

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

FEBRUARY 20, 2023

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

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 2025

Personnel Committee,
Policy Committee

Rock, Karen
VICE PRESIDENT

465 Pilgrim Ave.
Birmingham, MI 48009 Home:
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e-mail: kgrock13@gmail.com

Term expires 2023

Personnel Committee,
Policy Committee

Rumple, Danielle
SECRETARY

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Birmingham, MI 48009
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Term expires 2023

Finance Committee,
Outreach Committee

Mark, Melissa S.

635 Puritan Ave.
Birmingham, MI 48009
Home: (248) 644-8451
e-mail: weir527@gmail.com

Term expires 2025

Building Committee,
Outreach Committee

Pisano, Frank

612 Davis Ave.
Birmingham, MI 48009
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Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee

Suhay, James W.

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

Term expires 2023

Building Committee

Smith, Titus III
STUDENT REPRESENTATIVE

e-mail: titus.smith.iii@gmail.com

Term expires February 2024



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, February 20, 2023 at 7:30 p.m.

Rotary Tribute & Donor Rooms

Agenda

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

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

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

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 January 18, 2023 Board Meeting Minutes p. 7
- B. Approval of January 2023 vendor payments in the amount of \$154,969.22, including payments in excess of \$6,000. p. 10
- C. Approval of total expenses in the amount of \$374,255.47. p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Introduction of new Student Representative Titus Smith, III p. 106
- D. Staff anniversaries (Karen Rock) p. 81
- E. Upcoming events of interest (Jaclyn Miller) p. 104

IV.	Board Committee Reports	
	A. Finance – Danielle Rumble	p. 14
	B. Building – Jim Suhay	p. 17
	C. Outreach – Melissa Mark	p. 19
	D. Policy – Karen Rock	p. 20
	Suggested Board action: To make a motion to adopt proposed changes to the Bylaws of the Library Board, as found on pages 21 to 23 of the February 2023 Board packet.	p. 21
	Suggested Board action: To make a motion to adopt proposed changes to the Idea Lab User Agreement and Waiver, as found on pages 24 to 27 of the February 2023 Board packet.	p. 24
	Suggested Board action: To make a motion to adopt proposed changes to the Purchasing Guidelines, as found on pages 28 to 31 of the February 2023 Board packet.	p. 28
	E. Personnel – Karen Rock	p. 32
	Suggested Board action: To make a motion to adopt proposed changes to the Employee Handbook, as found on pages 33 to 70 of the February 2023 Board packet.	p. 33
V.	Library Report – Rebekah Craft and Jaclyn Miller	p. 71
VI.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 82
	B. Beverly Hills (Tracy Kecskemeti, Beverly Hills Village Council)	
	C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
	D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
XII.	New & Miscellaneous Business	
	A. Selection of DEI consulting firm for staff training	p. 84
	Suggested Board action: To make a motion to hire Global Community Associates for diversity, equity, and inclusion consulting services, for a total contract amount of \$24,870, to be paid out of account 955.0100 Training.	
XIII.	Unfinished Business	
	A. Library Café design (renderings will be shared on screen on February 20)	
IX.	Items removed from the Consent Agenda	

X. Information Only

A. Upcoming events of interest	p. 104
B. Student Representative Application – Titus Smith III	p. 106
C. Baldwin Public Library Spring 2023 Learn.Connect.Discover Issue	p. 111
D. Birmingham City Lifestyle article “Local Book Love”	p. 119
E. Downtown Publications article “City reviews departments long range planning”	p. 121
F. The Oakland Press article “Lecture will explore struggles of local abolitionists”	p. 124
G. Birmingham Bloomfield Chamber of Commerce Thrive publication “Baldwin Public Library”	p. 126
H. Birmingham Bloomfield Eagle article “Chief Clemence retires from the Birmingham Police Department”	p. 127
I. Downtown Publications article “Process to select new city manager underway”	p. 130
J. Downtown Publications article “City manager finalists meet with public next week”	p. 131
K. American Libraries article “2023 Youth Media Award Winners”	p. 133
L. Info Today article “Leveraging TikTok Videos for Outreach, Engagement, and Advocacy”	p. 142
M. New York Times article “A Love Letter to Libraries”	p. 145

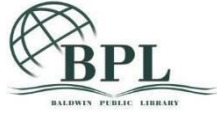
XII. Adjournment

The next regular meeting of the Library Board will be on Monday, March 20, 2023 at 7:30 p.m.

Motion: *To adjourn the February 20, 2023 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
January 18, 2023**

Call to Order and Roll Call:

The meeting was called to order by President Jennifer Wheeler at 7:31 p.m.

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

Absent and excused: None

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director

Friends of the Library liaison present: David Underdown

Contract community representatives present: Kathy Mechigian, Bingham Farms.

Members of the public present: One, plus Olivia Clark, Student Representative to the Board

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

Rumble read aloud the Library's Mission Statement.

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, Pisano, Rock, Rumble, Suhay, Wheeler.

Nays: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Wheeler shared her thanks to staff who are working on the Battle of the Book, indicating she had heard lots of positive feedback about going back to in-person participation; and about the book talks. Wheeler also thanked Olivia for her work on the library's TikTok account.

Board comments: Rumble shouted out the staff present on December 23, which was a cold and snowy day, for throwing a successful Paw Patrol Party. Rock shared her appreciation for community service, like the Lighthouse Drive and the COVID test kit distribution; and for the TikToks.

Staff Anniversaries: Rock recognized the following staff anniversaries: Jaclyn Miller (2 years of service) and Caroline Salucci (18 years of service).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 44-45 of the January Board packet.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on January 11. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 18 of the January Board packet. The next meeting of the Finance Committee will take place on Monday, February 13 2023, at 4:00 p.m. in the Delos Board Room.

Outreach Committee:

Mark reported that the Outreach Committee met on January 11 at 9:00 a.m. in the Delos Board Room. Full minutes from this meeting are on page 21 of the January Board packet. Mark also took this opportunity to welcome new Bingham Farms liaison Kathy Mechigian, who will be joining Craft and Miller for a tour of the Library later in January. Mechigian thanked Mark for the welcome and shared about her background and service goals with the board.

Personnel Committee:

Wheeler reported that the Personnel Committee presented the Director's annual review to the Library Board at their Special Meeting on January 9, 2023.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 23-37 of the January Board packet.

In addition to the regular updates on programs and the building, quarterly key metrics and action items from the Strategic Plan were shared (pages 25-28 of the January Board packet).

BPL welcomed new staff this month, including Lindsey Block and Jennifer Rohrer Walbert to the Youth Department, and Harrison Porter to the IT Department. Phoenix Nash has been promoted to Reference Assistant in the Adult Department.

We received three applications from interested parties for the Student Representative position, as Olivia Clark's term is expiring on February 19, 2023. We anticipate the placement of the new representative at the February Board meeting.

Craft also indicated that the City Long Range Plan Meeting will be held on Saturday, January 21, 2023. The BPL report can be found on pages 70-99 of the January Board packet. Craft will also be meeting Tom Markus and Mark Gerber on February 9 to review the annual budget.

6. Liaisons

Friends: David Underdown reported that the Friends were happy to have received an early draft of the next Library Wish List, to be discussed at the upcoming Friends meeting. He also shared that that lobby tables generated \$1348 last month.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. New & Miscellaneous Business: None.

8. Unfinished Business: Discussion continued on the new library logo. Director Craft reported that the City Wayfinding and Signage Committee preferred the alternate logo that was presented to them on December 21, despite the Library Board voting to use the logo they originally approved in September 2022. Discussion indicates that the Library staff and board continue to prefer the originally approved logo, due to accessibility and the visibility of the entire name of the library. It was suggested that Library Representatives would attend the next meeting to present a compromise proposal, where the City would use the alternate choice featuring the same serif font used in the City Logo, and the Library would use the sans serif version of the logo approved in September.

Motion for BPL representatives attend the City Wayfinding meeting on February 13 to explain our suggestion of using two text versions with the new logo.

1st Wheeler

2nd Mark

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

Nays: None.

The motion was approved unanimously.

9. Items Removed from Consent Agenda: None.

10. Information Only: See pages 44-99 of the January 2023 Board packet.

11. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Mark

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

Nays: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:35 p.m. The next regular meeting is scheduled for Monday, February 20, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

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
	009126	AMAZON CAPITAL SERVICES INC	1,257.28
	000843	BAKER & TAYLOR BOOKS	1,320.39
	009213	BAYSCAN TECHNOLOGIES	513.75
	000443	CCH INCORPORATED	227.89
	000902	CENGAGE LEARNING INC	650.90
	008486	CONNECTEDSIGN, LLC	598.00
	000627	CONSUMERS ENERGY	2,010.00
	000575	DEMCO, INC	153.78
	MISC	DOW JONES & COMPANY INC.	1,285.00
	005651	FINDAWAY WORLD, LLC	353.95
	001090	INGRAM LIBRARY SERVICES	12,212.25
	MISC	JENNIFER HANAWALT	25.64
	008827	KANOPY, INC	431.80
	008360	LINKEDIN CORPORATION	7,000.00
	003527	LOWER HURON SUPPLY CO INC	604.17
	007927	MICHELLE HOLLO	560.00
	002013	MIDWEST TAPE	9,224.36
	006785	OVERDRIVE, INC.	14,395.60
	007588	PERMACARD	456.12
	000158	VERIZON WIRELESS	103.15
	000839	WORLD BOOK INC	1,199.00
290006	009202	AQUARIUM DESIGN INC	240.00
290054	009351	MERRITT CIESLAK DESIGN PLC	17,820.00
290101	000843	BAKER & TAYLOR BOOKS	50.35
290137	003613	EBSCO INFORMATION SERVICES, INC	22,297.84
290142	009030	SYNTHA GREEN	279.88
290143	000249	GUARDIAN ALARM	263.58
290149	001090	INGRAM LIBRARY SERVICES	5,619.80
290189	007115	TERMINIX PROCESSING CENTER	944.44
290197	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
290227	000575	DEMCO, INC	127.96
290231	004493	ELITE IMAGING SYSTEMS, INC	924.14
290239	006666	GRID 4 COMMUNICATIONS INC.	223.96
290245	001090	INGRAM LIBRARY SERVICES	1,439.05
290258	006349	MIDWEST COLLABORATIVE	80.00
290266	009478	ODP BUSINESS SOLUTIONS, LLC	153.16
290287	007907	SP+ CORPORATION	3,152.00
290307	009026	WELLS FARGO VENDOR FIN SERV	677.87
290317	009440	ALLIANCE ENTERTAINMENT, LLC	636.16
290326	000843	BAKER & TAYLOR BOOKS	531.70
290329	009535	BIRMINGHAM PAPERS	624.00
290332	003904	CAPITAL ONE BANK	1,970.70
290335	000443	CCH INCORPORATED	203.23
290336	000902	CENGAGE LEARNING INC	18.39
290337	000605	CINTAS CORPORATION	227.60
290345	009024	THE D.M. BURR GROUP	4,819.00
290369	000179	DTE ENERGY	5,429.17
290371	008164	GARY EISELE	101.59

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
290374	005651	FINDAWAY WORLD, LLC	2,405.55
290377	MISC	GRAPHIC SCIENCES, INC	398.00
290383	007211	HOME DEPOT CREDIT SERVICES	151.55
290385	MISC	HOOR MEDIA	9.95
290389	001090	INGRAM LIBRARY SERVICES	56.72
290400	000797	THE LIBRARY NETWORK	1,940.21
290408	002649	MERGENT INC.	368.00
290413	006349	MIDWEST COLLABORATIVE	19,650.32
290416	009261	NICOLSON ASSOCIATES INC	115.99
290420	000678	OCLC, INC.	319.87
290426	006432	ELISABETH PHOU	38.75
7066	009126	AMAZON CAPITAL SERVICES INC	(7.11)
7094	008336	NBS COMMERCIAL INTERIORS	294.00
7095	001194	NELSON BROTHERS SEWER	739.00
7108	009126	AMAZON CAPITAL SERVICES INC	(158.74)
7115	000517	BEIER HOWLETT P.C.	82.50
7129	003527	LOWER HURON SUPPLY CO INC	895.46
7131	002013	MIDWEST TAPE	1,822.14
7133	008336	NBS COMMERCIAL INTERIORS	792.00
7142	009126	AMAZON CAPITAL SERVICES INC	106.43
7155	005550	LEE & ASSOCIATES CO., INC.	996.80
7157	002013	MIDWEST TAPE	442.51
		Total:	154,969.22

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Outreach Committee

Policy Committee

Personnel Committee

February 2023 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, February 13, 2023 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

- Craft gave an update on the FY2022-23 budget. After seven months, the budget is tracking well.
 - Large payments were issued to
 - Ingram, Midwest Tape and Overdrive for library materials;
 - to Merritt Cieslak Design for architectural work;
 - to EBSCO for periodicals renewal for the year;
 - to LinkedIn Learning, and Midwest Collaborative for Morningstar and Valueline renewal
 - An invoice has been sent to Bloomfield Hills for contract payment
 - We anticipate needing a budget amendment for Contracted Services, Utilities, and Capital Outlays
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$1,525.16 in January at the in-lobby book sale.
- Craft discussed the 2023-2024 Proposed Budget
 - Includes an adjustment for pages for the anticipated minimum wage increase
 - The Fund Balance will need to be boosted by money from the Trust in order to keep our minimum required amount of \$125,000, due to Phase 3 costs
- Pisano did not attend any meetings
- The next meeting will be held on Monday, March 13 at 4:00 p.m.

