Craft has reached out to consultant Stephen Jackson, head of DEI at Oak Park Public Library in Chicagoland area, for outside input in BPL's DEI goals and planning. Jackson's consulting firm Global Community Associates compiled a proposal, which is found on page 65 – 71 of the November Board packet. This proposal is for an 18-month long project, working with the IDEA Taskforce and staff, and survey the community. Craft requested feedback from the trustees on the possibility of hiring a consulting firm for DEI. Suhay asked if Craft had procured alternative bids. Craft noted the difficulty in finding firms who have library experience, but she will request other proposals. Rock asked if Jackson has worked in Michigan libraries, and Mark asked if MLA had any firms they can recommend. Craft responded that MLA is using him as a conference speaker in the next year.

Suhay inquired about the logo redesigns on page 36 of the November Board packet. On November 14, the City's Wayfinding and Signage Committee requested to see the latest Board-approved logo redesigned using the City of Birmingham logo's typeface standard. Craft will meet with the Wayfinding and Signage Committee again on December 12 and present Board and staff's interest in keeping the logo the same as approved by the Library Board.

Five new Pages are being hired, with the possibility of being promoted to Circulation Assistants in the near-term. BPL is currently accepting applications for an IT Assistant, and is looking for additional substitute Librarians.

Craft attended the Birmingham Area Cable Board's meeting on November 16, where a \$10,000 grant request for technology upgrades was approved to improve the Jeanne Lloyd Room's AV capabilities. The Library of Michigan granted Continuing Education stipends for four BPL staff members totaling \$5,400.

7. Liaisons

Friends: Ryndee Carney reported the Halloween weekend book sale brought in around \$3,400 in book and media sales and an additional \$300+ in new memberships. Media sale tables in the Library lobby continue to bring in around \$1000 monthly, along with around \$600+ from online sales. The next major book sale will take place in Spring of 2023. The Friends currently have 210 members, with a goal of 300 total for this year. 220 follow-up membership renewal letters have been sent this month.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

8. New & Miscellaneous Business:

**Selection of a Construction Manager Firm for the Phase 3 Expansion and Renovation Project:**

In October, three bids for construction manager services were received following the issuance of an RFP. On November 14 and November 21, the Board interviewed those three firms. Each firm was given 60 minutes for questions and answers. Craft noted that each firm is well-known, upstanding, and high caliber.

Suhay agreed that all candidates were "outstanding" and that it would be a difficult decision. Mark and Suhay discussed how the Board came to weigh each bid, given the variations in base calculations between them. Mark said it was important to categorize each factor – timeline, scope, cost, etc. – in the same way to reach a decision. Rumble asked Craft about staff experience with PCI Dailey during Phase 2 renovation, and with Frank Rewold & Sons during renovation of the Rotary & Tribute Room. Craft noted the good experience staff had working with PCI Dailey during Phase 3, and didn't hear anything negative about working with Frank Rewold & Sons. Mark commented that PCI Dailey worked through Phase 2's COVID-19 interruptions with professionalism. Suhay made a comment on the benefits of choosing a larger firm with a "deep bench" of subcontractor contacts and resources. Wheeler said she was impressed with PCI Dailey's interview and the depth they went into about challenges with the proposed skylight, and noting they are already familiar with the building's structure. Craft thought Frank Rewold & Sons provided the most straightforward answer regarding providing "as-built" drawings. Rock and Suhay discussed the benefits of working with a larger firm. Mark noted the importance of the superintendents chosen, as they are a key person to communicate daily matters with. Mark asked Miller about her experience working with Dailey, and Miller responded they have been responsive and easy to work with. Mark said all three firms were outstanding, and that it was "hard to not let each of them win."

**Motion to approve the hiring of PCI Dailey for construction management services for the Front Entrance and Circulation Area of the Baldwin Public Library, to be paid out of account 977.0000 (Capital Outlays – Building Improvements). Payment will be based on the bid submittal from October 19, 2022, with a construction management fee of 2.5% of the Guaranteed Maximum Price, to be determined once all subcontract bids are received.**

1st Mark

2nd Rock

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

Craft will present the choice to hire PCI Dailey as construction manager on Monday, December 5, 2022, after the preliminary signing of a contract with PCI Dailey.

9. Unfinished Business:

**Student Representative Project:**

Olivia Clark has worked with Teen Librarian Elisabeth Phou and Teen Library Assistant Faith Whitted in creating a Library TikTok account. This will be used to promote general and teen events and new books in the Teen Scene. The first video will be posted from the Teen Exam Cram with Therapy Dogs event.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 44-71 of the November 2022 Board packet.

12. Adjournment:

**Motion to adjourn the meeting.**

**1st** Mark

**2nd** Rock

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:42 p.m. The next regular meeting is scheduled for Monday, December 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

---

Danielle Rumble, Secretary

Date



**BALDWIN PUBLIC LIBRARY MINUTES,  
SPECIAL MEETING  
November 21, 2022**

Call to Order and Roll Call:

The meeting was called to order by Vice President Jennifer Wheeler at 6:00 p.m.

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

Absent and excused: Frank Pisano.

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

City Staff present: Jeff Zielke, City of Birmingham Building Department (via Zoom).

Guests present: Dianne Schurg from Merritt Cieslak Design; Steve Schneemann from Merritt Cieslak Design (via Zoom); Jason Rewold, Matthew DeSchutter, and Mel Gingiloski from Frank Rewold & Sons.

Members of the public present: One via Zoom.

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

General Public Comment Period: There was no public comment.

1. Interview of Construction Management Firm Frank Rewold & Sons – present were Vice President Jason Rewold, Project Estimator Matthew DeSchutter, and Project Superintendent Mel Gingiloski – Board members asked the following questions of the representatives regarding their experiences managing projects similar to Phase 3. The firm was given sixty minutes to field questions from the Board.

WHEELER: Does your firm have the appropriate staffing, resources, and financial stability to execute the project as proposed? How many projects are you currently managing?

WHEELER: How has your firm's overall construction creativity in past projects helped the project budget goals, especially during a time of rising inflation?

ROCK: How do you plan to continue the operations of the library and maintain staging, safety and logistics during the project?

MARK: Please describe your experience working with the expectations of Birmingham and/or similar communities that place high value on aesthetics and public spaces, and your understanding of the importance of this project and the Library as part of Birmingham's Civic center.

RUMPLE: Are the firm's principals and staff compatible in working considerably and effectively with the Baldwin Public Library and MCD staff members?

SUHAY: Are you familiar with the City of Birmingham's building codes and permitting process, and what is your experience in working successfully with municipalities when issues arise?

SUHAY: How soon will the CM be prepared to bid and start the project?



WHEELER: Do you see any areas of complexity or concern in the design drawings as currently shown?

ROCK: Do your CM services include providing final "as-built" drawings?

MARK: How do you handle changes of scope/change order requests? What is your markup or set fee?

RUMPLE: How is the budget impacted if the project is completed in less time or more time than you anticipated?

SUHAY: Who will be the main point of contact?

WHEELER: If/when there are delays in the availability of items, how do you plan to handle it?

WHEELER: Can you please explain your rationale for the number of FRS employees you have assigned to this project and the hours they will be working for the duration of the project?

2. Adjournment:

**Motion to adjourn the meeting.**

**1st** Wheeler

**2nd** Mark

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 7:03 p.m. The next regular meeting is scheduled for Monday, December 19, 2022, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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Danielle Rumble, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	959.70
	009126	AMAZON CAPITAL SERVICES INC	1,139.17
	000843	BAKER & TAYLOR BOOKS	486.09
	000408	BALDWIN PUBLIC LIBRARY	7.99
	002429	BIRMINGHAM BLOOMFIELD CHAMBER	230.00
	000433	BRODART COMPANY	85.01
	003904	CAPITAL ONE BANK	3,427.60
	000902	CENGAGE LEARNING INC	55.17
	000605	CINTAS CORPORATION	227.60
	000627	CONSUMERS ENERGY	2,010.00
	000575	DEMCO, INC	131.16
	000585	FARMINGTON COMM. LIBRARY	2,588.54
	008164	GARY EISELE	60.00
	001090	INGRAM LIBRARY SERVICES	13,221.89
	008827	KANOPY, INC	451.35
	005498	KRISTEN TAIT	26.58
	003527	LOWER HURON SUPPLY CO INC	1,253.93
	007927	MICHELLE HOLLO	857.50
	007659	MICHIGAN.COM #1008	267.68
	006349	MIDWEST COLLABORATIVE	310.00
	002013	MIDWEST TAPE	9,358.03
	008336	NBS COMMERCIAL INTERIORS	134.00
	000678	OCLC, INC.	319.87
	009478	ODP BUSINESS SOLUTIONS, LLC	63.06
	006785	OVERDRIVE, INC.	19,668.17
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	007408	T-MOBILE	272.37
	000158	VERIZON WIRELESS	103.48
289002	009202	AQUARIUM DESIGN INC	240.00
289006	000408	BALDWIN PUBLIC LIBRARY	24.98
289051	000249	GUARDIAN ALARM	244.04
289072	000797	THE LIBRARY NETWORK	234.85
289088	009478	ODP BUSINESS SOLUTIONS, LLC	149.57
289128	000843	BAKER & TAYLOR BOOKS	269.04
289135	008355	BIRMINGHAM PUBLIC SCHOOLS	667.03
289161	000575	DEMCO, INC	86.73
289165	004493	ELITE IMAGING SYSTEMS, INC	1,002.49
289197	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,309.00
289236	007907	SP+ CORPORATION	3,068.00
289257	009026	WELLS FARGO VENDOR FIN SERV	677.87
289264	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
289283	009024	THE D.M. BURR GROUP	4,819.00
289285	000179	DTE ENERGY	5,116.19
289308	005651	FINDAWAY WORLD, LLC	896.85
289313	006666	GRID 4 COMMUNICATIONS INC.	225.00
289315	007211	HOME DEPOT CREDIT SERVICES	298.00
289316	MISC	JESSICA S MCALPINE	25.98
289317	MISC	JODEE LYNN-A GIBSON	17.99

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
289319	MISC	LAUREN FREUND	16.99
289324	009351	MERRITT CIESLAK DESIGN PLC	33,645.00
289328	006349	MIDWEST COLLABORATIVE	60.00
6528	003858	ADVANCED LIGHTING & SOUND INC	300.00
6569	009126	AMAZON CAPITAL SERVICES INC	(197.99)
6588	000517	BEIER HOWLETT P.C.	339.25
6611	008336	NBS COMMERCIAL INTERIORS	792.00
6618	001181	ROSE PEST SOLUTIONS	250.00
6619	000757	SCHOLASTIC INC	980.00
6621	005861	UNIQUE MGMT SERVICE, INC	72.10
6634	009126	AMAZON CAPITAL SERVICES INC	219.98
Total:			115,115.85

**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

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## December 2022 Finance Committee Report

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The Baldwin Public Library Board's Finance Committee met on Monday, December 12, 2022 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, Jaclyn Miller, and Jim Cummins from Plante Moran.