FINANCIAL REPORT: January 2023

This report references the Revenue and Expense Report 2022-23, found on the following page. At 58.3% of the way through fiscal year 2022-2023, the Library has spent 55.4% of its budget and received 87.1% of its revenue. By this point of the year, the Library was budgeted to have spent 58.3% of its budget and to have received 90.5% of its revenue.

Two pay periods were recorded in January.

Vendor payments in excess of \$6,000:

Ebsco Information Services (Newspapers and Periodicals)	\$	22,297.84
Midwest Collaborative (Morningstar and Value Line)	\$	19,730.32
Ingram Library Services (Print Materials)	\$	19,327.82
Merritt Cieslak Design PLC (Design Services Phase Three)	\$	17,820.00
Overdrive (Electronic Materials)	\$	14,395.60
Midwest Tape (Audio Visual Materials)	\$	11,489.01
LinkedIn (Online Learning Library thru 01-18-24)	\$	7,000.00
Total vendor payments in excess of \$6,000	\$	112,060.59
Balance of vendor payments less than \$6,000	\$	42,908.63
Total vendor payments	\$	154,969.22

City of Birmingham allocations:

Payroll Period Ending 01/07/23	\$	105,394.75
Payroll Period Ending 01/21/23	\$	92,302.44
Employee Health Care Payroll Deduction 01/21/23	\$	(642.16)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$	7,744.58
Total Payroll	\$	208,268.61

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000 estimate)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	490.00
Total City of Birmingham allocations	\$	217,851.11

Reconciling adjustments:

Medical Costs for New Hires Thru December	\$	1,460.78
Book Fine Refunds	\$	(25.64)
Total Recon Adjustments	\$	1,435.14

Total expenses for the month	\$	<u>374,255.47</u>
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2022-23
January 2023

	Approved 2022-2023 Budget	Current Month Budget January 2023	Current Month Actual January 2023	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	7th Month of the year 58.33%
REVENUES										
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)	\$0	\$1,250	(\$8,750)	(\$2,086)	\$6,664	13.9%	(\$1,412)	9.4%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$0	(\$8,833)	\$61,833	\$7,052	(\$54,781)	6.7%	\$7,058	7.1%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$16,407	\$16,407	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$0	(\$82,699)	\$578,894	\$415,455	(\$163,439)	41.9%	\$481,612	49.9%
PATRON USE REVENUE	\$27,000	\$2,250	\$4,185	\$1,935	\$15,750	\$20,695	\$4,945	76.6%	\$17,460	81.6%
INVESTMENT INCOME	\$30,000	\$2,500	\$7,142	\$4,642	\$17,500	\$36,059	\$18,559	120.2%	\$13,285	44.3%
TOTAL REVENUE	\$5,010,270	\$95,033	\$11,328	(\$83,705)	\$4,535,108 90.5%	\$4,363,463	(\$171,644)	87.1%	\$4,196,283	87.8%
EXPENSES										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$209,729	(\$27,456)	\$1,660,295	\$1,472,986	(\$187,309)	51.8%	\$1,395,776	52.2%
SUPPLIES	\$143,000	\$11,917	\$4,444	(\$7,473)	\$83,417	\$67,813	(\$15,604)	47.4%	\$66,747	55.9%
CONTRACTED SERVICES	\$499,590	\$41,633	\$39,560	(\$2,072)	\$291,428	\$343,198.91	\$51,771	68.7%	\$191,402	49.9%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$1,653	(\$9,931)	\$81,083	\$86,869	\$5,785	62.5%	\$78,067	52.1%
UTILITIES	\$105,000	\$8,750	\$7,439	(\$1,311)	\$61,250	\$63,617	\$2,367	60.6%	\$58,429	60.9%
OTHER CHARGES	\$81,480	\$6,790	\$3,926	(\$2,864)	\$47,530	\$41,668	(\$5,862)	51.1%	\$37,009	45.0%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$75	(\$5,533)	\$39,258	\$37,745	(\$1,513)	56.1%	\$10,194	15.9%
COLLECTIONS	\$649,750	\$54,146	\$107,429	\$53,283	\$379,021	\$396,705	\$17,684	61.1%	\$326,996	50.5%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$374,255	(\$3,356)	\$2,643,282 58.3%	\$2,510,602	(\$132,679)	55.4%	\$2,164,620	51.4%
VARIANCE	\$478,930	(\$282,579)	(\$362,928)	(\$80,348)	\$1,891,826	\$1,852,861	(\$38,965)			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$3,721,393.61				

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.

February 2023 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, February 6 at 3:00 p.m. in the Delos Board Room. Present were Jim Suhay, Melissa Mark, Rebekah Craft, Jaclyn Miller, Steve Schneemann (MCD), Dianne Schurg (MCD), Mary Kay Lancaster (MCD), Scott Wheeler (PCI Dailey), Bruce Johnson (City of Birmingham), Jeff Zielke (City of Birmingham), and two members of the public.

- Introductions were made to Mary Kay Lancaster, who will be working on the project at MCD going forward.
- The Committee reviewed the 99% completed Construction Documents, which will be delivered to PCID from MCD by the end of the week. MCD will also send PCID the 1980s Birkerts drawings they have.

Highlights:

- Landscaping Plan
 - Craft and Wheeler will find out the price of the replacement tree on the corner of Bates and Merrill, requested by the Planning Board
 - Native plantings are used in the landscape plan
 - All existing plants will be saved, if possible
 - Library prefers layering flowers around the Ram sculpture for full season color
 - MCD will look at using drip irrigation rather than heads
- Interior details
 - The outdoor concrete and indoor concrete will be the same colors – Charcoal Gray and nearly White - but with differing finishes – sand (exterior) and polished (interior). We will request to see up to 5 mockups of each color to ensure the color is correct.
 - Heat will come up from floor diffusers near the windows and the slab will be heated around the perimeter to help keep the addition comfortable
 - Glass specs for the south facing windows are the exact same as the youth addition, except for the Nanawall, which uses a different glass manufacturer
 - The entrance stairs are the dark concrete color, with stainless strips to help with visibility
 - The new study rooms will match the aesthetic of the existing rooms
- Exterior details
 - Benches on the south side will match the east side of the Youth Room addition
 - Benches on the planter will match the color of the concrete under the planter
 - The retaining wall near the front door will be designed to taper, as it is now.

- It was clarified that BPL will handle the following:
 - Café furniture
 - Working with Design Industries on the sorter design, move, and installation (MCD needs submittals and drawings from Filip to ensure the conveyor system will fit in the allotted space and the angles work.)
 - Moving and/or storing the Ram Sculpture
 - Interior signage.
 - The library will also pay for special inspections.
- The existing door to the expanded Rotary Room closet will be used and we will soundproof later if necessary. At this time, there is no concern about too much noise in the meeting room from the elevator equipment and boiler being added.
- It was requested that the connections for a second coffee machine be added to the counter area, in case of future need.
- MCD presented an updated rendering of the café space, which showed a rounded version of the wall surrounding the vending units. They believe this will offer the maximum amount of space to anyone moving through the vending area. The board will vote on this design change at the February Board meeting.
- The snow melt system was added as a delete alternative along with the skylight, recessed ceiling lighting outside the study rooms, and four small study rooms.
- Wheeler (PCID) presented a preliminary timeline for the project, which called for delivery of the Guaranteed Maximum Price (GMP) to the Library on April 5, 2023 and completion of construction by March 5, 2024. Discussion was held on the process of and who would be in attendance for subcontractor interviews; further discussion will take place between PCID and MCD. This could cause a delay in the timeline.

Resident David Bloom offered the suggestions that we: make the planters adjustable or movable; consider a product called glice to create a skating rink in the plaza during the winter; that we consider a place for plexiglass at the Information Desk if the need arises. He also asked about whether people can see the conveyor at the book drop from outside (yes, the initial rise of the belt; and from inside); shared concern about the flow of people from the entrance to the grand hall (there is a pillar which cannot be moved); and offered that the updated round housing in the café could be a screen, something for art, or tile.

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

February 2023 Outreach Committee Minutes

The Outreach Committee met on Tuesday, February 7 at 1:00 p.m. in the Delos Board Room. Present were Missy Mark, Danielle Rumble, Rebekah Craft and Jaclyn Miller.

- Review latest news on Community Partners
 - Johnson Nature Center is connecting us with Bowers School Farm to talk about Open Barn Night
 - No luck reaching a rep at Roeper School
 - No luck reaching a rep at Sanctuary Church
 - Townsend Hotel is handing out an Outreach Insert we created for non-cardholding visitors to the area, highlighting resources that can be used at BPL by anyone.
 - Visiting Nurse Association – connected with the Bingham Farms office; Rumble provided information about Home Delivery and Oakland Talking Book Service
 - Girl Scouts of Southeast Michigan – Rumble sent them digital versions of the Outreach folder and the Education insert.
 - Jaclyn emailed Carol at Great Start to Quality to follow on on a potential meeting with the Preschool Directors
 - Working on a linked digital version of the Education insert to send to schools.
- We received a thank you note from the Birmingham Education Foundation for our donation of \$100 worth of Idea Lab materials to the Unabashed Bash.
- AS Tech Trainer Bart Gioia has scheduled 4 months of visits to the Sheridan
- Discussed new outreach ideas, potentially including something related to Robotics, National Library Week, Media Conversion, any underutilized tool in the Idea Lab
- Jaclyn will work on following up with current connections before the next meeting
- The next Outreach meeting date is TBD

January 2023 Policy Committee Minutes

The Baldwin Public Library Board's Policy Committee met on January 25, 2023 at 9:30 a.m. in the Director's Alcove.

Prior to the meeting staff had reviewed the following policies and had no changes to suggest:

- Meeting Room Policy
- Social Media Policy
- Americans with Disabilities Act Compliance Policy
- City of Birmingham: Code of Ethics
- Volunteer Policy

The Committee reviewed proposed edits to the following policies:

- Bylaws of the Board of Directors
- Idea Lab User Agreement
- Purchasing Guidelines

The Committee recommends adopting changes to the above three policies and voting on each policy at the February Board meeting.

The next meeting of the Policy Committee will take place in May 2023. The Committee will review the following policies at that time: Library Card Policy, Fines and Fees Policy, Electronic Device, Network, and Internet Use Policy, Collection Development Policy, Fund Balance Policy, Credit Card Policy, Finance Policy, Trust Investment Policy, and Staff Development Policy.

Bylaws of the Board of Directors

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

These Bylaws should be read in concert with federal, state and local laws. To the extent that federal, state or a local law supersedes the Bylaws, then the applicable law (not the Bylaws) shall apply.

ARTICLE I - BOARD OF DIRECTORS

In accordance with the provisions of Section 11 of Public Act 164 of 1877 ("PA 164") as amended, the Baldwin Public Library Board of Directors shall consist of six members who are elected at the biennial city election in accordance with Chapter XVI of the Birmingham City Charter as amended. ~~The Library Board of Baldwin Public Library shall consist of six directors elected at the biennial city election in accordance with Chapter XVI of the Birmingham City Charter as amended.~~

ARTICLE II

Section 1 – The Officers of the Board of Directors shall be a President, a Vice President and a Secretary. The Library Director or ~~their his or her~~ designee shall act as Recording Secretary and keep a true and accurate account of all of the proceedings of the Board Meetings. The Treasurer of the City of Birmingham shall be Treasurer of the Library Board ex officio, as designated in Chapter XVI, Section 3 of the Birmingham City Charter as amended.

Section 2 – The President, Vice President and Secretary shall be elected annually at the annual meeting, as defined in Article III, Section 2. Each officer shall hold office until a successor shall have been duly elected or until death or resignation. Vacancies in any office shall be filled for the unexpired portion of the term at the next regular meeting of the Board of Directors after such vacancy occurs. The Library Board may fill any vacancy occurring on the Library Board, by the appointment of a person to hold such office until the next regular city election, in accordance with Chapter XVI of the Birmingham City Charter. No person shall be eligible to be appointed to fill a vacancy on the Library Board if that person is a spouse or a parent, grandparent, child, grandchild, brother or sister or the spouse of any library employee or ~~board member official~~.

Section 3 – The President of the Board shall preside at all meetings, appoint all committees, authorize calls for any special meetings, and generally performs the duties of a presiding officer. The President shall have the authority to sign on behalf of the Board of Directors all instruments, contracts, or documents necessary or proper to be executed as approved by a majority of the Board of Directors.

Section 4 – In the absence of the President or in the event of the death or inability of the President to act, the Vice President shall perform the duties of president.

Section 5 – The Secretary of the Board shall certify along with the Library Director all bills approved by the Board of Directors. In the absence of the Secretary, any member of the Board of Directors present at the meeting may certify bills approved by the Board of Directors. The secretary shall perform such other duties as are assigned by the President of the Board of Directors.

ARTICLE III - MEETINGS

Section 1 – The regular monthly meetings of the Library Board shall be held at the Library on the third Monday of the month at 7:30 p.m. or at a time stated from the proceedings of the previous meeting unless otherwise ordered by the Board of Directors.

Section 2 – The regularly scheduled November meeting of the Library Board shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees and for any other business that may arise.

Section 3 – Special meetings may be called by the President or upon written request of three members of the Board, for the transaction of business stated in the call for the meeting. Notice will be provided according to the Michigan's Open Meetings Act, as amended, MCL 15.261, et seq.

Section 4 – As required by applicable law, including, but not limited to, the Michigan's Open Meetings Act, as amended, MCL 15.261, et seq., public notice of all meetings of the Board of Directors shall be posted in advance of such meetings.

Section 5 – A quorum for the transaction of business shall consist of four (4) members of the Board. The affirmative vote of four (4) members of the Board of Directors is required for the approval of any action or decision of the Board regardless of whether four, five, or six Board Members are present.

Section 6 – In the case of an emergency when only three Board Members can attend a meeting, a fourth Board Member may participate via telephone conference or any other technological measure without being physically present in order to establish a quorum for the transaction of business in accordance with ~~the~~ Michigan's Open Meetings Act, as amended, MCL 15.261, et seq. Proper equipment would be required to assure full participation by both telephone attendee and the Board, as well as any members of the public attending the meeting

ARTICLE IV - COMMITTEES

Section 1 – The President of the Board shall annually appoint members to standing committees such as Finance, Personnel, Building, and Policy. These committees shall make periodic reports to the Board.

Section 2 - Special Committees for the study and investigation of special problems may be appointed by the President and shall make periodic reports to the Board as requested.

Section 3 - Committees shall be empowered only to study, investigate and report, and be purely advisory.

ARTICLE V - LIBRARY DIRECTOR

Section 1 – The Library Director shall be considered the executive officer of the Library and shall have sole charge of the administration of the Library under the direction and review of the Board of Directors.

ARTICLE VI - PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order govern the Board in all cases which are not inconsistent with these bylaws or any special rules of order the Board may adopt.

ARTICLE VII

These bylaws may be amended at any regular meeting of the Board by the affirmative vote of four (4) members of the Board of Directors, provided that the amendment was stated in the ~~call for the~~ meeting ~~notice~~.

Idea Lab User Agreement

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

PURPOSE

The Idea Lab furthers the Baldwin Public Library's (BPL's) mission to help patrons learn, connect, and discover by:

- Facilitating patron exploration through hands-on experience with new technologies.
- Encouraging patrons to utilize and grow their creative, mechanical, and artistic skills as they create things of their own.
- Encouraging collaboration and the sharing of skills and knowledge among patrons.

ELIGIBILITY FOR USE OF THE IDEA LAB

The Idea Lab is best suited for users ages 10 and up. An adult, 18 years or older, must supervise users under age 10 at all times. Users 10-17 must have a parent or legal guardian review and sign this Idea Lab User Agreement on their behalf.

Prior to using the Idea Lab, users must review and complete this Idea Lab User Agreement Form and sign a Waiver of Liability and Hold Harmless Agreement.

Users must participate in a mandatory certification session in order to use some of the equipment (e.g. laser cutter, embroidery machine, die cutter) on their own. To schedule a certification session, contact the Idea Lab staff at idealab@baldwinlib.org.

RULES OF USE

- A. Use of the Idea Lab is subject to the rules in this User Agreement, the BPL [Code of Conduct](#), the [Electronic Device, Network, and Internet Use Policy](#), as well as any other applicable BPL policies and procedures. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.
- B. Users should use the Idea Lab in a courteous, reasonable, and responsible manner. When using the equipment, use should be limited to one project if others are waiting. Users of BPL's Idea Lab agree to respect any and all applicable copyright laws and licensing agreements. Furthermore, users agree not to use the Idea Lab in violation of any local, state, or federal ordinances, regulations, or laws.
- C. Users may not use equipment for projects that are inappropriate in a public setting or that create a disturbance. BPL reserves the right to halt, delete, or disallow the creation of items that violate BPL policy, including the creation of weapons and illegal items.
- D. The Idea Lab staff reserves the right to reschedule, postpone, or interrupt large jobs or multiple requests to accommodate other requests and projects.
- E. Users will follow all applicable intellectual property laws, including copyright laws and are responsible for obtaining their own protections for any intellectual property developed in the Idea Lab.
- F. **Materials deposited for Media Format Conversion may be damaged during the conversion process and the Idea Lab cannot be held responsible for this damage. Users of Media Format**

Conversion services should be aware that the physical condition of any personal media materials relinquished to the Idea Lab for digitization is not guaranteed. Materials deposited for Media Format Conversion are converted in a public area and may be seen or heard by library staff and visitors.

- G. Some of the equipment located in the Idea Lab may contain aspects, parts, or components that can cause injury to the user if all rules, policies, procedures, and restrictions are not followed. It is important to maintain a safe atmosphere at all times and required protective equipment is available for use. Users agree to release and hold BPL harmless from any claims for personal injury, property damage, or any other loss in connection with the use of the Idea Lab, including the equipment, tools, and materials therein.
- H. The user agrees that BPL is not responsible for any manufacturing defects in the quality of workmanship or materials inherent in any of the tools or equipment. The user agrees that if any tool or piece of equipment becomes unsafe or in a state of disrepair, they will immediately discontinue use of the tool and notify Idea Lab staff.
- I. BPL staff will assist patrons using the Idea Lab to the extent that time, other duties, and patron demands will allow. One-on-one appointments can be made with Idea Lab staff to allow dedicated assistance at a time mutually convenient for the instructor and student.
- J. No food or drinks are permitted in the Idea Lab.

IDEA LAB MATERIALS AND TOOLS

Users are required to supply their own materials for use in their personal projects. This includes materials for use on the Laser Engraver, Die Cutter, 3D printers, etc. Small quantities of sample materials may be available for testing and layout, but this is not guaranteed. Only approved and compatible materials may be used with Idea Lab equipment. A list of compatible materials is available upon request. Use of incompatible materials is forbidden. Idea Lab Staff reserves the right to halt or disallow any project using incompatible or forbidden materials. Users agree to accept financial responsibility for any misuse or damage to Idea Lab computers and equipment.

~~BPL will make limited materials available for purchase. Users are encouraged to bring approved materials for use on the laser cutter. A materials list is available upon request. There may be a charge for use of some material and supplies used by some Idea Lab equipment. Users are responsible for paying for all material costs associated with use of the Idea Lab. Failure to self-report material usage and pay for use of material will result in suspension of Idea Lab use privileges. Users agree to accept financial responsibility for any misuse or damage to Idea Lab computers and equipment.~~

CHECKING IN, RESERVATIONS, AND SESSION LENGTH

Users are required to check-in with Idea Lab staff prior to using the Idea Lab. An Idea Lab staff member must always be present during use.

Reservations for Idea Lab equipment are not required but are highly encouraged. Reservations can be made by contacting the Idea Lab at idealab@baldwinlib.org or 248-554-4659. BPL reserves the right to make advanced reservations for special purposes and events. BPL does not guarantee the availability of any equipment in the Idea Lab.

Use of Idea Lab equipment is limited to two hours per piece of equipment per week. Users may request additional time by speaking with an Idea Lab staff member. BPL reserves the right to extend or reduce session length at its sole discretion.

Name: _____

Address: _____

Library Card number or Photo ID (Type & Number): _____

Phone: _____ Date: ____/____/____

Emergency Contact – Name: _____ Phone: _____

WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

FOR ALL BALDWIN PUBLIC LIBRARY IDEA LAB ACTIVITIES

I, _____ (name), have read the Idea Lab User Agreement, and agree to follow all rules, policies, procedures, and restrictions relating to use of the Idea Lab. I understand that these rules, policies, procedures, and restrictions may change at any time without notice and that I will make myself aware of all changes or modifications of said rules, policies, procedures, and restrictions.

By signing this agreement and/or utilizing the Idea Lab, I shall waive, release, defend, pay on behalf of, indemnify, and hold harmless the Baldwin Public Library (BPL) and the City of Birmingham, its elected officials, employees, volunteers and others working on behalf of the Library and the City of Birmingham, from any and all liability, and against any and all claims, demands, lawsuits, loss, including all costs connected therewith, for any damages which may be asserted, claimed or recovered against or from BPL and the City of Birmingham, its elected officials, employees, volunteers, and others working on behalf of the Library and the City of Birmingham, which arise out of or are in any way connected or associated with the use of the Baldwin Public Library Idea Lab.

I also understand and agree that I am financially responsible for any and all damage done to Idea Lab equipment resulting in my misuse or failure to follow all rules, policies, procedures, and restrictions. I understand that I am responsible for and agree to pay the repair and replacement costs of the equipment resulting from such actions. Failure to abide by all applicable policies and procedures will result in suspension or loss of Idea Lab use privileges.

I agree to pay all material fees involved in use of the Idea Lab.

Date: _____

Idea Lab User Agreement adopted by the BPL Board March 21, 2022. Revised February 16, 2023.

Printed Name

Signature

Parent/Guardian Information (Idea Lab users ages 10 to 17 applicable only for minors)

Parent/Guardian Full Name: _____

Parent/Guardian Library Card Number or Photo ID (Type & Number): _____

Parent/Guardian Phone: _____

Parent/Guardian Signature: _____ Date: __/__/__

Purchasing Guidelines

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

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

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

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

Guidelines

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

D. Request to Purchase: Library staff members must receive appropriate approvals from the BPL Director, Associate Director, or Department Head before purchasing Equipment, Supplies, Contractual Services, or incurring Operating Expenses. All purchases must be in accordance with the approved budget.

E. Limitations with Respect to Purchases: The Director has authority to authorize in conformance with the approved budget and without further Board approval, any purchases not exceeding ~~\$75,000~~ ~~\$6,000~~. The Board must approve all other Contracts having a cost in excess of ~~\$75,000~~ ~~\$6,000~~.