Tim St. Andrew will present the FY 2021-22 audit report to the full library board on Monday, December 19 at the regular meeting. Page 1 of the audit report contains the following sentence: "In our opinion, the information is fairly stated in all material respects in relation to the basic financial statements as a whole." This means that Plante Moran gave Baldwin a "clean report."

Craft gave an update on the FY 2022-23 budget after five months. Everything is on target or slightly under, except for utilities.

- Large payments were made to MCD, Overdrive, Ingram, Midwest Tape for materials.
- Contracted services will require a budget amendment for MCD design fees and CM fees from PCI Dailey.

Miller reported on the November Trust expenditures with Friends of the Library funds. The FOL generated over \$1300 in donations at the sale tables

Jim Cummins of Raymond James discussed the library's trust funds with the committee. Cummins recommends that we:

- Sell Vanguard 500 Index Fund and buy Fidelity 500 Index Fund. The Fidelity fund is also based on the S&P 500 index fund, but has a lower cost.
- Sell Thornburg International Growth and purchase NOBL. This fund only includes stocks that have increased their dividends for 25 straight years.
- Sell Transamerica Capital Growth and purchase COWZ. COWZ recalibrates investments every 90 days and adjusts its portfolio to include the companies that are making the most money in the market. While Transamerica Capital Growth Fund is the best performing fund we have over time, it is not expected to make money in the short term. (12-18 months).

Cummins also discussed the General funds, which are down 10% now, which is actually not bad right now considering the market. He does not recommend any changes.

Pisano reported that he attended a meeting about the Defined Contribution plan. There are no recommended changes at this time

The next meeting of the Finance Committee will take place on Wednesday, January 11 at 4:00 p.m. in the Delos Board Room.



## FINANCIAL REPORT: November 2022

This report references the Revenue and Expense Report 2022-23, found on the following page. At 41.7% of the way through fiscal year 2022-2023, the Library has spent 38.2% of its budget and received 83.1% of its revenue. By this point of the year, the Library was budgeted to have spent 41.7% of its budget and to have received 86.7% of its revenue.

Two pay periods were recorded in November.

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

Merritt Cieslak Design PLC (Design Services Phase Three)	\$	33,645.00
Overdrive (Electronic Materials)	\$	19,668.17
Ingram Library Services (Print Materials)	\$	13,221.89
Midwest Tape (Audio Visual Materials)	\$	9,358.03
Total vendor payments in excess of \$6,000	\$	<b>75,893.09</b>
Balance of vendor payments less than \$6,000	\$	39,222.76
<b>Total vendor payments</b>	\$	<b>115,115.85</b>

### City of Birmingham allocations:

Payroll Period Ending 10/29/22	\$	105,841.57
Payroll Period Ending 11/12/22	\$	89,388.64
Employee Health Care Payroll Deduction 11/12/22	\$	(642.16)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$	7,744.58
<b>Total Payroll</b>	\$	<b>205,801.63</b>

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
<b>Total City of Birmingham allocations</b>	\$	<b>215,384.13</b>

### Reconciling adjustments:

Bank Credit Card Fees	\$	346.23
Plante Moran Audit Charges	\$	810.00
Book Fine Refunds	\$	(60.96)
<b>Total Recon Adjustments</b>	\$	<b>1,095.27</b>

<b>Total expenses for the month</b>	\$	<b><u>331,595.25</u></b>
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BALDWIN PUBLIC LIBRARY  
REVENUE AND EXPENSE REPORT 2022-23  
November 2022

	Approved 2022-2023 Budget	Current Month Budget November 2022	Current Month Actual November 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	5th Month of the year 41.67%
<b>REVENUES</b>										
TAXES	\$3,869,880	\$0	\$0	\$0	\$3,869,880	\$3,869,880	\$0	100.0%	\$3,678,280	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$43	\$1,293	(\$6,250)	(\$2,165)	\$4,085	14.4%	(\$1,412)	9.4%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$0	(\$8,833)	\$44,167	\$7,052	(\$37,114)	6.7%	\$7,058	7.1%
GRANTS	\$0	\$0	\$16,407	\$16,407	\$0	\$16,407	\$16,407	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$0	(\$82,699)	\$413,496	\$248,142	(\$165,354)	25.0%	\$400,783	41.5%
PATRON USE REVENUE	\$27,000	\$2,250	\$2,634	\$384	\$11,250	\$14,805	\$3,555	54.8%	\$11,847	55.4%
INVESTMENT INCOME	\$30,000	\$2,500	(\$340)	(\$2,840)	\$12,500	\$11,577	(\$924)	38.6%	\$5,906	19.7%
TOTAL REVENUE	\$5,010,270	\$95,033	\$18,744	(\$76,289)	\$4,345,043 86.7%	\$4,165,699	(\$179,344)	83.1%	\$4,102,462	85.8%
<b>EXPENSES</b>										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$205,802	(\$31,383)	\$1,185,925	\$965,901	(\$230,024)	33.9%	\$919,218	34.4%
SUPPLIES	\$143,000	\$11,917	\$5,380	(\$6,536)	\$59,583	\$50,544	(\$9,040)	35.3%	\$44,324	37.1%
CONTRACTED SERVICES	\$499,590	\$41,633	\$55,671	\$14,038	\$208,163	\$282,579.46	\$74,417	56.6%	\$112,259	29.2%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$2,138	(\$9,445)	\$57,917	\$77,627	\$19,710	55.8%	\$55,558	37.1%
UTILITIES	\$105,000	\$8,750	\$7,126	(\$1,624)	\$43,750	\$46,024	\$2,274	43.8%	\$46,572	48.5%
OTHER CHARGES	\$81,480	\$6,790	\$5,103	(\$1,687)	\$33,950	\$30,677	(\$3,273)	37.6%	\$26,922	32.7%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$0	(\$5,608)	\$28,042	\$14,993	(\$13,049)	22.3%	\$9,359	14.6%
COLLECTIONS	\$649,750	\$54,146	\$50,375	(\$3,771)	\$270,729	\$261,295	(\$9,434)	40.2%	\$244,090	37.7%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$331,595	(\$46,016)	\$1,888,058 41.7%	\$1,729,640	(\$158,419)	38.2%	\$1,458,301	34.6%
VARIANCE	\$478,930	(\$282,579)	(\$312,851)	(\$30,272)	\$2,456,984 41.7%	\$2,436,059	(\$20,925)			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$4,304,591.67				

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.



plante moran

Audit. Tax. Consulting.  
Wealth Management.

# Baldwin Public Library Board of Directors Presentation

For Year Ended June 30, 2022

Presented by:  
Tim St. Andrew  
Philip Femminino



# Baldwin Public Library

## Agenda

- Executive Summary
- Financial Graphs
- Questions



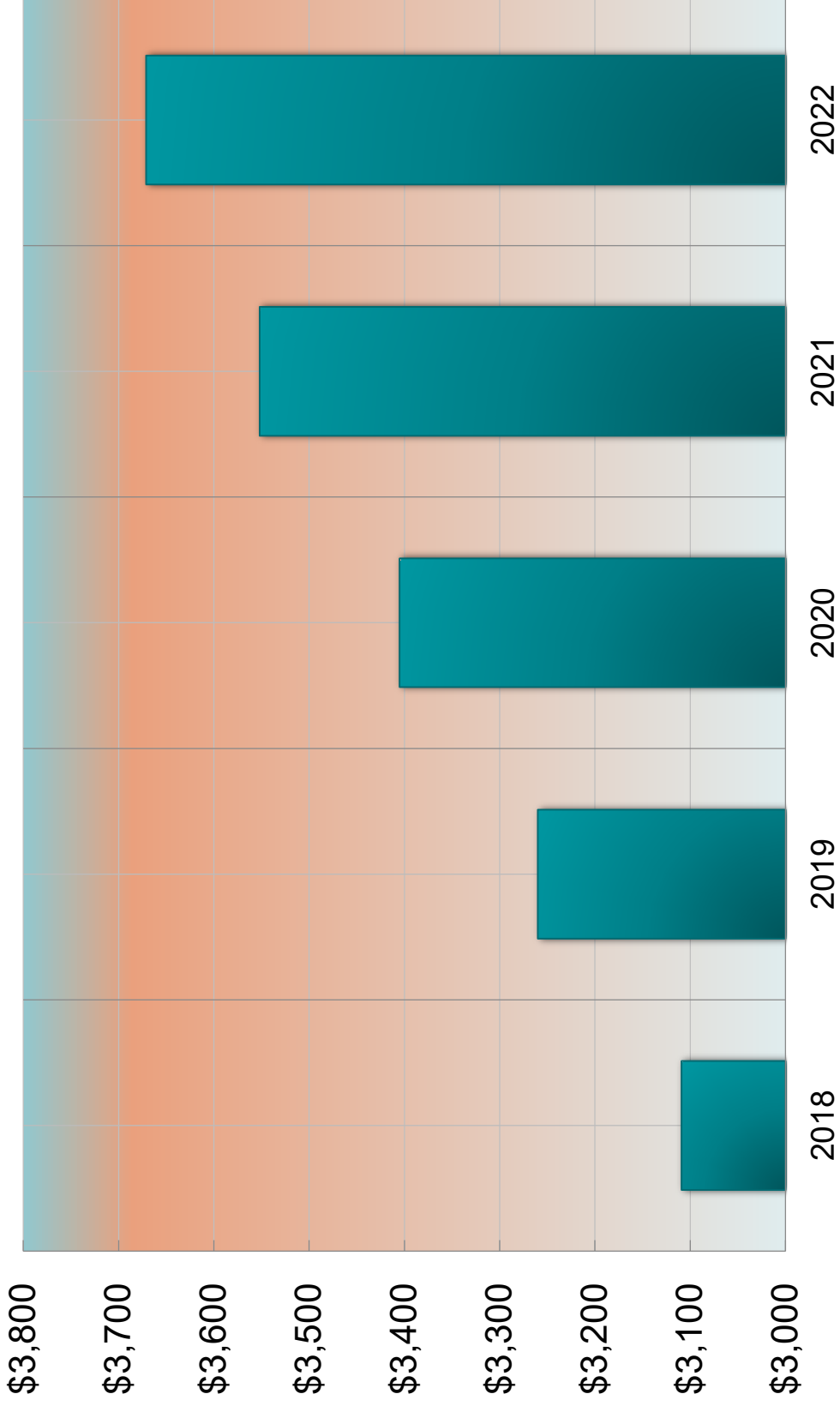
# Baldwin Public Library 2022 Executive Summary