~~**F.—Purchases under \$6,000:** Staff members will secure three competitive quotes for purchases greater than \$500 and not exceeding \$6,000. If there are less than three competitive quotes the Director will document the efforts made to secure competitive quotes. Based on application of the purchasing considerations, the Director will select the best overall quote:~~

- ~~a.—The Director may authorize any order having a purchase price of \$500 or less without obtaining competitive quotes.~~
- ~~b.—The staff member will obtain a minimum of three quotes for any order having a purchase price over \$500.~~
- ~~c.—The Director will determine which quote to accept in the case of orders having a purchase price of \$6,000 or less.~~
- ~~d.—Competitive quotes are not required for Library Materials that are single source.~~

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

~~F. Purchases under \$2,500: Purchases may be made from any responsive bidder. Staff members should make every effort to receive informal price quotes from three vendors. No purchase order is required for the purchase. Agreements, if applicable, need to be reviewed by the City Attorney prior to purchase.~~

~~G. Purchases from \$2,500 to \$25,000: Formal price quotes from three vendors are required unless purchasing through an approved cooperative purchasing organization or unit of government. A purchase order is required. Documentation of price quotes and vendor selection, along with any signed agreement, needs to be electronically attached to the purchase requisition in the system. The standard City contract or a mutually agreeable contract approved by the City Attorney may be required at the City Manager's discretion. Any sole source purchasing needs to be explained and approved by the Library Director.~~

~~H. Purchases from \$25,001 to \$74,999: Formal specifications and price quotes from three vendors is required unless purchasing through an approved cooperative purchasing organization or unit of government. A purchase order is required. Documentation of price quotes, vendor selection, and~~

signed contract needs to be electronically attached to the purchase requisition in the system. The standard City contract or a mutually agreeable contract approved by the City Attorney must be used. The contract must be signed and approved by the Library Director, Finance Director, City Attorney, and City Manager. If this is a non-budgeted purchase or if the purchase will require a budget amendment, then the purchase must be approved by the Library Board. Any sole source purchasing needs to be explained and approved by the Library Director.

I. Purchases of \$75,000 or greater: Formal competitive bidding is required as outlined in the City Charter and City Code of Ordinances (section 2-280). The purchase must be approved by the Library Board. A purchase order is required. Documentation of price quotes, vendor selection, and the signed contract needs to be electronically attached to the purchase requisition in the system. The standard City contract or a mutually agreeable contract approved by the City Attorney must be used. The contract must be signed and approved by the Library Director, Finance Director, City Attorney, and City Manager.

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

K. **Payment Process:** All invoices will be submitted to the Bookkeeper. Any registration forms or other documentation to be sent to the vendor should be attached along with an additional copy of each. The Bookkeeper will then prepare the voucher required for payment for approval by the Director or Associate Director and the Board. Vouchers will be certified by the Board Secretary in accordance with Charter requirements and will be forwarded to the Treasurer. The Treasurer will make no payment without proper authorization.

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

M. **Petty Cash Purchases:** A petty cash fund of not more than \$750 will be maintained by the Bookkeeper for the purpose of purchasing incidental and non-repetitive items in amounts not

exceeding \$50. A receipt is required as proof of payment for all petty cash purchases. **The fund must be balanced by the Bookkeeper periodically based on use.** No reimbursements will be made without the required supporting documentation.

- N. Disposal of Obsolete, Worn or Surplus Library Materials, Equipment and Supplies:** Items determined by the Director to be obsolete, worn, or surplus, will be disposed of in one of the following ways:
- a. An item with an original value of less than \$2,500 shall be disposed of by the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
 - b. An item with an original value of \$2,500 to **\$75,000** ~~\$6,000~~ shall be disposed of in one of the following methods:
 - i. Sale after obtaining informal quotes.
 - ii. Auction.
 - iii. Manufacturer trade in.
 - iv. By the best and most efficient means in the judgement of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising.
 - c. An item with an original value in excess of **\$75,000** ~~\$6,000~~ shall be disposed of in one of the following methods
 - i. Sale after obtaining formal quotes and going through the bid procedure.
 - ii. Auction.
 - iii. Manufacturer trade in.
 - iv. By the best and most efficient means in the judgment of the Director or Associate Director, taking into account such factors as storage and handling costs and advertising, with the approval of the Library Board.

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

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

Personnel Committee Update

The BPL Employee Handbook was last updated on August 19, 2019. The Employee Handbook draft on the following pages has been reviewed by the management team, the board's Personnel Committee, and the City's labor attorney, Michael Gibbons.

This updated handbook includes:

- Shortening of the new employee orientation from 6 months to 3 months
- Updates to paid holidays throughout the year
- Clarification of appropriate use of personal time
- A new sick leave policy in compliance with Michigan's Paid Medical Leave Act
- An updated bereavement leave policy
- New sections on the staff development policy, staff travel guidelines, emergency closures, remote work guidelines, and guidelines for staff postings on personal social media accounts
- Corrections to grammar and verbiage
- Gender inclusive language
- Updates to position titles

The Personnel Committee recommends that the board adopt these updates to the Employee Handbook.



BALDWIN
PUBLIC LIBRARY

EMPLOYEE HANDBOOK

Approved by the Baldwin Public Library Board February 21, 2005

Amended by the Baldwin Public Library Board:

March 24, 2005

April 18, 2005

January 28, 2008

August 19, 2019

February 20, 2023

TABLE OF CONTENTS

	<u>PAGE</u>
INTRODUCTION	4
Welcome To the Baldwin Public Library.....	4
About Your Handbook and Your Employment at BPL the Library	4
Orientation Period.....	5
Employee Status and Benefit Eligibility	5
A Special Note to Supervisory Personnel.....	6
Open Door Policies and Procedures	6
Employee Concern Procedure	7
POLICY ON NON-DISCRIMINATION AND HARASSMENT	7
Discrimination Prohibited	7
Harassment Prohibited.....	8
Sexual Harassment Prohibited.....	8
Employee Recourse for Discrimination or Harassment	9
HOW YOU ARE PAID	10
Pay Day Policy	10
Working Schedule	10
Overtime	10
Mileage Reimbursement.....	10
Variables in Scheduling	11
EMPLOYEE BENEFITS	11
Holidays.....	11
Floating Holidays and Personal Time	12
Vacation	12
Accrued Time at End of Employment.....	13
Health, Life and Disability Insurance for Employees.....	13
Retirement Plan.....	13
LEAVES OF ABSENCE	14
Family and Medical Leave Act; Military Family and Medical Leave	14
Sick Leave	19
Bereavement Leave	20
Jury Duty.....	20
Personal Leave Of Absence Without Pay	20
Outside Employment During a Leave of Absence.....	21
GENERAL POLICIES	21
Job Duties and Responsibilities.....	21
Job Review	21
Staff Development Policy	21
Staff Travel Guidelines	22
Emergency BPL Library Closures.....	22

Remote Work Guidelines	22
Opportunities for Advancement.....	23
Transfers.....	23
Employee Absences.....	23
Weather-Related Closings	24
Layoff and Recall	24
Lunch Periods and Breaks.....	24
Dress Code	25
Personal Business	25
Medical Examinations	25
Smoking	25
No Weapons Policy	25
Authorization of Employment	25
Notice of Changes	26
Facilities, Equipment, Desks, and Work Areas	26
Use of Staff Areas Staff Lounge Use	26
Parking.....	26
Political Activity.....	26
Discounts and Privileges.....	27
On-The-Job Injuries.....	27
Accident Procedure	27
Request for Accommodation	27
Incident Reports.....	28
End of Employment	28
 STAFF RULES OF CONDUCT	 29
Employee Postings on Social Media	30
BPL LIBRARY Policies.....	30
The Door is Always Open	30
 APPENDIX A – TIME BENEFITS FOR ELIGIBLE EMPLOYEES	 31
 APPENDIX B – MATRIX OF BENEFIT ELIGIBILITY.....	 33
 INDEX	 34

INTRODUCTION

Welcome to the Baldwin Public Library

To you who are joining us at the Baldwin Public Library (~~"Library"~~), a sincere welcome. To those of you who have been with us through the years, our thanks for your loyal cooperation that has helped us deliver the best services to our citizens.

The Library is governed by a six member elected non-partisan Board, separate from the City Commission, which governs all other City functions. Library Board members serve four year staggered terms. They are elected in the odd numbered years by the residents of the City of Birmingham. The Library Board has responsibility for the governance of ~~BPL the Library~~, whose responsibilities include among others, ~~setting library policies reviewing and approving all library policies, including those as suggested by staff~~, allocating available funds for ~~BPL Library~~ purposes and establishing such bylaws, rules and regulations as are necessary to carry out its responsibilities.

Responsibility for the day-to-day operation of ~~BPL the Library~~, including the carrying out of all policies adopted by the Board of Directors, rests with the Director and, to the extent the responsibilities of the Director have been delegated, with the Associate Director. Whenever the term Director is used in this Handbook, it also refers to the Associate Director, to the extent the responsibilities of the Director have been delegated to the Associate Director.

~~BPL The Library~~ provides full library service to all who live, work, go to school or own property in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills. ~~eligible patrons, which include all residents of the City of Birmingham and the residents of any other municipality having a contractual agreement for Library services with Baldwin.~~ The Library belongs to The Library Network (TLN) and MetroNet Library Consortium.

About Your Handbook and Your Employment at ~~BPL~~ ~~BPL the Library~~

This is your Employee Handbook. All employees, whether newcomer or veteran, will find this Employee Handbook helpful. It describes the various benefits for which you, as an employee, are eligible and discusses those programs and policies that affect your job. This Employee Handbook applies to all ~~BPL Library~~ employees and supersedes any previous verbal or written policies, statements, understandings or agreements concerning the terms and conditions of your employment with ~~BPL Library~~, with the exception of the Library Director, whose contract with the Library Board controls in the event of any conflict with the Employee Handbook.

Each page in the employee handbook is numbered and dated. The ~~Master Official~~ Copy of the Personnel Handbook will be on file in the Administrative Office and will be available on the Staff Intranet. The ~~Master Official~~ Copy is considered the Official Version. This ~~Master Official~~ Copy supersedes all previous versions. As edits are made to the handbook all staff will be notified.

Your employment at the library is at-will. This means you are free to terminate your employment at any time, for any reason, with or without cause, and with or without notice, and the Library has the same rights.

~~BPL The Library~~ reserves the right at its sole discretion to amend the contents of this Handbook at any time. No amendment or exception to our at-will employment policy set forth above can be made at any time for any reason, except by vote of the Library Board at a regularly scheduled Board meeting. Amendments to any other part of this Handbook must be in writing and issued by the Library Board. No other employee, representative or agent of the Library has the authority to amend, alter, or change the policies set forth in this Handbook or to enter into any agreement concerning the terms and conditions of your employment at ~~BPL the Library~~. The provisions of this Handbook do not establish contractual rights between ~~BPL the Library~~ and its employees. The Director shall administer the provisions of this Handbook.

Some of the employee benefit plans described in this Handbook are subject to legal requirements concerning reporting and disclosure. The Handbook contains highlights of some of these plans. For complete details concerning these plans, you should consult the Summary Plan description and official plan documents for the respective plans. In case of any discrepancy, the official plan documents govern. Of course, changes in the law may affect the benefit programs described in this Handbook. The Library Board reserves the right to alter, change, or cancel any benefit plan or program at any time.

Any employee who has questions or needs an interpretation of these personnel policies should contact the Administrative Office.

Orientation Period

The purpose of our orientation is to familiarize you with ~~BPL's the Library~~ way of doing business. New employees should review ~~BPL Library~~ policies and procedures and become familiar with ~~BPL the Library~~, as well as the opportunities of being an employee at ~~BPL the Library~~. Any questions concerning policies or procedures should be discussed with your supervisor. The orientation period lasts ~~three six~~ months. Employees may not use vacation time, sick time, or personal time during the orientation period except at the discretion of the Director. ~~All employees will be evaluated by their supervisor at the end of the orientation period. Neither BPL's use of this Orientation Period nor the employee's continued employment with BPL following its completion are intended to alter the at-will nature of your employment.~~

Employee Status and Benefit Eligibility

Full-Time Benefit Employee

A full-time benefit employee is one who works forty (40) hours per week, twelve (12) months per year, and is therefore eligible for all benefits offered by ~~BPL the Library~~ and those ~~BPL the Library~~ offers through the City of Birmingham for such full-time employees. An employee can only become a full-time benefit employee by written offer from the Director.

Part-Time Benefit Employee

Please see Appendix B – Matrix of Benefits for a complete list of eligibility benefits for part-time employees. ~~Part-time employees working twenty-eight (28) hours per week or less as Librarians, Paraprofessionals, Circulation IIs and Administrative Assistants will receive pro-rated time benefits for~~

~~vacation, holiday, and sick leave only. These employees are not eligible for pro-rated health benefits.~~

~~Part-time Librarians and Paraprofessionals working at least twenty (20) hours per week must participate in the City of Birmingham's 401(a) defined contribution plan.~~

An employee can become a part-time benefit employee only by written notice.

~~Non-Benefit Employee~~

~~Any employee not classified as a benefit employee (full-time or part-time), shall be a non-benefit employee and shall not be eligible for any benefits.~~

A Special Note to Supervisory Personnel

~~BPL The Library~~ expects best efforts from all of its employees, particularly the Director, the Associate Director and other supervisory personnel. ~~BPL The Library~~ will not be satisfied, and does not expect you to be satisfied, with anything other than your best effort. The Director, the Associate Director, and the supervisors are also leaders and are expected to act as such. You are to set the example for other employees in your actions, work habits, and attitude especially in the areas of sexual harassment and discrimination.

As a supervisory employee, you are expected to maintain confidentiality on a number of matters including, but not limited to evaluations, financial data, and other sensitive information. All supervisory employees are expected to be knowledgeable concerning the elements of the sexual harassment and discrimination policy contained in this handbook. ~~BPL The Library~~ also expects you to maintain professional and ethical standards of performance. Any abuse of ~~BPL the Library~~ trust by a Director, an Associate Director, or any supervisory employee is not a trivial matter and may subject the employee to termination.

Open-Door Policies and Procedures

~~BPL's The Library's~~ goal is to provide a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees **and management** based on mutual respect and understanding. ~~BPL The Library~~ recognizes the need for procedures that will allow employees to call attention to work-related matters that they feel need correction.

~~Conscious effort is made to maintain close rapport among staff through commitment to an open-door policy. We value this close relationship and give it considerable importance. Therefore, if you have a problem, a question, or a request, you are encouraged to discuss it with your Supervisor, Department Head, or the Library Director.~~

~~The Library endorses an Open Door Policy where an employee has the right to meet with the employee's supervisor to discuss matters of concern.~~ ~~BPL's The Library's~~ open-door policy is in effect during each working day. ~~BPL's The Library's~~ success has been built on the free exchange of ideas, creative management, and the identification of problem areas and their quick resolution.

Because ~~BPL the Library~~ encourages you to speak for yourself and to have your own say about your employment situation, ~~BPL the Library~~ encourages you to make any issues or concerns known. If you feel you have an employment issue, use the following procedure. If your issue is found to be valid, appropriate corrective action will be initiated.

Employee Concern Procedure (Not applicable to Discrimination/Harrassment Concerns)

Note: These provisions relate to ordinary issues and concerns that arise in the workplace; if the employee has reason to believe they are being discriminated against or harassed based on any legally protected basis, please refer to the policies and procedures described in the next section of this handbook, "Policy on Non-Discrimination and Harassment."

Step 1

An employee having a concern related to the employee's employment with ~~BPL the Library~~ shall first discuss the matter with the immediate supervisor. If not resolved at that time, the employee shall advise the Director in writing of the concern within ten (10) calendar days.

Step 2

The written statement of the concern shall be discussed between the employee, the Director and the supervisor. The decision of the Director and the supervisor shall be given in writing to the employee within ten (10) calendar days after the date of such meeting.

Step 3

If the decision made in Step 2 is not satisfactory to the employee, the employee may request that the concern be presented to the Library Board either by the employee or the Director at the employee's option. The Director will prepare a report on the concern submitted and the results of the meeting held previously and will submit the same, along with any written statement of the employee, to the Library Board for its consideration. The notice of request for consideration must be filed within two weeks after the date of the decision of the Library Director in Step 2. The Library Board may render a decision regarding the concern with or without a hearing. When the Library Board has rendered its decision, the Director will submit the decision to the employee. The decision of the Library Board will be final and binding.

~~While it is expected that these steps will ordinarily be utilized, BPL reserves the right in its sole discretion to address complaints without following this procedure or by varying or eliminating the steps to be followed based on the facts and circumstances of any particular matter.~~

POLICY ON NON-DISCRIMINATION AND HARASSMENT

Discrimination Prohibited

It is the philosophy and policy of ~~BPL the Library~~ to treat employees and applicants for employment without regard to race, creed, color, sex, gender, sexual orientation, veteran status, religion, national origin, age, disability (handicap), marital status, height, or weight, or any other legally protected basis. Discrimination against any employee, applicant, or volunteer based on any of the foregoing reasons will not be allowed or tolerated. This policy applies to all employment practices including recruiting, hiring, pay rates, training and development, promotions, and other terms and conditions of employment and termination. This policy also applies to our public and vendors – ~~BPL the Library~~ will not tolerate discrimination or harassment ~~of against~~ any individual or vendor for any of the foregoing reasons.

Harassment Prohibited

~~BPL The Library~~ also prohibits harassment because of race, color, national origin, age, sex, gender, sexual orientation, religion, disability (handicap), marital status, height, weight, or any other basis. Such harassment, which includes derogatory comments, slurs, jokes, or other conduct is prohibited. This type of behavior creates an improper and/or hostile work environment and will not be tolerated.

This means:

No derogatory comments, slurs or conduct relating to race, national origin, color, sex, sexual orientation, religion, age, disability (handicap), marital status, height, weight, or any other basis will be permitted:

- concerning any individual employee, ~~vendor~~, or volunteer
- concerning any member of the public
- concerning any group or segment of our society (for example any ethnic, racial or religious group such as African-Americans, Jews, Muslims, Chaldeans, females, etc.)

Such comments and conduct must not occur in the workplace at any time or during any ~~BPL Library~~ activity – whether or not the targeted individual is present or receives the material. This includes, but is not limited to:

- all meetings and conversations
- all emails, blog postings, telephone, voicemail and text messages, social media postings, and photographs

No jokes or cartoons concerning race, color, national origin, sex, gender, sexual orientation, religion, age, disability (handicap), marital status, weight, height, or any other legally protected basis ~~will be permitted~~.

Sexual Harassment Prohibited

~~Sexual harassment is prohibited.~~ Sexual harassment is prohibited because it is intimidating and an

abuse of power and is inconsistent with **BPL Library** policies, practices, and management philosophies, **and applicable state and federal laws**. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Examples of sexual harassment may include, but not be limited to, the following:

- Verbal harassment, including jokes, comments, or threats relating to sexual activity, body parts, or other matters of a sexual nature.
- Non-verbal harassment, including staring at a person's body in a sexually suggestive manner, making sexually related gestures or motions and/or circulating, sharing, or displaying sexually suggestive and other inappropriate material.
- An employment decision (including promotion, demotion, compensation, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual conduct.
- Physical conduct, including grabbing, holding, hugging, kissing, tickling, massaging, displaying private body parts, unnecessary touching, or other unwelcome physical contact.
- Submission to sexual conduct as an implicit or explicit condition of getting or keeping a job.
- Conduct that denigrates or shows hostility or aversion to a person because of **their his/her** gender and creates an intimidating, hostile, or offensive work environment.
- Any other sexual conduct that unreasonably interferes with another person's work performance or creates an intimidating, hostile or offensive work environment or adversely affects another person's employment or employment opportunities.

Employee Recourse For Discrimination Or Harassment

Any employee who feels subjected to discrimination or harassment should immediately report it to the employee's supervisor or to the Director or Associate Director. Such reports will be investigated thoroughly. If the report has merit, disciplinary action will be taken against the offender and, depending on the offender's disciplinary history and the severity of the misconduct, the disciplinary action could range from a warning to termination.

In situations in which the immediate supervisor is the person who is charged with discrimination or harassment, then the complaint should be filed with the Director. In situations where the Director is charged with discrimination or harassment, the complaint should be filed with the President of the Library Board. (See Employee Concern Procedure above.)

It is important to keep in mind that the effectiveness of **BPL the Library's** policy against discrimination and harassment depends upon any and all instances of harassment and discrimination being brought to the attention of **BPL the Library**. Thus, it is also the policy of **BPL the Library** that any employee who is concerned that the employee has been subjected to harassment or discrimination, or has observed another employee, patron, or vendor being subjected to harassment or discrimination is encouraged to report that concern immediately. **BPL The Library** will attempt to conduct the investigation in a manner to protect the privacy of the individuals involved; **however, confidentiality cannot be guaranteed in every situation**. In those cases, **however**, where **it has been determined that an**

employee has deliberately made a false accusation, ~~they~~ ~~he/she~~ will be subject to discipline up to and including termination.

HOW YOU ARE PAID

Payday Policy

BPL's ~~The Library's~~ payroll is administered through the City of Birmingham. You will be paid every other Thursday. If Thursday is a holiday, you will be paid earlier that week. Direct deposit is available to employees who want to have their paychecks electronically deposited to their bank account. If you feel there is an error in your pay, or if there is anything about your pay that you do not understand, please contact the Administrative Office.

Employees are responsible for their paychecks after they have been issued. Employees are expected to cash or deposit their paychecks on their personal time. Checks lost or otherwise missing should be reported immediately to the Administrative Office so that a stop payment order may be initiated. The Administrative Office shall determine if and when a new check should be issued to replace a lost or missing check.

By law, BPL ~~the Library~~ is required to deduct, where applicable, Federal and State withholding taxes, social security taxes, garnishments, and court ordered child support from an employee's pay. BPL ~~The Library~~ also deducts employee retirement and health care contributions, if applicable. In addition, any eligible employee may elect to contribute to a Flexible Spending Account or Deferred Compensation (457) Plan.

Working Schedule

BPL ~~The Library~~ is open seven days per week and you may be scheduled any of those days. Your work hours will be scheduled by your supervisor. Your work schedule is subject to change depending upon BPL's ~~the Library's~~ needs.

Overtime

While it is BPL's ~~the Library's~~ policy to avoid overtime, there are situations that may require overtime work. When required by BPL ~~the Library~~, overtime is mandatory. In these cases, your supervisor will attempt to give you sufficient notice concerning scheduled overtime. Employees exempt from Fair Labor Standards Act (FLSA) overtime requirements are not eligible for overtime. All overtime must be approved by the Director.

Overtime, at the rate of time and one-half, is paid for all hours you work in excess of 40 hours in any work week. Not all employees are eligible for overtime. Check with your supervisor to see if you are eligible for overtime.

Mileage Reimbursement

Occasionally your job duties may require you to use your private vehicle to attend to official BPL ~~Library~~ business. You will be reimbursed for mileage incurred on all trips you take to attend to pre-approved, official BPL ~~Library~~ business, with mileage calculated using BPL's ~~the Library's~~ address as the

starting point.

Variables in Scheduling

Due to variations in the need for the number of staff at any given time, employees may be asked to work a varied schedule. Due to occasional budget constraints, furlough days may occasionally be implemented and affect all employees. Every effort will be made to give advance notice. ~~BPL The Library~~ reserves the right to develop a work schedule that reflects BPL Library needs. However part-time staff may on occasion be asked to work additional hours. All hours over 40 hours per week will be compensated at 1.5 times the normal rate of pay—consistent with the overtime policy.

EMPLOYEE BENEFITS

Holidays

Recognized Holidays

Regular full-time employees and eligible part-time employees (on a pro-rated basis) are eligible for holiday pay. Payment for holidays is at the employee's regular rate of pay. Full-time benefit employees and eligible part-time benefit employees receive the following holidays with pay.

HOLIDAY

New Year's Day

Dr. Martin Luther King, Jr. Day

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Year's Eve

Holiday Policies

All Board approved holidays will be posted on the intranet, as well as on BPL's ~~the Library's~~ website.

If a holiday occurs during your scheduled vacation, you are eligible for the holiday pay.

You are not eligible to receive holiday pay when you are on an unpaid leave of absence.

Floating Holidays And Personal Time

Full-time and eligible part-time employees (on a pro-rated basis) receive 52 hours ~~4½ days~~ of ~~floating holidays~~ personal time. The employee must ~~use take~~ all ~~personal floating holiday~~ time within the current fiscal year ending June 30 ~~by June 30 in the current fiscal year~~. Personal leave not used during the fiscal year will be forfeited. It is the employee's responsibility to schedule this time with their supervisor well in advance of the time off. Under no circumstances will leave be granted if an insufficient number of people are available to operate the department. The amount of ~~personal time off for floating holidays~~ personal time is set forth on the Benefit Table attached as Appendix A.

~~In addition, full-time employees receive 16 hours of personal time per year.~~

~~Floating holidays and personal time are combined in Appendix A and in employees' online leave balance chart under the heading of "personal time."~~

~~Floating holiday and Personal time is earned during the first year of employment and will be added to~~

~~the employee's leave balance on July 1. will be credited to an employee retroactively at the beginning of the fiscal year based on the previous year's employment.~~

You are required to request ~~floating holidays and~~ personal leave from your supervisor in advance and obtain ~~their his/her~~ approval. Employees cannot use ~~floating holidays or~~ personal time during their orientation periods, except at the discretion of the Director.