- **Financial Statement Audit** – In relation to Opinion – Information derived from the City of Birmingham Audit and Financial Statements
- **Financial Statement Highlights**
  - Fund balance increased from \$1.2 million at June 30, 2021 to \$1.8 million at June 30, 2022
  - Approximately \$349k was invested in equipment and books
  - Pension system is 79% funded as of June 30, 2022
  - Retiree healthcare system is 80% funded as of June 30, 2022





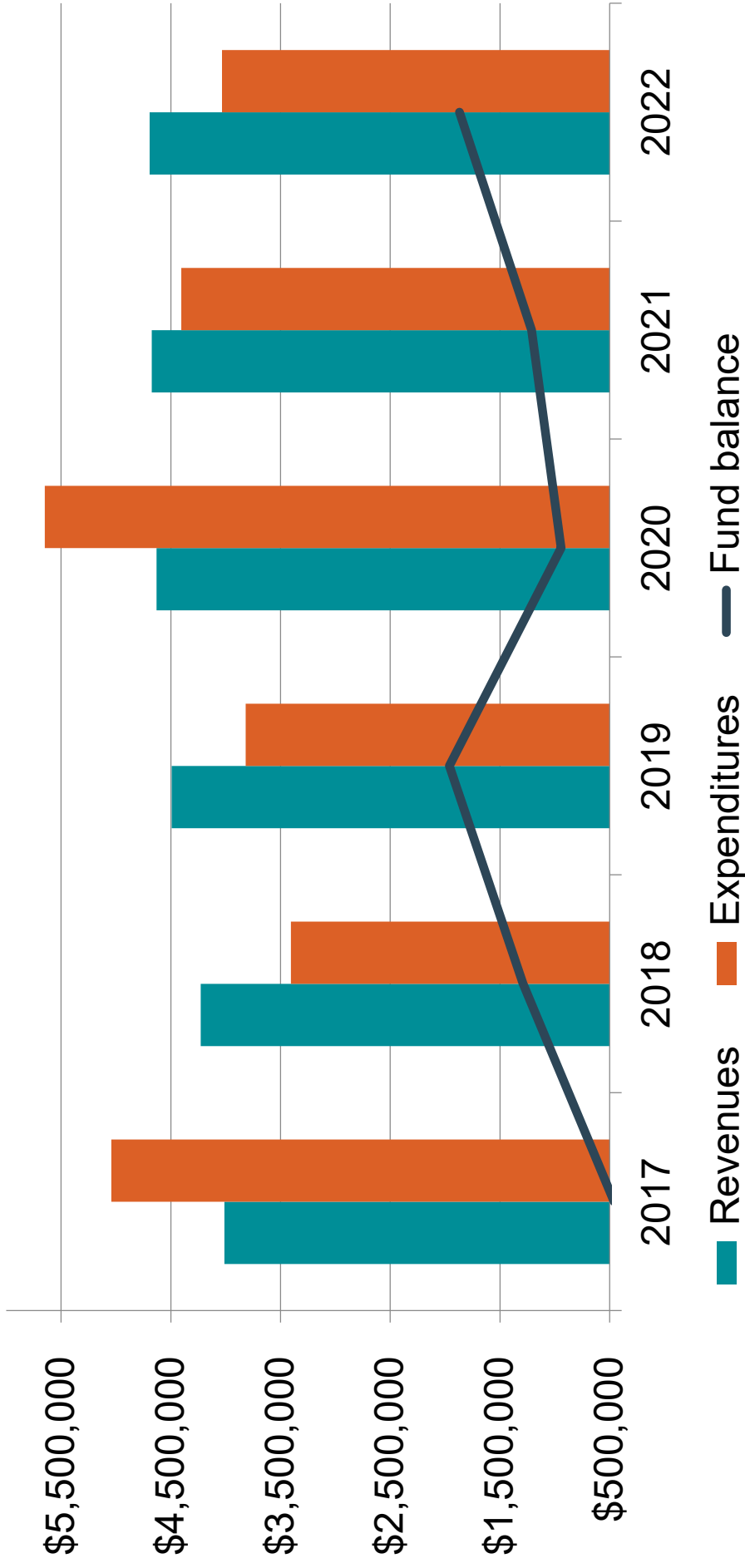
Baldwin Public Library  
Property Tax Revenues  
Years Ended June 30 (in thousands)





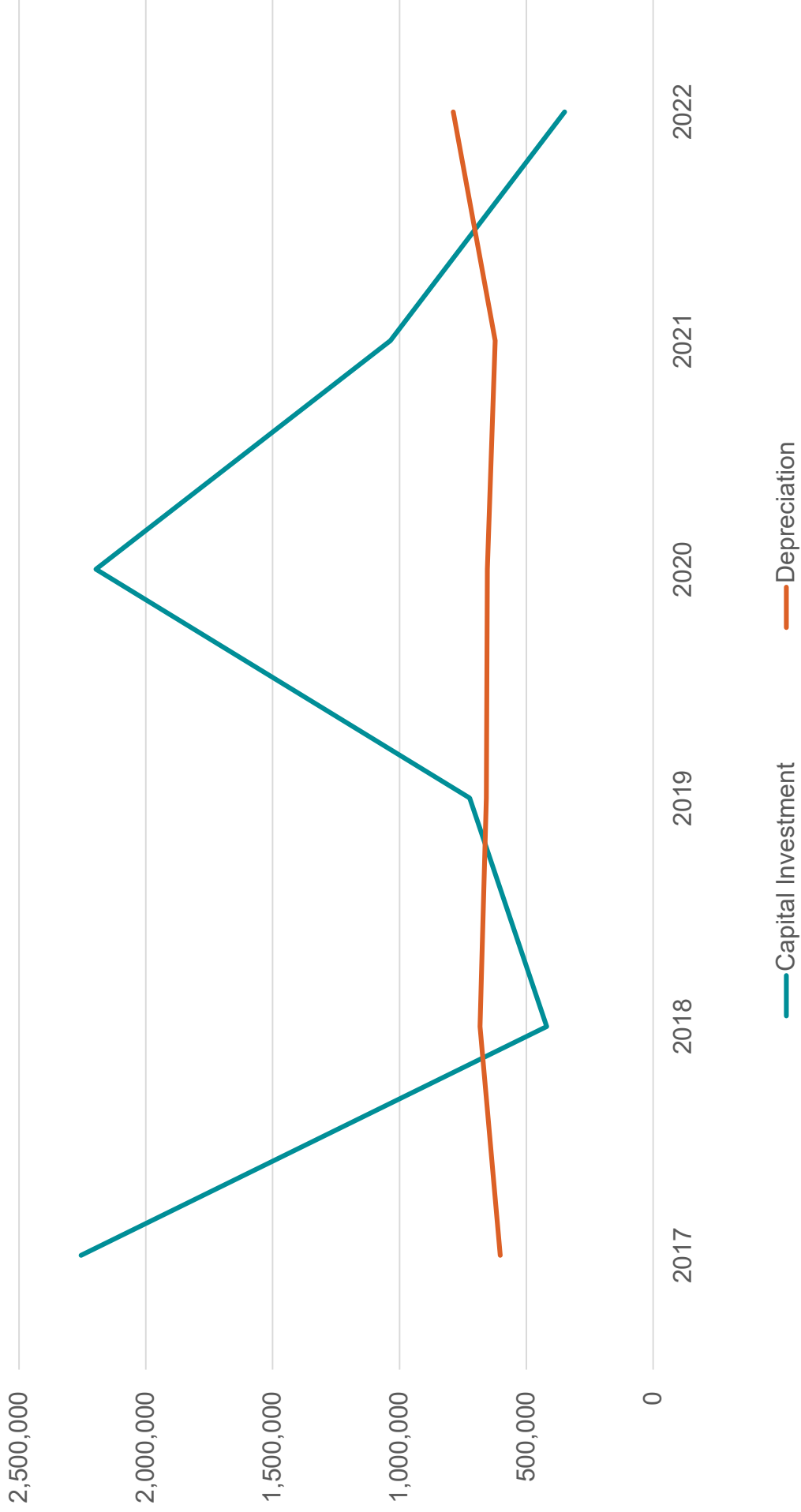
# Baldwin Public Library Revenues, Expenditures, and Fund Balance Years Ended June 30