~~Floating holiday and personal time may not be carried over and accumulated from year to year. Personal leave not used during the fiscal year will be forfeited. It is the employee's responsibility to schedule this time with his/her supervisor well in advance of the time off. Under no circumstances will leave be granted if an insufficient number of people are available to operate the department.~~

Vacation

Definition of Vacation

Vacation is absence from work for which the employee is paid just as if ~~they he or she~~ were at work. Vacation will be at the discretion of the employee's supervisor, and is ideally requested at least two weeks prior to the leave date.

Amount of Vacation

See Appendix A – Time Benefits for Eligible Employees, for vacation accrual.

Vacation leave accumulates from the first complete month of employment defined as "the first calendar month the employee works, on or before the fifteenth (15th) day of that month."

Use of Vacation

Vacation may be used only with the permission of an employee's supervisor. Of necessity, the welfare and convenience of ~~BPL the Library~~ and the continuation of the services ~~BPL the Library~~ renders must be the foremost consideration in allowing use of vacation time. This provision shall apply to all other sections of this plan. Vacation may not be used before it is credited. No vacation days may be taken by new employees until after the ~~three- six~~-month orientation period is completed, except at the discretion of the Director. Vacation may be used any time after it is credited to an employee, subject to the approval of the employee's supervisor. Vacation leave may be combined with personal days or holidays, if the supervisor approves it. Each supervisor will schedule vacations in accordance with department needs.

Vacation leave will stop accruing once an employee's balance has reached 1.5 times ~~their his/her~~ yearly accrual. All requests for vacation leave must be approved by the employee's supervisor.

Vacation or personal time may not be used to extend employment with ~~BPL the Library~~ unless approved by the Library Director in writing.

Accrued Time at End of Employment

Employees will be paid their hourly rate for each hour of unused vacation and personal, ~~and floating holiday~~ time in their leave bank accrued through their last day of employment. Employees will not be paid for ~~accrued but~~ unused sick leave ~~upon termination of employment for any reason~~.

Health, Life, And Disability Insurance For Employees

~~BPL The Library~~ offers health insurance benefits as well as disability and life insurance to its regular full-time benefit employees as disclosed in Appendix B of this Handbook, entitled “Matrix of Benefit Eligibility.” Complete details on the benefits available are outlined in the summary plan description available from the Administrative Office or through the City.

Employees must meet all insurance eligibility and qualification requirements contained in any present or future insurance policies or plans offered by ~~BPL the Library~~. Employees who are unable to meet these requirements may, as a result, lose insurance coverage or may be unable to obtain insurance coverage. ~~BPL The Library~~ is not obligated to obtain alternative insurance coverage for those employees who lose or are unable to obtain insurance coverage.

~~BPL The Library~~, at its discretion, may change insurance carriers, the terms of insurance policies or the level of benefit.

Retirement Plan

Full-time benefit employees hired before January 1, 2007 participate in the City of Birmingham’s defined benefit plan.

Full-time benefit employees hired after January 1, 2007, and eligible part-time benefit employees (see Appendix B) are required to participate in the City’s 401(a) defined contribution plan. This plan provides for contributions by both the employee and ~~BPL the Library~~. The retirement plan takes effect on the date of hire.

Detailed information regarding the retirement plans is available at the Administrative Office or through the City’s Human Resources Department.

LEAVES OF ABSENCE

This section of the Handbook discusses leaves of absence. The first two parts of this section cover the Family Medical Leave Act (a federal law governing leaves of absences for specified purposes), and sick leave (both work-related and non-work-related). These two sections are coordinated together. The remainder of this section discusses Personal Unpaid Leaves of Absence, **Death-Bereavement** Leave, Military Leave, Jury Duty Leave, and various aspects of leaves of absence. Please read this section carefully and if you have questions, contact the Administrative Office.

In order to continue to be employed by **BPL the Library**, an employee must be actively working at **BPL the Library** or must be on an approved leave of absence. Once applicable FMLA leave, sick leave (whether for a work-related or non-work-related illness or injury), medical leave provided pursuant to the Michigan Paid Medical Leave Act (PMLA), vacation and personal days are exhausted (and the employee is not on another approved leave as set forth in this section), the employee's employment with **BPL the Library** will be terminated by reason of voluntary resignation, except where employee is otherwise required to continue by law.

Family and Medical Leave Act; Military Family and Medical Leave

BPL The Library understands that a situation may occur that requires an employee to request a leave of absence for reasons such as medical difficulties, childbirth, adoption, or a serious family illness. As such, we provide, in accordance with the Family and Medical Leave Act ("FMLA") leaves of absence for a maximum of twelve (12) weeks in a one (1) year period to cover eligible employees faced with these situations.

Your FMLA leave is coordinated with sick leave (both work-related and non-work-related). Your twelve-week leave time under the FMLA will run simultaneously with any sick leave. In other words, your first twelve (12) weeks on sick leave—both work-related and non-work-related—will also count as your FMLA leave. While an employee is on FMLA leave, the employee shall first exhaust **their his/her** sick leave, then vacation leave, then personal days, subject to the Director's discretion.

General Policy

Notwithstanding any other policy, any eligible employee is entitled to 12 weeks of unpaid leave to attend to a variety of medical and parental responsibilities allowed under the Federal Family and Medical Leave Act.

Eligible Employee: In order to be eligible for family or medical leave, an employee must meet three requirements:

1. Has been employed by **BPL the Library** for at least 12 months;
2. Has been employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave;
3. Is employed at a location where there are at least 50 employees within 75 miles.

Available Leaves

Each eligible employee is entitled to a total of 12 weeks of unpaid leave calculated using a rolling 12-month period measured backward from the date an employee uses any FMLA leave for one or more of the following reasons:

- A. For birth of a child and/or for the purpose of caring for the newborn child. The right to leave on this basis expires at the end of the 12-month period after such birth and must be concluded within this one-year period;
- B. For placement of a child with an employee for adoption or foster care. The right to leave on this basis expires at the end of the 12-month period after such placement and must be concluded within this one-year period;
- C. To care for the employee's spouse, child ~~or ward~~, or parent, ~~step-parent or parent-in-law~~ if such person has a serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider. Intermittent leave or a reduced leave schedule will be permitted in place of 12 straight weeks where medically necessary;
- D. Because of the employee's own serious health condition, illness, injury, impairment, or physical or mental condition that involves in-patient care in a hospital, hospice, or residential medical care facility or which requires continuing treatment by a health care provider that renders the employee unable to perform the functions ~~of their his- or her~~ position. Intermittent leave or a reduced leave schedule will be permitted when medically necessary. If the treatment is foreseeable, the employee is required to make a reasonable effort to schedule treatment so as not to disrupt ~~BPL Library~~ operations any more than necessary;
- E. In order to care for a "covered service member" (as defined below) where the employee is the spouse, son, daughter, parent or next of kin of that covered service member;
- F. Because of any "qualifying exigency" arising out of the fact that an employee's spouse, son, daughter or parent is a covered military member on active duty or has been notified of an impending call or order to active duty status in the National Guard or Reserves in support of contingency operations. ["Qualifying exigencies" may include attending certain military events, arranging for alternative child care, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.]

In addition to the basic FMLA leave entitlement discussed above, an eligible employee who is the spouse, son, daughter, parent or next of kin of a covered service member is entitled to take up to 26 weeks of leave during a single 12-month period to care for the service member with a serious injury or illness. Leave to care for a service member shall only be available during a single 12-month period and, when combined with other FMLA qualifying leave, may not exceed 26 weeks during a single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to

care for the injured service member.

A “covered service member” means a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is on a temporary retired list, for a serious injury or illness. A member of the Armed Forces would have a serious injury or illness if ~~they have he/she has~~ incurred an injury or illness in the line of duty while on active duty in the Armed Forces, provided that the injury or illness may render the service member medically unfit to perform duties of the member’s office, grade, rank, or rating.

Duration of Military Family and Medical Leave

Eligible employees using **qualifying exigency leave** will be entitled to up to a cumulative maximum of 12 workweeks of FMLA leave within a 12-month leave period and are covered by the same policy provisions (as to Duration, Benefits, Return to Work, etc.) as employees requesting traditional FMLA leave, as detailed above.

Employees using **military caregiver leave alone or military caregiver leave in combination with traditional FMLA-qualifying leave or qualifying exigency leave**, may take up to 26 workweeks of leave during any single 12-month period. The amount of leave taken for traditional or qualifying exigency is limited to a total of 12 workweeks; the difference may be taken as military caregiver leave. The 26 workweeks of military caregiver leave run on a separate FMLA year that commences with the first day leave is taken and can run forward until the end of that 12-month period. Any combination of FMLA leave may not exceed the maximum limit of 26 workweeks in that single 12-month period. Unused military caregiver leave is forfeited at the end of that 12-month period.

With regard to the military caregiver leave, if both ~~married parents a husband and wife~~ work for ~~BPL the Library, the parents’ husband’s and wife’s~~ leave is limited a combined total of 26 workweeks for military caregiver leave alone. The same 26-workweek limitation applies when in combination with any other 12-workweek FMLA leave. (With the exception of caring for a seriously ill child that expands the 12 workweeks to 24 for the ~~parents mother and father~~ together, generally, family members would be restricted to use only 12 workweeks for care due to the birth, adoption, or placement of a child or the care of a qualifying relative).

In certain cases, leave may be taken on an intermittent basis or the employee may work a reduced schedule. Intermittent leave must be necessary and should be scheduled to avoid disruption insofar as is reasonable.

For the purposes of this Policy, a parent means a biological, adoptive, step, or foster parent, or an individual who stood *in loco parentis* (in the place of a parent) to an employee when the employee was a child. A child is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing *in loco parentis*.

If a situation should occur where married partners, who are both employed by ~~BPL the Library~~, are entitled to leave under this policy, the combined number of weeks of leave to which both are entitled is limited to 12 weeks for leave arising under subsection A, B and for the care of a parent in subsection C above.

Intermittent Leave: An intermittent or reduced leave schedule may be taken under certain circumstances. Where the leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take an intermittent or reduced leave schedule only if agreed to by ~~BPL the Library~~. Where the leave is taken for an employee's own serious health condition or to take care of a sick family member, leave may be taken intermittently or on a reduced leave schedule when medically necessary.

Use of Paid Leave

Family and Medical Leave is unpaid, except that any employee using leave pursuant to this policy must apply all available vacation leave, sick leave, personal days, or other available paid leave toward this 12-week period prior to using unpaid leave. Contact the Administrative Office if you have any questions.

Notice of Leave and Verification of Medical Reason

All employees must give ~~BPL the Library~~ written notice of upcoming leave requirements 30 days prior to the date leave is to begin, if possible, and if it is not possible to give such notice, as soon as practicable. This requirement applies to both FMLA and non-FMLA requests.

An application for leave based on the serious health condition of the employee or the employee's spouse, child, or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition.

If the employee is needed to care for a spouse, child, or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of ~~their his or her~~ job.

When the need for leave because of a qualifying exigency related to a family member's active duty is "foreseeable," the employee should provide notice as soon as practicable, regardless of how far in advance such leave is foreseeable. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, it should be practicable for the employee to provide notice of the need for leave either the same day or the next business day. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When military caregiver leave is requested, as with traditional FMLA, an employee must provide ~~BPL the Library~~ at least 30 days' advance notice before FMLA leave is to begin if the need for the leave is foreseeable. If 30 days' notice is not practicable, notice must be given as soon as practicable.

~~BPL The Library~~ retains the right to request, at its expense, a second opinion by a physician to be designated by ~~BPL the Library~~. If the first and second opinions conflict, then ~~BPL the Library~~ and the employee shall designate a third physician, whose opinion shall be binding. If the employee refuses to take part in the selection process of the third independent physician, ~~BPL the Library~~ selection shall

be deemed controlling.

During the leave, employees may be required to provide ~~BPL the Library~~ with subsequent certification every 30 days. ~~BPL The Library~~ shall have the right to request such certification in its sole discretion.

Failure of an employee to provide certification as to the reasons for the leave will result in a denial of the leave. If the employee has already begun the leave, the employee will be expected to return to work immediately upon ~~BPL the Library~~ informing the employee of failure to provide acceptable certification. Failure to return to work will result in the termination of the employee's employment by reason of voluntary resignation, except where employment is otherwise continued as required by law. Further, any time away from work which is not authorized by a proper medical certification will be treated as unexcused absences and will subject the employee to all discipline authorized by ~~BPL's the Library's~~ attendance policy and/or work rules.

Upon request, the first time that the employee seeks leave due to **qualifying exigencies** arising out of the active duty or call to active duty status of a covered military member, ~~BPL the Library~~ may require the employee to provide:

- (1) A copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or called to active duty status and the dates of the covered military member's active duty status; and
- (2) A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested. Employee shall provide a copy of new active duty orders or other documentation issued by the military for leaves arising out of qualifying exigencies arising out of a different active duty or call to active duty status of the same or a different covered military member.

When leave is taken to **care for a covered service member** with a serious injury or illness, ~~BPL the Library~~ may require the employee to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, ~~BPL the Library~~ may request that the certification submitted by the employee set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

Return from Leave

Upon return from any paid FMLA leave covered by this policy, the employee will be restored to the position held by the employee prior to the leave or to a position equivalent in benefits, pay and other conditions and terms of employment. An employee making use of this policy will not lose any employment benefits that have accrued prior to the leave. However, no seniority, sick time, benefit time, vacation time, holidays, or personal leave days will accrue during the period of time covered by the leave, except when the employee is using accumulated sick, vacation, and personal time for work-connected injury, illness, or vacation time, and in these instances the accrual provisions of those policies shall control.

If the leave covered under this policy was for an employee's medical condition (as opposed to an

adoption, birth, or family member's medical issue), ~~BPL the Library~~ requires that a Fitness For Duty Statement be provided by the employee's doctor before the employee may return to work, ~~with or without restrictions, as noted by a physician.~~

Consistent with ~~BPL's the Library's~~ policy of requesting fitness-for-work certification from all similarly situated employees seeking to return to work, the employee must provide, at the time ~~they seek he or she seeks~~ restoration to ~~their his or her~~ last held position or to an equivalent position, medical certification that ~~they are he or she is~~ fit for duty and able to return to work.

This certification is not required for return to work from intermittent leave.

Health Care Benefits

An employee's health care benefits will be continued by ~~BPL the Library~~ for the entire period of the leave. The employee must continue to pay ~~their his/her~~ portion of health care premiums during the leave, even if the employee is on unpaid leave. If the employee fails to return from a leave, the employee will be required to reimburse ~~BPL the Library~~ for the monies expended incident to the purchase of those health care benefits unless the employee does not return because of a continuation, recurrence, or onset of a serious health condition, which would entitle the employee to a leave or other circumstances beyond the control of the employee. A medical certification may be required for this exemption to apply and the certificate must be returned in 30 days.

Relationship to the Family and Medical Leave Act of 1993

This policy has been developed to comply with the requirements of the Family and Medical Leave Act of 1993. Should this policy conflict with the Act, the Act shall be deemed controlling. ~~BPL The Library~~ also retains all rights under the Act and regulations even though they may not be incorporated into this policy. FMLA forms for ~~BPL Library~~ employees are available at <https://www.dol.gov/whd/fmla/2013rule/militaryforms.htm>.

Sick Leave

Sick leave is a benefit available to employees under certain circumstances, but is not a guarantee of continued employment throughout the period that sick leave is payable (except as provided under the FMLA ~~or other applicable laws~~). The employment of an employee on sick leave may be terminated at the discretion of the Director except as provided by the FMLA ~~or other applicable laws~~.

Accrual of Sick Leave

~~See Appendix A—Time Benefits for Eligible Employees. Baldwin will provide eligible employees with paid sick leave hours according to Appendix A – Time Benefits for Eligible Employees. The eligible employee's sick leave time bank will be updated during the first pay period of each month.~~

Use of Sick Leave

Sick Leave may be utilized only for the following purposes subject to the limitations set forth below:

- An employee's personal or family member's health needs, including a mental or physical illness, injury or health condition; medical diagnosis, care, or treatment; or preventative medical care
- Where the employee (or their eligible family member) is a victim of domestic violence or sexual assault, for medical care, psychological or other counseling, victim services, relocation, obtaining legal services, or participation in related legal proceedings
- Certain absences resulting from public health emergencies.

~~For all bona fide illnesses and/or injuries:~~ BPL ~~The Library~~ may require a certificate of such illness and/or injury from the employee's physician or from a physician of ~~BPL's the Library's~~ choice. An absence for paternity or maternity purposes will be treated as any other illness.

Employees may carry their sick time leave balance for the duration of employment.

Unused medical leave hours will not be paid out to the employee in the event of the employee's termination, resignation, retirement, or other separation from employment.

For emergency use of sick time, employees must notify their immediate supervisor of their absence by emailing sickline@baldwinlib.org before the start of their scheduled shift. Use of sick time for all other sick time leave requests must be submitted online in BPL's scheduling software in advance of the scheduled absence.

- ~~For medical, dental, and ocular appointments approved in advance by the employee's supervisor:~~

Michigan's Paid Medical Leave Act

Baldwin Public Library, in alignment with Michigan's Paid Medical Leave Act ("Act"), will provide eligible part-time employees with paid medical leave for personal or family health needs, and other covered reasons, as follows:

1. In accordance with the Act, this Part-Time Paid Medical Leave Policy applies to all hourly employees working an average of 25-28 hours per week during the year but who are not otherwise eligible for benefits as shown in Appendix B: Matrix of Benefit Eligibility. Part-time employees who are not eligible under this Act include those:
 - a. Employed on a part-time basis (scheduled for 25 weeks or fewer) during the current calendar year
 - b. Working, on average, fewer than 25 hours per week during the immediately preceding calendar year
2. Baldwin will provide eligible part-time employees with paid sick leave hours according to Appendix A – Time Benefits for Eligible Employees. The eligible employee's sick leave time bank will be updated during the first pay period of each month.
3. Paid medical leave hours may be used for any of the following:
 - a. An employee's personal or family member's health needs, including a mental or physical illness, injury or health condition; medical diagnosis, care, or treatment; or preventative medical care
 - b. Where the employee (or their eligible family member) is a victim of domestic violence or sexual assault, for medical care, psychological or other counseling, victim services, relocation, obtaining legal services, or participation in related legal proceedings

- c. Certain absences resulting from public health emergencies.
4. BPL may require a certificate of such illness and/or injury from the employee's physician or from a physician of BPL's choice. An absence for paternity or maternity purposes will be treated as any other illness.
5. Employees may carry their sick time leave balance for the duration of employment.
6. Unused medical leave hours will not be paid out to the employee in the event of the employee's termination, resignation, retirement, or other separation from employment.

For emergency use of sick time, employees must notify their immediate supervisor of their absence by emailing sickline@baldwinlib.org before the start of their scheduled shift. Use of sick time for all other sick time leave requests must be submitted online in BPL's scheduling software in advance of the scheduled absence.

Bereavement Leave

In the unfortunate event of a death in the family, all Baldwin employees will receive up to 4 days of pro-rated bereavement time within the fiscal year. Leave may be taken for the death of an immediate family member (spouse, domestic partner, child, parent, sibling, parent-in-law, grandparent, grandchild or grandparent-in-law) and for the funeral of an immediate family member (as defined above).

Orientation Period employees (new hires within first three (3) months) may take unpaid bereavement leave.

If more than four days of bereavement time are required, employees earning time benefits may request a paid leave of absence, to be deducted from available sick, personal, or vacation leave. If the leave qualifies under the FMLA, then all FMLA leave will be deducted first from sick leave until sick leave is exhausted, then from personal leave until personal leave is exhausted, and then from vacation time. If qualifying FMLA leave is foreseeable, 30 days' written notice is required.

~~Four workdays per fiscal year may be taken from sick leave for the bona fide illness of an immediate family member (spouse, domestic partner, child, parents, sibling, parent in-law, grandparent, grandchild or grandparent in-law) and for the funeral of an immediate family member (as defined above), for religious holidays, or for other emergencies as approved by the Director. If more than four days are required, the additional time will be deducted from available vacation or personal leave.~~

Jury Duty

An employee required to serve on a jury shall be excused from regular ~~BPL Library~~ duties during that time, except that if jury duty takes up only part of a day, the employee is required to work at ~~BPL the Library~~ during the rest of the day, minus reasonable travel time. ~~BPL The Library~~ will pay the employee for time actually lost from ~~their his/her~~ scheduled work hours, but the employee is required to submit to ~~BPL the Library~~ any jury fees received.

Personal Leave Of Absence Without Pay

General

A personal leave of absence without pay must be requested in writing to the Director and will be considered in consultation with the employee's supervisor on an individual basis. No employee, regardless of classification, may be absent from regularly scheduled work unless such absence qualifies as vacation leave, sick leave, FMLA leave, personal time leave, military leave, jury duty leave, or an approved personal leave of absence without pay. The Director may grant an employee a personal leave of absence without pay or other benefits for a period not to exceed twelve (12) months when it is in the best interest of ~~BPL the Library~~ to do so.

Procedure for Requesting

A leave of absence will be requested in writing in advance to the Director stating the reason and requested dates. The granting of a leave of absence will be made by the Director, in consultation with the supervisor. A requesting employee shall be notified in writing of the approval or denial of a requested leave of absence.

Conditions

An employee must first exhaust all paid leave before beginning an unpaid leave of absence.

All personal leaves of absence shall be without pay. Health care benefits will not apply during the unpaid leave of absence, and service credit for retirement and other purposes will not accrue. No sick time, vacation time, personal leave time, or holidays will accrue during the unpaid leave of absence. The employee must comply with all conditions of the leave of absence.

All leaves of absence shall commence and end upon the dates approved for such leave of absence and any requests for extensions will be made in the same manner as the original request. An employee on a leave of absence may continue to carry available insurance benefits at the employee's expense during the authorized leave of absence.

Outside Employment During a Leave of Absence

An employee shall not engage in gainful employment (except military duty pursuant to Military Leave) during a leave of absence (including absences for personal leave and jury duty) without the prior written permission of the Library Director.

GENERAL POLICIES

Job Duties and Responsibilities

Your job duties and responsibilities will be explained to you by your supervisor. ~~BPL The Library~~ reserves the right to modify, change, add or delete job duties, titles, and responsibilities and to transfer employees to different positions. You are expected to keep yourself informed of current ~~BPL Library~~ policies, procedures, programming, and events. You are expected to refrain from making excessive noise or otherwise disturbing coworkers or members of the public with loud conversations or behavior.

Job Review

Your supervisor will work with you on an ongoing basis to help you improve at your job. In this way you will receive constructive suggestions about how to improve your work. Periodically, your supervisor may meet with you individually to evaluate your performance. If you have any questions about your job, you should feel free to talk to your supervisor at any time.

Staff Development Policy

~~BPL encourages staff to become involved in professional activities. Staff members are encouraged to become members of community organizations and educational and professional associations to add to their personal growth and to promote the benefits of BPL.~~

~~Staff growth and development shall be promoted through in-service training, the availability and use of professional materials, and other recognized methods for aiding the growth of staff members in their professional abilities and their use of these to benefit BPL. A staff development in-service day may be provided annually, dependent on the financial position of BPL.~~

~~BPL maintains an annual membership at the organizational level to the American Library Association and Michigan Library Association. BPL will pay for membership in a state or national organization if the employee is attending the organization's annual conference, dependent on the financial position of BPL.~~

~~Professional leave for attendance at workshops and conferences may be granted by the Library Director or designee if request for such is made in advance. Requests should include:~~

- ~~• A brief description of the event~~
- ~~• Dates held~~
- ~~• Location~~
- ~~• Cost~~

~~Attendance, fees and expenses may be granted considering:~~

- ~~• Budget limitations~~
- ~~• Work schedules~~
- ~~• Relationship of subject to job responsibilities~~
- ~~• Membership in the organization sponsoring the event~~

It is the employee's responsibility to submit a record of meetings to the Library Director for the personnel file if the employee desires such documentation.

Staff Travel Guidelines

All travel must be approved by the Library Director or appropriate Department Head. Please contact the Bookkeeper for information on current mileage rates and reimbursement procedures.

Emergency BPL Closures

On rare occasions, BPL may be closed due to an emergency (power outage, water damage, pandemic, etc.). On the initial day of the closure, all scheduled staff will be paid for their full shift. Library Administration will provide further guidelines on working from home and schedule adjustments once more information about the emergency is known.