## Library Operating Fund



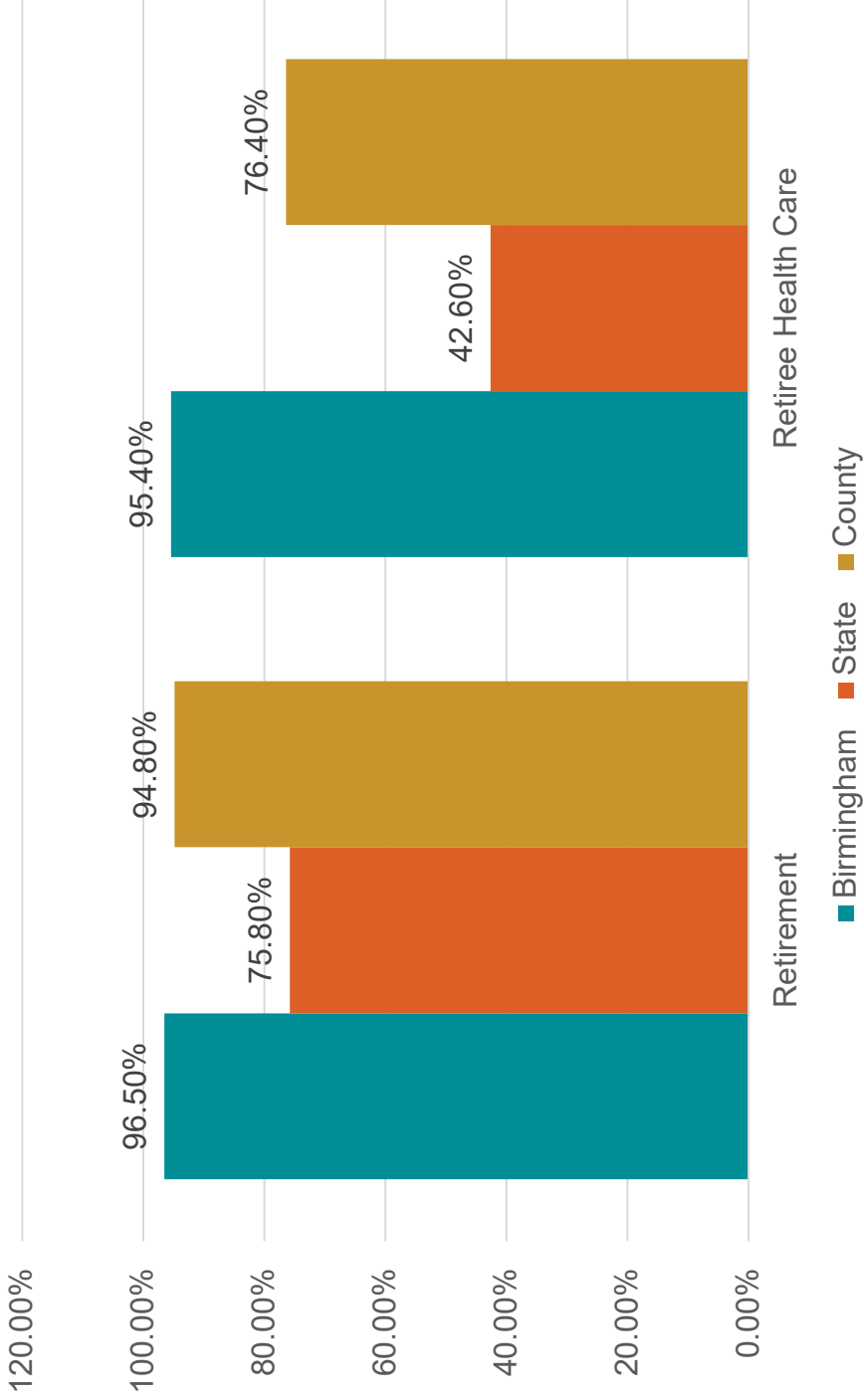


## Baldwin Public Library Capital Investments





# City of Birmingham Pension and Retiree Healthcare Funding Comparisons Michigan Cities FY 2021 Data





Thank you for the opportunity to  
serve as auditors for the Baldwin  
Public Library

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## **December 1, 2022 Building Committee Report**

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The Baldwin Public Library Board's Building Committee met on Thursday, December 1, 2022 at 10:00 a.m. in the Delos Board Room. Present were Jim Suhay, Melissa Mark, Rebekah Craft, Steve Schneeman (MCD), Dianne Schurg (MCD), and one member of the public.

Community member and urban planner Bob Gibbs expressed his desire for the library to install a staffed café in the lobby. Schneeman stated that the space will be flexible and that a staffed café could be configured later on if the library chooses to change the configuration of the space.

The Committee members reviewed potential deduct alternate items, which include the skylight, moveable Friends millwork, study rooms, and the light cover over the existing circulation desk. It's important to have these deduct alternates in the project to help keep the project within budget, but cutting any of these items will be difficult. Suhay asked MCD to provide a quote for designing an alternate and less expensive skylight option with 3 or 5 small skylights instead of one large skylight. MCD will provide a quote and timeline for this work to Craft.

The Committee discussed the preferences for the café millwork and location of equipment. MCD will add a larger stainless steel under mount sink at 34" high. No upper cabinets will be added to keep clean visual lines. Craft will work with the library's current vending machine company to supply dimensions of one combo machine or one beverage and one snack machine to MCD. Library staff will explore a new name for the café space (not Vending or Coffee or Refreshments).

The Committee reviewed the updated design for the Friends book sale area. Craft asked that a slot be added to the countertop over the built-in cabinets to collect donations. Craft will share these plans with the Friends to gather feedback.

Craft requested that the roll-down security gate be removed from the project to save costs now that a restroom is no longer included in the café space.

The Hot Picks shelving will be reused and relocated to the front of the new sorter room.

The next meeting will be held at a later date, TBD.

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## **December 2022 Personnel Committee Report**

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Jenny Wheeler and Karen Rock of Baldwin Public Library's Personnel Committee met on Thursday, December 15, 2022 at 9:30 a.m. in the Jeanne Lloyd Room.

They discussed the evaluations received from Library Board members and Craft's direct reports and Craft's self-evaluation.

A special Library Board meeting to conduct Director Craft's 2023 evaluation will be held on Monday, January 9, 2023 at 5:30 p.m. in the Delos Board Room.

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## **December 2022 Policy Committee Update**

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Based on feedback at the October 2022 Board meeting and input from staff, we have developed an updated Code of Conduct that incorporates both a list of specific things that are not allowed in the library and the more welcoming and inclusive nature of the updated Code of Conduct that was proposed in October.

The IDEA Task Force worked together to streamline the policy and the list of rules.

The updated policy is presented on the following pages for your consideration.



## Code of Conduct

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

The BPL 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
- BPL staff members have a safe workplace

**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.

## **Expectations**

- A. Disruptive or unsafe behavior is prohibited, including, but not limited to:
  - Profanity
  - Running, climbing furniture, throwing, hitting, pushing, or shoving
  - Following, threatening, bullying, or harassing other people
  - Inflicting physical, sexual, or verbal abuse
- B. Children under the age of 10 must be supervised at all times in accordance with the library's Unattended Children Policy.
- C. Sounds must not be louder in volume than the general noise level of the area.
- D. Visitors must not interfere with the use of the library by other patrons or with employees' performance of duties or monopolizing the attention of staff.
- E. Visitors must have permission from a library staff member to enter a designated staff area.
- F. Visitors must not record or photograph another person in the library without their permission. In the case of minors, permission must come from the parent or legal guardian.
- G. 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.

- H. Visitors must not misuse or loiter inside restrooms.
- I. Light snacks and covered drinks are acceptable everywhere except at public computers
- J. Visitors must not view materials which are inappropriate for the surroundings.
- K. Visitors must not use computers or mobile devices to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with BPL's Electronic Device, Network, and Internet Use Policy and Michigan Compiled Law 397.606.
- L. 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.
- M. Visitors must not use controlled substances on library property.
- N. Service animals, as defined by the Americans with Disabilities Act, are permitted in BPL. Animals must not be left unattended on library property.
- O. Visitors must not use skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.
- P. Visitors must wear proper attire in the library at all times.

### **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 for the remainder of the day. All staff are authorized to call 911 and required to document the incident.

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

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## LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations



## Statistical Dashboard

### November 2022

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q1 Target
<b>Financials</b>					
Revenues	\$ 18,744	\$ 34,120	\$ 4,146,955	\$ 4,103,443	
Expenses	\$ 331,595	\$ 335,740	\$ 1,398,045	\$ 1,455,042	
<b>Circulation</b>					
Circ (Charges & Renewals)	44,867	44,521	224,294	241,831	270,000
Self-Check Usage	50.8%	48.9%	47.8%	49.1%	
% of Circ by Residents*	91.7%	93.2%	92.2%	92.8%	92.0%
% of Circ by Non-Residents	8.3%	6.4%	7.6%	18.3%	8.0%
<b>Interlibrary Loans</b>					
Items borrowed	609	717	3,722	4,124	
Items loaned	749	800	4,093	3,916	
<b>Technology Usage</b>					
Database Sessions	4,682	2,696	21,286	12,816	17,000
Downloadable Content	11,827	10,997	62,119	56,462	64,000
Public Computer Usage	464	285	2,243	1,498	
Wireless Sessions	4,535	4,249	23,200	22,828	32,500
<b>Program Attendance</b>					
Program Attendance for Adults	188	387	859	1,616	
# of Programs for Adults	15	17	65	85	
Program Attendance for Teens	86	129	397	786	
# of Programs for Teens	4	5	26	23	
Program Attendance for Youth	1,295	791	7,565	4,202	
# of Programs for Youth	56	23	170	142	
Computer Classes	25	22	173	117	
# of Computer Programs	6	5	29	24	
Online Video Views	54	86	276	428	
Idea Lab Visits	239	-	971	-	
<b>Total Program Attendance</b>	<b>1,887</b>	<b>1,415</b>	<b>10,241</b>	<b>7,149</b>	<b>14,000</b>
<b>Total # of Programs</b>	<b>81</b>	<b>50</b>	<b>290</b>	<b>274</b>	<b>175</b>
<b>Outreach Attendance</b>	398	114	2,891	1,101	
<b># of Outreach Programs</b>	9	7	24	12	
<b>Gate Count</b>	<b>17,183</b>	<b>14,091</b>	<b>78,089</b>	<b>66,886</b>	<b>90,000</b>
<b>Volunteer Hours</b>	<b>90</b>	<b>38</b>	<b>593</b>	<b>112</b>	<b>600</b>
<b>Social Media New Users</b>					
Website Hits/Pageviews	22,352	19,924	114,617	109,317	130,000
e-Newsletter Subscribers**	-23	-1249	11,157	11,555	11000
Facebook Page Likes	3	-6	2,875	2,652	2800
Twitter Followers	-4	-3	1,338	1,321	1475
Instagram Followers	15	12	2,092	1,923	2000

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

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

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## Strategic Plan Status Report

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The next report update for the second quarter of FY2022-23 will be included in the January 2023 board packet.

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### 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. Masks are no longer required unless:

- You have returned to work following a case of COVID and must wear a mask for 10 days following your illness
- You are experiencing lingering symptoms of a respiratory infection after staying home sick to recover

If the City sees a rising trend in infections a strict mask policy will be put back into place. Since November 21, 4 BPL staff members have tested positive for COVID-19.

#### *Behind the Scenes Tours*

Craft continues to offer a monthly behind the scenes tour of the library. This has been a great way for community members to learn more about the library, meet staff working in the building, and ask questions about our services and programs. The most recent tour was held on Tuesday, December 13 at 4:00 p.m.

#### *Exam Cram*

Teen Librarian Elisabeth Phou and Teen Assistant Faith Whitted kept the Library open late for about 40 teens who were cramming for finals on Saturday, November 19. Therapy dogs were on site to offer snuggles and pats for stress relief.

#### *Vox Books*

We now have 8 Vox books catalogued and in the Youth New section for patrons to check out. Vox Books combine print and audio versions together in one piece. We ordered a few to test them out and see how the quality is versus the Wonderbooks and will evaluate them after a few months of use.



#### *Winter Reading Challenge*

The 2022-23 Winter Reading Challenge kicked off on December 1, and runs through January 31, 2023. Readers of all ages are encouraged to sign up and track their progress at [baldwinlib.beanstack.org](http://baldwinlib.beanstack.org).

Everyone who completes the challenge will be entered into a prize drawing. As of December 13, 45 readers had already earned 296 badges and recorded 12,552 minutes of reading!

---

## **Facility**

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

---

### *New Lights, Youth Room*

After feedback from staff and patron, new ceiling lights were added on the northwest corner of the Youth Room, to assist with browsing the adjacent shelves, using the globe, and reading in the little house.

---

## **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 group will continue to meet monthly to accomplish the goals set forth by the Library Board. In December, the group looked at additional changes to the proposed Code of Conduct, and submitted a new version for Board review and consideration for approval.

### *Project READY*

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.

Youth Services staff members Susan Dion and Rosemary Isbell participated in the Winter Markt Craft Kiosk, where 245 people stopped by to enjoy craft kits during the market on Sunday, December 4.

### *Beverly Hills*

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

### *Bingham Farms*

Miller submits monthly Board Meeting updates to the Library Liaison.

### *City of Bloomfield Hills*

Miller submits monthly Board Meeting updates to the Library Liaison.

### *Birmingham Next*

Rebekah Craft continues to host the Popular Reads book club virtually on the first Monday of each month at 1:00 p.m. The group began meeting in a hybrid format at Next and on Zoom on December 5. Mick Howey is leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact [Rebekah.craft@baldwinlib.org](mailto:Rebekah.craft@baldwinlib.org) to request the book and join the meeting.

### *Birmingham Schools*

#### **Art Installation – Our Natural World**

In cooperation with classes from Bloomfield Hills Schools, a student art exhibit was opened on Saturday, December 2 during Winter Markt. The exhibit features 40 works of art on canvas, 20 from each school district, created by students at every age level based on the theme of nature. The submissions are now on display above the windows to the Youth Department, and are best seen from outside the building. Thanks to Birmingham residents David Bloom, Barbara Heller, and Laura Host in collaboration with BPS and BHS art department heads Sarah Smith and Matt Beauchamp for coordinating the project.



At the event opening on December 2, Jennifer Wheeler, Rebekah Craft, Bloomfield Hills Schools Superintendent Patrick Watson, and Birmingham Schools Assistant Superintendent April Imperio shared brief remarks with a crowd of about 200 people. More information about the project can be found at <https://www.baldwinlib.org/our-natural-world-art-show-at-baldwin/>.





### Battle of the Books

Kickoff for the 2023 Battle of the Books was on Monday, December 12. Fourth- and fifth-grade students who attend a Birmingham Public School will form teams with an adult coach, read from a selected list of books, and then participate in a contest where they will compete with other teams by answering questions based on the books. The books are now available on the specially designated Battle shelf in the Youth Room, and students are welcome to check them out any time. Full details can be found at [baldwinlib.org/battle](http://baldwinlib.org/battle). Team registration will open February 20, 2023. The Battle will be held at Groves High School on Saturday, March 18, 2023.

For the 2023 Battle, teams will be reading:

*A Wish in the Dark* by Christina Soontornvat

*Jinxed* by Amy McCulloch

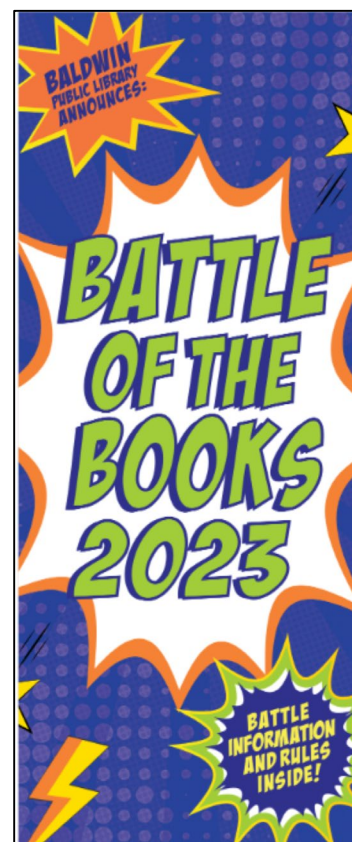
*The Last Fifth Grade of Emerson Elementary* by Laura Shovan

*Planet Omar: Accidental Trouble Magnet* by Zanib Mia

*Twins* by Varian Johnson

### District Reflections Contest

Sponsored by the National PTA, this event garners entries from students at various grade levels. BPL staff were asked to judge literature entries from the Intermediate grade level, and those scores were returned to the PTA Reflections Chair. The top scoring entries move on to the next level of completion, with the opportunity to go as far as the nation contest. The theme this year was "Show your Voice".



### School Board Member Tours

Craft sent invitations to the two newly elected BPS School Board members to come in for a tour of the Library. Nicole Spencer and Colleen Zammit both met with Craft and Miller in early December for tours of the facility and an update on how BPL is partnering with BPS on programs and resource promotion. Invitations will be extended to the current school board members in 2023.

### *DSLRT Report update*

Baldwin submitted its annual response to the DSLRT (Detroit Suburban Librarians Roundtable) survey in December. Survey results will be available by the end of December.

### *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 November, the Friends collected over \$1,300 in donations at the lobby tables. The Board will meet next on January 24, 2023.

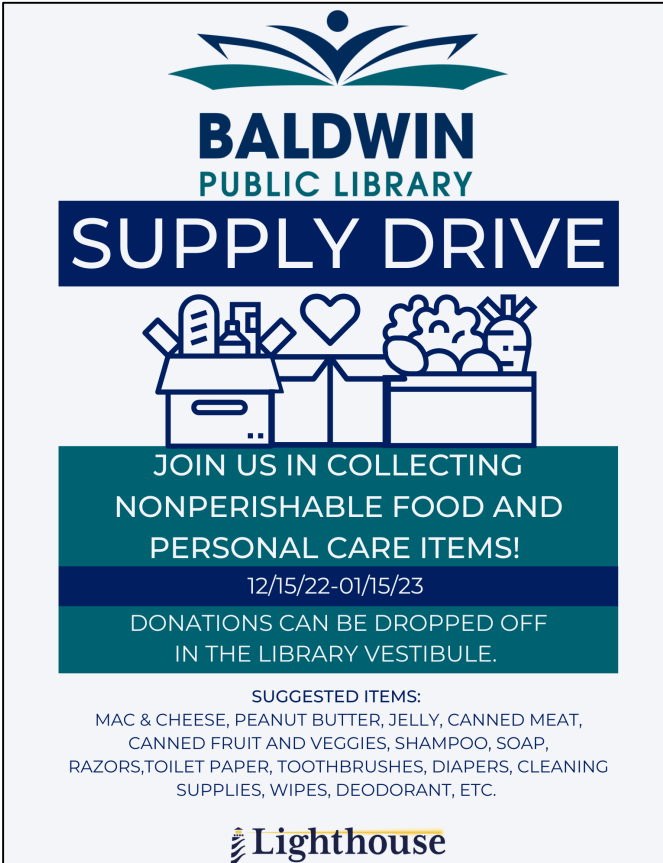
### *Lighthouse/South Oakland Shelter*

As part of our Outreach efforts, on December 15 we kicked off our month long supply drive for Lighthouse, acting as a drop off location for personal items and non-perishable food. Lists of suggested materials are available in the lobby near the vestibule, and donations will be accepted until January 15, 2023.

### *Marketing*

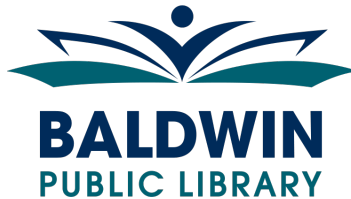
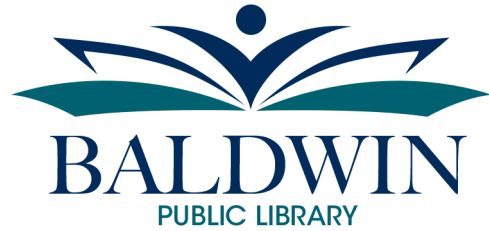
Michelle Hollo continues to work with Jaclyn Miller designing projects and marketing materials for the Library, including:

- *Learn.Connect.Discover* winter newsletter
- Display and directional signage
- Youth Program posters and fliers
- Adult Services program fliers
- Teen bulletin board poster
- Battle Bookmarks

A poster for the Baldwin Public Library Supply Drive. At the top is the Baldwin Public Library logo, featuring a stylized green leaf design above the text "BALDWIN PUBLIC LIBRARY". Below this is a dark blue banner with "SUPPLY DRIVE" in white. Under the banner is an illustration of three open cardboard boxes filled with various items: a heart, a lightbulb, a book, a can of food, a bottle of soap, and a box of tissues. Below the illustration is a teal section with white text: "JOIN US IN COLLECTING NONPERISHABLE FOOD AND PERSONAL CARE ITEMS!". This is followed by a dark blue section with white text: "12/15/22-01/15/23". Below that is a teal section with white text: "DONATIONS CAN BE DROPPED OFF IN THE LIBRARY VESTIBULE.". At the bottom is a white section with small text: "SUGGESTED ITEMS: MAC & CHEESE, PEANUT BUTTER, JELLY, CANNED MEAT, CANNED FRUIT AND VEGGIES, SHAMPOO, SOAP, RAZORS, TOILET PAPER, TOOTHBRUSHES, DIAPERS, CLEANING SUPPLIES, WIPES, DEODORANT, ETC.". At the very bottom is the Lighthouse logo, which consists of a stylized yellow and orange lighthouse icon followed by the word "Lighthouse" in a bold, sans-serif font.

### *Logo Redesign Update*

Craft and Miller attended the City of Birmingham's wayfinding and signage committee meeting on November 14. The committee members were happy with Baldwin's proposed logo but asked that an alternate option that features the exact layout of the City logo's fonts be presented to the committee at their next meeting on December 21, rescheduled from December 12. The logo options are shown below.



Due to accessibility concerns, Baldwin staff continues to recommend the use of the logo shown above center because serif fonts are easier to read when displayed in a smaller size.

#### *eNewsletters*

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

#### *Student Representative to the Board*

Applications are now being accepted from resident high school juniors who are interested in serving as a Student Representative to the Library Board. We anticipate the placement of a new student at the February 2023 Regular Board Meeting. The application link is posted at [baldwinlib.org/volunteer](http://baldwinlib.org/volunteer). Applications are due January 12.

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## **Personnel and Organization**

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

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#### *Staff Communications*

The next all staff meeting will be held on Tuesday, December 20. We continue to meet monthly, after the Library Board meetings to share updates with all attendees. Recordings of each meeting are sent to all staff.

#### *Staff Anniversaries*

**Mary MacMillan**, Circulation Assistant II, reached 8 years of service on December 16.

**Megan Novak**, Adult Services Librarian, reached 5 years of service on December 2.

### *Staffing Updates:*

We welcomed several new faces to the Baldwin Page Staff: Jackie Wright, Rose Hansen, Michele Turner, Kanady Horn and Emma Moskovitz. Jackie and Rose are relatively new to Michigan. Jackie previously worked for IKEA, Rose is an artist and film buff, Michele is a local freelance architect, and Kanady and Emma are both wrapping up their primary education.

### *New Page Supervisor Update*

Cameron Crawford was promoted to the new position of Library Assistant III, Page Supervisor, on August 1st, 2022. In the near four months succeeding this appointment, Cameron has:

- Compiled a binder of current policy and procedure documentation, for Circulation clerk's ready reference and to promote consistency with these for staff and patrons.
- Expanded upon said physical reference material, converting these additions and preexisting materials into an Access Services Staff Wiki.
- Provided extra coverage in the Circ II department, having been trained on MeL processing, patron account management, and generating/managing Polaris reports.
- Initiated one-on-one weekly meetings with H and periodic meetings with Stephanie, heads of Adult and Youth services respectively, to engender stronger communication between Pages and Librarians, regarding projects and departmental goals.
- Drawn up a Page-specific manual, and set about hiring new Pages for greater shift coverage.
- Attended professional development webinars to gain greater knowledge of our ILS, along with skills to navigate difficult situations on-site.
- Coordinated with Adult Services, Pages, and Circulation on extensive weeding and shifting projects.

He is continuing to add and edit pages on the Access Services Wiki, and is currently streamlining the onboarding process for new Page hires. In addition, he is continuing to manage Adult Services' weeding projects, and will be expanding the Page position's duties in anticipation of a Library-wide inventory, to be orchestrated by the Page Supervisor, beginning this upcoming January.

### *Volunteer Hours*

90 volunteer hours were utilized in the month of November.

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## **Financial Stability**

*Strategic goal: Maintain and improve financial health.*

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

### *Farm & Garden Association Grant*

We were grateful to receive a \$250 grant from the Bloomfield Hills chapter of the Women's Farm and Garden Association to purchase pollinator plants for the children's garden



*State Aid Report*

Thanks to Robert Stratton for working with various staff to compile the required data for the FY2021-2022 State Aid Application. It was submitted to the Library of Michigan on Thursday, December 8, 2022. Disbursements based on this report are anticipated in Summer 2023.

<b>Baldwin Public Library: Friends Funds</b>	
<b>November 2022 Expenditures</b>	
<b>Adult Services</b>	
Presenter Fees	\$ 600.00
Total	\$ 600.00
<b>Teen Services</b>	
Filament	\$ 23.99
Teen Scene Plants	\$ 18.88
Books Unboxed	\$ 92.02
Anime Club	\$ 94.77
Refreshments for programs	\$ 42.00
Credit	\$ (17.50)
Total	\$ 254.16
<b>Youth Services</b>	
Program Supplies	\$ 151.90
Total	\$ 151.90
<b>Outreach &amp; Equipment</b>	
	\$ -
Total	\$ -
<b>Total Expenditures</b>	<b>\$ 1,006.06</b>
<b>November 2022 Balances</b>	
Adult Services	\$ 2,830.01
Teen Services	\$ 1,689.39
Youth Services	\$ 3,392.81
Outreach & Equipment	\$ 5,663.98
<b>Total Balance</b>	<b>\$ 13,576.19</b>
<b>November In-Library Book Sale Donations*</b>	\$1,363.93
Submitted by Jaclyn Miller for December 12, 2022	



**INFORMATION ONLY**

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## Upcoming Events of Interest

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### Weekly Story Times

Visit our story time page at [www.baldwinlib.org/storytime](http://www.baldwinlib.org/storytime) for dates, locations, and more information. Registration required. Story times are being offered indoors at the Library. New six week session begins, including a newly developed story time with Ms. Alyssa called "Books and Boogie".

### Paw Patrol Party

*Friday, December 23 — 11:00 a.m. to 12:30 p.m.*

Join us as we celebrate our favorite rescue dogs with stories, games, and crafts. Registration required.

### Paint by Number

*Thursday, December 29 — 3:00 p.m. to 4:00 p.m.*

Grades 1 to 5. Paint by the numbers to create two masterpieces. Come dressed to paint. Registration required.

### Google Sheets

*Thursday, January 5 — 3:00 p.m. to 4:15 p.m.*

In the class, we will create and share a budget in Google Sheets, the alternative to MS Excel. This class meets on Zoom. You will receive an email a half hour before class with login instructions.

### Pizza and Pages: The Cruel Prince by Holly Black

*Thursday, January 5 — 7:00 p.m. to 8:00 p.m.*

Grades 7-12. The first 10 to register will receive a free book, thanks to the Friends of Baldwin Public Library. Pizza and drinks will be provided. Registration required. Email [teen@baldwinlib.org](mailto:teen@baldwinlib.org) with any questions.

### Selling Online

*Wednesday, January 11 — 3:00 p.m. to 4:15 p.m.*

In this class, we will: - Navigate the eBay website. - Search for items that are of interest to us. - List an item for sale. A half hour before class, you will be notified with directions on how to log into the Zoom session.

### Behind the Scenes Library Tour

*Thursday, January 12 — 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.

### Birmingham Museum Series - Minoru Yamasaki and Asian Americans in Birmingham

*Thursday, January 12 — 7:00 p.m. to 8:00 p.m.*

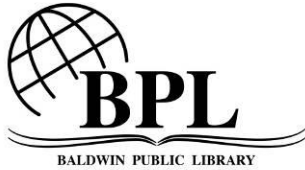
An incredibly gifted Japanese-American architect, Yamasaki became famous for his design of New York's Twin Towers, the iconic symbol forever merged with the 9/11 terror attacks. Yet this exceptional person was unable to purchase a house in Birmingham due to discrimination in the mid-20th century. Hear more

about his and other Asian American experience in Birmingham with Justin Koch of the Birmingham Museum. This is a hybrid event. You can attend in person or virtually. Registration is required.

**Appreciate a Dragon**

*Friday, January 13 — All day*

Celebrate Appreciate a Dragon Day with take and make crafts and activities. First come, first served. This is a hybrid event. You may attend in person or virtually. Registration is required.



**FOR IMMEDIATE RELEASE**

Contact: Jaclyn Miller, Baldwin Public Library

Phone: 248-554-4682

Email: [Jaclyn.Miller@baldwinlib.org](mailto:Jaclyn.Miller@baldwinlib.org)

**Baldwin Public Library Board Seeks Student Representative**

BIRMINGHAM, MI (December 8, 2022) – The Board of the Baldwin Public Library invites interested high school juniors who reside in the City of Birmingham, Village of Beverly Hills, Village of Bingham Farms, or the City of Bloomfield Hills to apply for the position of Student Representative to the Baldwin Public Library Board. This is an excellent opportunity for students to develop leadership skills and instill an ethic of community service, as well as encourage citizen participation in local government. In addition, the Board benefits greatly from having a new perspective on Library planning and services.

This one-year term lasts from February 20, 2023 to February 18, 2024. Representatives are expected to attend Library Board meetings held the third Monday of every month at 7:30 pm in the Library, with Wednesday, June 21, 2023 and Wednesday, January 17, 2024 as the two exceptions. Packets for each Board meeting are available on the Library's website the Friday prior to the meeting.

The commitment to this position requires that the BPL Student Representative review the monthly agenda, minutes, and reports prior to the meeting, which can be found at <http://www.baldwinlib.org/staff-board>. In addition to participating in Board meetings, the Student Representative will also be required to work with Library staff and either assist with a service project or coordinate and implement a teen program during the year.

To find application details, visit [www.baldwinlib.org/volunteer](http://www.baldwinlib.org/volunteer). The completed application, essay, and two letters of recommendation are due by January 12, 2023 to Jaclyn Miller at the Baldwin Public Library, 300 West Merrill, Birmingham, MI 48009 or via email to [Jaclyn.Miller@baldwinlib.org](mailto:Jaclyn.Miller@baldwinlib.org).

“Serving as a student representative is a fantastic way to gain leadership experience and gain an understanding of the operations of local government. We also would truly appreciate your point of view; libraries are an ever evolving part of a community, we would love your input as to how to continue to grow, adapt and serve Birmingham and our surrounding area,” said Library Board President Jennifer Wheeler

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill Street. The Library's hours are 9:30 a.m. to 9:00 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m.

Friday and Saturday and 12:00 p.m. to 5:00 p.m. on Sunday. The Library's website [www.baldwinlib.org](http://www.baldwinlib.org) has information on how to register for a Library Card and access all of the Library's services.

###





STUDENT REPRESENTATIVE to Baldwin Public Library Board

Application Form

*Please print in ink or return via email delivery*

**Due: Thursday, January 12, 2023**

Name: \_\_\_\_\_ Grade: Junior Age: \_\_\_\_\_

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

City or Village: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Home phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

School: \_\_\_\_\_

What school activities and/or classes have you participated in which would qualify you to serve as the Student Representative?

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Please list your involvement in non-school activities:

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What personal skills and characteristics do you possess that would make you a good representative?

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What ideas do you have to encourage more teen participation at Library events?

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**From Principal or School Counselor:**

I believe that this student would responsibly serve as a member of the Birmingham Baldwin Public Library Board for a one-year term.

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Principal's Signature

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Date

**Guardian or Parent Permission:**

I give my permission for my child to seek the position of Student Representative to the Birmingham Baldwin Public Library Board for a one-year term.

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Guardian or Parent(s) Signature(s)

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Date

**Include a short essay** (typed) to describe the type of service project or teen program that you would like to coordinate and run during your time as Student Representative to the Library Board. If selected, your essay will be a part of your introduction to the Library Board.

Please **include two letters of recommendation**. One letter should be from a school staff member, and the other letter should be from an adult outside the school setting, who knows your activities outside of school.

**Return application form, essay and letters by Thursday, January 12, 2023**

**Send the application materials to:**

**Jaclyn Miller, Associate Director**

**Baldwin Public Library**

**300 W. Merrill St.**

**Birmingham, MI 48009**

**Or by email to: [jaclyn.miller@baldwinlib.org](mailto:jaclyn.miller@baldwinlib.org)**

## Student artists public show at Baldwin Library

Published on December 2, 2022

Student artists from Birmingham Public Schools and Bloomfield Hills Schools completed a collaborative public art project, featuring 40 works of art on canvas, showcasing their creativity, entitled “Our Natural World,” and it will be featured at Birmingham’s Baldwin Public Library beginning December 3.

The unique and collaborative public art project, a joint endeavor between the two school districts, features 20 works of art on canvas from each school district, created by students at every age level. Each piece is based on the theme of nature.

Exhibition collaboration took place along several dimensions: between school districts, between students on many of the pieces created, between private individuals producing the project, and between library staff and the community.

This is the second public art exhibit utilizing this space in Baldwin Library’s newly renovated and expanded Youth Room. It brings together Birmingham residents and project producers David Bloom, Barbara Heller, and Laura Host in collaboration with BPS and BHS art department heads Sarah Smith and Matt Beauchamp to organize and manage the project.

The works of art will be on display December 3, 2022 through May 31, 2023. Visitors to the Baldwin Library can view all of the canvases along the top perimeter windows of the library’s Youth Room overlooking Shain Park in downtown Birmingham. The artworks are visible from the exterior of the library along Bates Street and the corners of Martin and Bates, and Merrill and Bates streets.

The opening celebration will be held on Saturday, December 3, at 10:30 a.m. on the Shain Park center stage during the Birmingham Shopping District’s Winter Markt festivities.

After the opening remarks, attendees are invited to enjoy refreshments inside the Baldwin Library’s Youth Room.

## Birmingham updates purchasing guidelines

By Grace Lovins, published on December 2, 2022

This election season, Birmingham voters overwhelmingly approved a proposed change to the charter amendment, raising the limit for contracts and the purchase of goods without having to adhere to formal bidding and approval processes, and as a result of the proposal passing, the city commission reviewed and approved an update to the city's purchasing guidelines at the meeting on Monday, November 28, at the recommendation of city staff.

Prior to the midterm elections, the ceiling for formal bidding to be required was \$6,000, but voters approved an increase of the ceiling to \$75,000, which went into effect on November 14, 2022. Because of the changes to the limit for formal bidding, city staff recommended a change to the purchasing guidelines that offers additional guidance and purchasing requirements not found in the city charter or previous city ordinance.

Mark Gerber, Birmingham Finance Director, explained that the recommended changes would provide four dollar levels of increased purchasing requirements based on monetary risk to the city as opposed to the current three dollar levels. The four dollar levels are: under \$2,500; \$2,500-\$25,000; \$25,001-\$74,999; and \$75,000 or greater – each have increased levels of requirements that, according to Gerber, make sure the city is getting competitive bidding as much as possible.

Gerber noted that the guidelines ensure reasonable steps are taken in getting the best price for the city when making purchases, and the requirements for the four dollar levels incorporates as much overview with the city manager as possible. For instance, at the \$2,500-\$25,000 level, written price quotes are needed from at least three different vendors or cooperative purchasing, and amounts between \$10,000-\$25,000, or non-budgeted purchases, need approval from the city manager.

Purchases over \$25,000 but under \$75,000 need formal price quotes or a cooperative purchasing vendor with a contract signed by the department head, city attorney, city manager and finance director. Purchases of \$75,000 or over must follow the competitive bidding requirements found in the city's code of ordinances and must be approved by the department head, city attorney, finance director, city manager and city commission.

Commissioners voted 6-0 to approve the new purchasing guidelines with minimal discussion or questions. Commissioner Andrew Haig was absent from the meeting.

## Library features local students' paintings

December 7, 2022 – Vol. 20, No. 28



BIRMINGHAM-BLOOMFIELD EAGLE, December 7, 2022 — 9A

### Library features local students' paintings

Paintings from Birmingham Public Schools and Bloomfield Hills Schools will be on display at the Baldwin Public Library Dec. 3-May 31.

This collaborative art project is titled "Our Natural World" and features 20 works of art on canvas from each district, adding up to a total of 40 pieces. These pieces are all centered around the theme of nature



Photo provided by the Baldwin Public Library

and were created by artists of all age levels.

The canvas can be seen from the outside of the library as they line the windows of the library's youth room, which overlooks Shain Park.

The Birmingham Education Foundation and the Bloomfield Hills Schools Department of Learning Services generously made donations towards the purchase of canvases, with Blick Art Materials of Royal Oak generously discounting materials.



## **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 November 21, 2022 minutes p. 65

B. Acceptance of the November 2022 receipts of \$139.36 p. 72

C. Approval of the November 2022 disbursements of \$33,931.88 p. 73

II. New and Miscellaneous Business

**Suggested Board action:** To sell three existing funds in the Trust's portfolio and transfer the money to funds recommended by the library's financial advisor as outlined in the December 12 Finance Committee minutes on page 18 of the December 22 Board Packet.

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 three 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 Wednesday, January 17, 2023

**Motion:** To adjourn the December 19, 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  
November 21, 2022**

**1. Call to Order**

The meeting was called to order by President Jennifer Wheeler at 8:42 p.m.

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

Absent and excused: Frank Pisano.

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.

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

**2. Consent Agenda**

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

1st Rumble

2nd Mark

A roll call vote was taken.

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously.

**3. New and Miscellaneous Business: Craft reported that a new endowment fund has been established in memory of long-time Friends of the Library board member and Birmingham resident Jerry Dreer. Craft will work with Carolyn Dreer in deciding where to direct these funds.**

**4. Adjournment:**

**Motion: To adjourn the meeting.**

1st Rumble

2nd Suhay

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

Nays: None.

Absent and excused: Pisano.

The motion was approved unanimously. The meeting was adjourned at 8:46 p.m. The next Trust Meeting will be on Monday, December 19, 2022, following the regular meeting in the Rotary Tribute and Donor Room.

---

Danielle Rumble, Secretary

Date

## Baldwin Public Library Trust: November 2022

November receipts totaled \$139.36. November disbursements totaled \$33,931.88.

The current value of the Trust is \$2,066,332.66, divided up in the following way:

	<b>June 2022 - EOY</b>	<b>November 2022</b>
Total endowment investments*	\$ 1,027,375.78	\$ 1,101,198.71
Endowment funds distributed for use	\$ 175,567.25	\$ 159,490.36
Total endowment funds	\$ 1,202,943.03	\$ 1,260,689.07
General spendable funds	\$ 343,568.43	\$ 358,896.86
Van Dragt fund	\$ 117,388.20	\$ 74,909.06
Building fund	\$ 309,523.78	\$ 324,545.39
Restricted funds**	\$ 32,226.33	\$ 22,568.74
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	\$ 805,643.59
Total endowment funds	\$ 1,202,943.03	\$ 1,260,689.07
Total non-endowment funds	\$ 827,430.28	\$ 805,643.59
Total of all Trust funds	\$ 2,030,373.31	\$ 2,066,332.66

\* The principal of the endowment funds is \$877,297.04

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

As of November 2022, the amount of money in the Trust that is undesignated stands at \$443,847.88

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

<b><u>Index</u></b>	<b><u>2022: YTD</u></b>	<b><u>2021: Entire Year</u></b>
S&P 500-Equity Benchmark	-14.39%	26.89%
U.S. Aggregate-Bond Benchmark	-12.78%	-1.54%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	-13.99%	19.78%
Baldwin Endowment Funds' Portfolio	-22.05%	9.73%
<b>Endowment Funds' Performance Compared to Blended Return of Benchmarks</b>	<b>-8.06%</b>	<b>-10.05%</b>

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

As of April 2020, this report was renamed "Endowment Funds Portfolio Performance Benchmarks," instead of "Portfolio Performance Benchmarks." The new title is more accurate, for it states clearly that the comparison between benchmarks and the Baldwin Trust's performance pertains only to the BPL Trust Endowment Funds Account at Raymond James. It does not take into account the BPL Trust General Funds Account at Raymond James or the Trust's Huntington Bank checking and money market accounts. The breakdown of the Trust's various accounts is shown on the "Balances by Financial Institutions Report," which follows this report in the Board packet. As of October 31, 2022, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,115,030.71
Raymond James General Funds Account	\$634,521.06
Huntington Bank Checking Account	\$3721.64
Huntington Bank Money Market Account	<u>\$313,059.25</u>
<b>Total</b>	<b>\$ 2,066,332.66</b>

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

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

Investment and Cash Report											
	Prior Month Balance 10/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 11/30/22		
Huntington Bank Checking:											
Endowment Money	\$0.00	\$0.00	\$0.00	\$1,117.82	\$16,116.89	\$1,117.82			\$0.00		
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$31,771.00	\$42,479.14	\$31,771.00			\$0.00		
Restricted Funds	\$3,721.48	\$0.16	\$0.70	\$1,006.06	\$9,783.29	\$1,006.06			\$3,721.64		
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00		
Subtotal - Restricted Funds	\$3,721.48								\$3,721.64		
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$27.00	\$1,430.53	\$27.00			\$0.00		
TOTAL	\$3,721.48	\$0.16	\$0.70	\$33,921.88	\$69,809.85	\$33,921.88	\$0.00		\$3,721.64		
Huntington Bank Money Market:											
Endowment Budgeted Funds	\$162,114.07	\$0.00	\$40.00	\$0.00		\$0.00	(\$1,117.82)		\$160,996.25		
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	\$106,680.06	\$0.00	\$0.00	\$0.00		\$0.00	(\$31,771.00)		\$74,909.06		
Restricted Funds	\$28,597.38	\$125.00	\$125.00	\$0.00		\$0.00	(\$1,006.06)		\$27,716.32		
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43		
General Spendable Funds	\$48,943.99	\$14.20	\$2,376.42	\$10.00	\$50.00	\$0.00	(\$27.00)		\$48,921.19		
TOTAL	\$346,851.93	\$139.20	\$2,541.42	\$10.00	\$50.00	\$0.00	(\$33,921.88)		\$313,059.25		
Raymond James & Associates:											
Endowment Fund Investments	\$1,040,600.29	\$0.00	\$0.00			\$0.00	\$0.00	\$57,074.79	\$1,097,675.08		
Endowment Cash	\$17,352.38	\$0.00	\$10,183.06			\$0.00	\$0.00	\$3.25	\$17,355.63		
Sub-total Endowment Funds	\$1,057,952.67	\$0.00	\$10,183.06			\$0.00	\$0.00	\$57,078.04	\$1,115,030.71		
General Spendable Funds Cash	\$376.14	\$0.00	\$0.00			\$0.00	\$0.00	\$0.07	\$376.21		
General Spendable Mutual Funds	\$296,139.31	\$0.00	\$0.00			\$0.00	\$0.00	\$13,818.62	\$309,957.93		
General Spendable Building Mutual Funds	\$309,804.27	\$0.00	\$0.00			\$0.00	\$0.00	\$14,382.65	\$324,186.92		
Sub-total General Spendable Funds	\$606,319.72	\$0.00	\$0.00			\$0.00	\$0.00	\$28,201.34	\$634,521.06		
TOTAL	\$1,664,272.39	\$0.00	\$10,183.06			\$0.00	\$0.00	\$85,279.38	\$1,749,551.77		
Total All Funds	\$2,014,845.80	\$139.36	\$12,725.18	\$33,931.88	\$69,859.85	\$33,921.88	(\$33,921.88)	\$85,279.38	\$2,066,332.66		

[illegible]

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

		Prior Month Balance 10/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 10/31/22
<b>Gift &amp; Tribute Funds</b>	<b>Purpose</b>									
<b>General Spendable Funds</b>		\$345,101.00	\$14.20	\$2,376.42	\$37.00	\$1,480.53			\$13,818.66	\$358,896.86
<b>Restricted Funds:</b>										
Building Fund		\$310,162.71	\$0.00	\$0.00	\$0.00	\$0.00			\$14,382.68	\$324,545.39
Van Dragt Fund		\$106,680.06	\$0.00	\$0.00	\$31,771.00	\$42,479.14				\$74,909.06
Memorials/Tributes		\$8,875.00	\$125.16	\$125.70	\$0.00	\$62.81				\$9,000.16
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$3,430.01	\$0.00	\$0.00	\$600.00	\$3,197.98				\$2,830.01
	Young Adult Programs	\$1,419.51	\$0.00	\$0.00	\$254.16	\$3,639.73				\$1,165.35
	Youth Services Programs	\$3,544.71	\$0.00	\$0.00	\$151.90	\$2,610.93				\$3,392.81
	Outreach & Equipment	\$5,663.98	\$0.00	\$0.00	\$0.00	\$271.84				\$5,663.98
	<b>Sub-total Restricted</b>	\$440,292.41	\$125.16	\$125.70	\$32,777.06	\$52,262.43	\$0.00	\$0.00	\$14,382.68	\$422,023.19
<b>Rotary Room Fund</b>	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
<b>Ileane Thal Reference Desk</b>		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
<b>Miranda Burnett Reference Desk</b>		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
<b>Total Gift and Tribute Funds</b>		\$810,116.95	\$139.36	\$2,502.12	\$32,814.06	\$53,742.96	\$0.00	\$0.00	\$28,201.34	\$805,643.59
<b>Endowment Funds</b>										
<b>Endowment Budgeted Funds</b>	General Funds	\$70,946.27	\$0.00	\$40.00	\$564.97	\$3,658.57				\$70,381.30
	Adult Large Print	\$2,752.88	\$0.00	\$0.00	\$439.70	\$2,498.08				\$2,313.18
	Adult Services Department	\$25,658.28	\$0.00	\$0.00	\$0.00	\$150.00				\$25,658.28
	Adult Audio Visual	\$269.76	\$0.00	\$0.00	\$0.00	\$453.52				\$269.76
	Adult Reference	\$18,232.73	\$0.00	\$0.00	\$0.00	\$2,080.00				\$18,232.73
	Adult Programs	\$16,397.11	\$0.00	\$0.00	\$0.00	\$0.00				\$16,397.11
	Architecture	\$3,142.89	\$0.00	\$0.00	\$0.00	\$37.64				\$3,142.89
	Youth Services Department	\$7,192.09	\$0.00	\$0.00	\$79.16	\$2,205.13				\$7,112.93
	Youth Programs (Nix)	\$722.02	\$0.00	\$0.00	\$0.00	\$0.00				\$722.02
	Professional Development	\$12,395.50	\$0.00	\$0.00	\$3.99	\$4,690.67				\$12,391.51
	Staff Appreciation	\$1,985.16	\$0.00	\$0.00	\$30.00	\$30.00				\$1,955.16
	Koschik Building Fund	\$913.49	\$0.00	\$0.00	\$0.00	\$313.28				\$913.49
	<b>Sub-total</b>	\$160,608.18	\$0.00	\$40.00	\$1,117.82	\$16,116.89	\$0.00	\$0.00	\$0.00	\$159,490.36
<b>Total Endowment Investments</b>	All Funds	\$1,044,120.67	\$0.00	\$10,183.06	\$0.00	\$0.00	\$0.00	\$0.00	\$57,078.04	\$1,101,198.71
<b>Total Endowment Funds</b>		\$1,204,728.85	\$0.00	\$10,223.06	\$1,117.82	\$16,116.89	\$0.00	\$0.00	\$57,078.04	\$1,260,689.07
<b>Total All Trust Funds</b>		\$2,014,845.80	\$139.36	\$12,725.18	\$33,931.88	\$69,859.85	\$0.00	\$0.00	\$85,279.38	\$2,066,332.66



**TRUST RECEIPTS**  
**November-22**

**Trust Money Mkt General Funds:**

Money Market Interest Income	\$ 14.20	\$ 14.20
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**Friends of BPL:**

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

	\$	-
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**Memorial/Book Fund:**

Ellen and Marc Whitefield in memory of Eunice Galperin  
Dawn and Arthur Stephenson in memory of Chance Stephenson  
Checking Account Interest

	\$ 25.00	
	\$ 100.00	
	\$ 0.16	\$ 125.16

**Trust Money Mkt Endowment Fund:**

	\$	-
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**Total Receipts at Huntington Bank**

	\$ 139.36	\$ 139.36
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**Raymond James**

\$0.00

**Total Trust Receipts (Before Bank Fees)**

	<u>\$139.36</u>	<u>\$139.36</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>\$129.36</u>	<u>\$129.36</u>
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12/02/2022 02:40 PM  
User: 2540  
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM  
CHECK DATE FROM 11/01/2022 - 11/30/2022

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
11/11/2022	LIBRY	5855	009126	AMAZON CAPITAL SERVICES INC	79.16
11/11/2022	LIBRY	5856	009126	AMAZON CAPITAL SERVICES INC	23.99
11/11/2022	LIBRY	5857	000902	CENGAGE LEARNING INC	30.39
11/11/2022	LIBRY	5858	001090	INGRAM LIBRARY SERVICES	468.75
11/11/2022	LIBRY	5859	MISC	JON HOWARD MILAN	100.00
11/28/2022	LIBRY	5860	009126	AMAZON CAPITAL SERVICES INC	74.52
11/28/2022	LIBRY	5861	009126	AMAZON CAPITAL SERVICES INC	33.88
11/28/2022	LIBRY	5862	009126	AMAZON CAPITAL SERVICES INC	18.88
11/28/2022	LIBRY	5863	009126	AMAZON CAPITAL SERVICES INC	94.77
11/28/2022	LIBRY	5864	MISC	ANDREW WU	500.00
11/28/2022	LIBRY	5865	004867	BALDWIN PUBLIC LIBRARY TRUST	69.63
11/28/2022	LIBRY	5866	004604	GORDON FOOD	42.00
11/28/2022	LIBRY	5867	MISC	GREAT OAKS LANDSCAPE	31,771.00
11/28/2022	LIBRY	5868	009030	SYNTHA GREEN	82.38
11/28/2022	LIBRY	5869	001090	INGRAM LIBRARY SERVICES	505.53

LIBRY TOTALS:

Total of 15 Checks:	33,894.88
Less 0 Void Checks:	0.00
Total of 15 Disbursements:	33,894.88