Remote Work Guidelines

Remote work is a voluntary or required work alternative that may be appropriate for some employees and some jobs but not for all employees or all positions. The remote work may be a permanent or temporary arrangement between employees and their direct supervisor(s), with the written approval of the Library Director.

BPL generally uses three types of remote work:

1. When determined by BPL to be the appropriate reasonable accommodation for a person with a disability. Remote work as a reasonable accommodation is governed by Americans with Disabilities Act (ADA) and the State Laws of Michigan.
2. During a system emergency. Remote work during an emergency is a temporary way to continue essential BPL operations and sustain service.
3. As part of a routine remote work arrangement. All routine remote work schedules and hours must be pre-approved by the Library Director, and are at the sole discretion of BPL.

BPL reserves the right to amend, terminate, or suspend any and all of the provisions of the remote work policies at any time, subject to its obligations under the ADA and any other applicable laws.

BPL will provide a laptop to employees working from home on a regular basis. Employees are expected to immediately report technical issues and concerns that may prohibit remote work to their supervisor.

Work from home days are not protected and staff may be called in to cover desk shifts if there is a staff change or shortage

The employee will make arrangements for regular dependent care and understands that telecommuting is not a substitute for dependent care. *In pandemic circumstances, exceptions may be made for employees with caregiving responsibilities.*

Remote employees must follow BPL service and personnel policies including attendance, privacy, data protection, and code of conduct when representing BPL at meetings that are virtual or other.

Opportunities for Advancement

In our organization there may be opportunities for advancement. However, many of these opportunities depend upon you. Many things are taken into consideration, some of which are the way you perform your job, your ability to cooperate and work with others, and your willingness to assume responsibility. Staff members are encouraged to apply for other positions as they become open.

Transfers

Regular employees may request a transfer to a different department when there is an open position. The employee must submit an application and go through the normal hiring process. Employees may be transferred based on ~~BPL Library~~ needs at the discretion of the Library Director.

Employee Absences

It is essential that all employees report for work when scheduled. Employee absences create disruption in the workplace and hamper our ability to provide first-rate services to ~~BPL Library~~ patrons, which they have grown to expect. ~~Accordingly, the Library discourages employee absences.~~

In the event an employee must be absent from work, the employee must call the sick line or send an email to the sick line email address prior to the start of the employee's shift to report ~~their his/her~~ absence. ~~BPL The Library~~ has the sole discretion to grant or deny an employee's absence request. ~~In no event will an employee be paid for an unexcused absence from work.~~ An employee who has earned vacation time may use a vacation day to cover ~~their his/her~~ absence, if approved in writing by the employee's supervisor.

~~BPL The Library~~ reserves the right to discipline an employee for excessive absences from work or tardiness up to and including discharge. See Rules of Conduct, number 11 contained in this Handbook.

Weather-Related Closings

~~BPL The Library~~ makes every attempt to remain open to the public—even in bad weather. Birmingham has excellent snow-removal services, which means that Baldwin might be easily accessible to its patrons even though the driving conditions in your home community are poor. In case of inclement weather, the Director will assess the situation and consider closing for the day, closing early, or delaying ~~BPL's The Library's~~ opening.

The decision to be closed for the day or delay the opening will be made by 6:00 am. Such a closure or delay will be communicated to staff through ~~the text/phone alert system~~, email, and a message on our public website. If you do not see the message on our website or via email by 6:00 am, expect ~~BPL the Library~~ to be open as scheduled. ~~If you do not have internet access from home, please make your immediate supervisor aware so other accommodations can be made to communicate the information.~~

Should ~~BPL the Library~~ close early for weather-related reasons, we will again communicate this information via email and through our public website.

If you cannot make it to ~~BPL the Library~~ for a shift due to issues with the weather when ~~BPL the Library~~ is open, please communicate this to the sickline email address or phone number. If ~~BPL the Library~~ is open and you cannot make it to work, you will either not get paid or will have to take vacation or personal time.

Layoff and Recall

The Director will determine when a layoff must occur and when employees can be recalled from layoff. The Director will decide in ~~their his or her~~ discretion the employees to be laid off and recalled.

Employees on layoff for six (6) months will be automatically terminated.

Lunch Periods and Breaks

Employees who work a full day receive a one-hour non-paid meal period. An employee who works at least a four-hour consecutive shift is entitled to receive a 15-minute break during that shift. If you need an extended break, notify your supervisor. The supervisor or senior staff member has the responsibility to ensure coverage of the department. When necessary, supervisors are authorized to limit the number of personnel on break and the length of breaks. Employees are required to coordinate breaks with their supervisor. In general, ~~BPL the Library~~ has the lowest staffing levels during evening hours and on the weekends. Staff is advised to be aware of these peak periods plus the limited availability of staff on the evenings and weekends. Every effort should be made to either be available to work on the desk or to serve as backup during these times of highest demand.

The rest break must not be abused nor interfere with the efficient operation of ~~BPL the Library~~. Abuse of this privilege may be termed absenteeism and will result in disciplinary action.

Breaks may be taken anywhere the employee wishes; however, ~~BPL Library~~ employees are not covered by workers' compensation insurance if they leave the building. Breaks must be taken within the work period allocated and cannot be combined with other leave.

Dress Code

Your personal cleanliness and appearance is of importance to both yourself and ~~BPL the Library~~. All employees are expected to dress neatly and appropriately for their job and avoid any apparel that may not be in keeping with good business taste. Employees are expected to wear their name badges.

Employees who report to work dressed inappropriately will be asked to go home to change. This will be unpaid time.

Personal Business

Personal business and personal communication must be kept to a minimum during the workday. Employees are expected to refrain from using BPL Library equipment or work-time for non-BPL Library related activities.

Medical Examinations

BPL The Library may require employees to have a medical examination when the examination is job-related and consistent with business necessity. This may include, for example, situations where the employee is exposed to toxic or unhealthful conditions, where an employee requests an accommodation for a particular disability, or where there is a question as to the employee's ability to perform essential job functions due to a medical condition. BPL The Library will be responsible for the cost of the examination, and will treat all examination records as confidential in accordance with federal and state law.

Smoking

BPL The Library is a smoke-free zone. Smoking is not permitted in BPL the Library, under the awning in front of BPL's the Library's front entrance, or within 35 feet of the rear staff entrance. This applies to electronic cigarettes as well as conventional cigarettes.

No Weapons Policy

Possession, use or sale of weapons, firearms or explosives on BPL Library premises while on duty, or in vehicles for work-related purposes or while engaged in BPL Library business off premises, is forbidden except where expressly authorized by the Director and permitted by state and local laws. This policy applies to all employees, including but not limited to, those who have a valid permit to carry a firearm. Employees who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to their supervisor immediately. Violations of this policy will result in disciplinary action, up to and including discharge.

Authorization of Employment

Employees of BPL the Library are required by federal law to verify their authorization to work in the United States. In compliance with the law, BPL the Library prohibits discrimination in hiring, recruiting, referring for a fee, and discharging based on citizenship and national origin.

Notice of Changes

For your protection, convenience and benefit, you are required to notify the Administrative Office immediately of any change in your contact information. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2 forms, maintain your insurance and other benefits, and compute your payroll deductions.

Facilities, Equipment, Desks, And Work Areas

It is everyone's responsibility to keep our facilities, equipment, and work areas orderly, clean, and efficient. This is particularly important for employees who share a desk with co-workers.

You are expected to take proper care in the handling of any and all **BPL Library** equipment and property. No **BPL Library** property is to be removed from the premises without prior authorization. If you lose, break or damage property, report it at once to your supervisor.

All sensitive materials should be placed in a secure area on **BPL the Library** premises at the end of your workday. Employees shall not browse through documents that are not part of their job to maintain or work on.

You have no right of privacy to your desks, containers, cabinets, facilities, computers and other areas. **BPL The Library** reserves the right to search and/or examine all such areas. If you have private or personal papers, documents or items, please leave them at home.

Use of Staff Areas

Staff members are expected to keep shared work areas tidy.

Parking

Employees must follow all City ordinances and parking garage rules. **BPL Library** employees who work at least twenty (20) hours per week will be eligible to receive a parking pass paid for by **BPL the Library**. All employees without a parking pass will be eligible to have their parking validated.

Political Activity

To avoid possible conflict of interest, no **BPL Library** employee may seek election to any elected office on the Baldwin Public Library Board of Directors, in the municipal government of the City of Birmingham, or the government of any municipality that contracts with Baldwin for library services. No elected official in the municipal government of the City of Birmingham or any of its contract communities may seek employment at the Baldwin Library while holding such a position. According to the Michigan Compiled Laws 169.204 and 169.257, employees of public bodies, such as the Baldwin Public Library, are legally prohibited from advertising their political views or spending time working on a political cause while at work or using **BPL Library** equipment.

Discounts and Privileges

Employees of the Baldwin Library are entitled to full **BPL Library** privileges while employed at the Baldwin Library. Employees ~~do not pay overdue fines. However, employees~~ are responsible for lost or damaged items checked out on their account. ~~The privilege to check out items without incurring late fees should not be abused.~~ Employees have the opportunity to purchase withdrawn **BPL the Library** materials. ~~The employee library card expires three months after the employee's last day at Baldwin, except at the discretion of the Director. Individuals previously employed by the Library who are otherwise ineligible to hold a Baldwin Library card will be eligible to retain or obtain such a card at the~~

~~discretion of the Director.~~

Employees are also eligible for other discounts, which may include but are not limited to:

- TLN discount on Dell Computers for personal use
- Discounted rates at Birmingham golf courses
- Discounted membership at Birmingham Family YMCA
- Discount card for Birmingham Shopping District participating businesses
- Discounted books purchased through Baldwin's book vendor

These special employee discounts are subject to change.

On-The-Job Injuries

~~BPL The Library~~ should be a safe and healthy place to work. Accidents can be serious, cause pain, and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your supervisor so they can be corrected.

You must report all job-related injuries and illnesses to your department supervisor immediately. If the accident or injury happened at work and requires medical treatment after going home, proceed to a local hospital emergency room.

Accident Procedure

Follow this procedure if you are involved in or observe an accident on ~~BPL the Library~~ property:

1. Notify dispatch at 911.
2. Report the accident to your supervisor immediately. If your supervisor is not available, report it to the designated senior staff member in your department.
3. Assist injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.

Request for Accommodation

Employees with disabilities ~~that require a reasonable accommodation in order to perform the essential functions of their position or to enjoy the benefits and privileges of employment to the same degree as other BPL employees~~ must notify the Library Director in writing ~~as soon as practicable, and~~ within 182 days after the need for the accommodation becomes known.

Incident Reports

Should an incident occur at ~~BPL the Library~~ involving a breach of ~~BPL's the Library's~~ Code of Conduct, or if the police or fire department is called, the employee closest to the incident should fill out the Incident Report form available on the intranet. The Library Director will follow up on the incident and email a copy of the incident report to all staff for review. ~~The employee should then email the completed report to the Baldwin all-staff listserv.~~

End of Employment

Upon ceasing employment at ~~BPL the Library~~, all employees must return any and all ~~BPL Library~~ property to their supervisor, including but not limited to: parking and security passes, name tags, and keys. An exit interview ~~will~~ ~~may~~ be requested at the end of the period of employment.

STAFF RULES OF CONDUCT

~~BPL The Library~~ has certain rules of conduct that have to be followed in order to get work done in an efficient and orderly manner. Your cooperation is essential, and you must familiarize yourself with those rules of prohibited conduct listed below so you know what is and is not acceptable behavior. Based on common sense and good judgment, these rules are designated to protect your rights and the rights of other individuals.

Violations of the following will, at the discretion of ~~BPL the Library~~, result in disciplinary action up to and including discharge:

1. Poor work performance
2. Insubordination (i.e., disobedience to authority or failure to follow instructions)
3. Theft, unauthorized removal of property, or misappropriation of ~~BPL Library~~ funds or property, including funds or property of other employees, citizens and patrons
4. Fighting
5. Violating the No Weapons Policy described earlier in this Handbook.
6. Being on ~~BPL Library~~ premises or being on duty while under the influence of alcohol or drugs, or in an unfit condition
7. Consuming unauthorized alcoholic beverages or drugs while on duty
8. Walking off the job without the approval from a supervisor
9. Causing hazardous or unsafe working conditions
10. Falsification of personnel or other records
11. Absence without notification or permission
12. Damage to, destruction of, or misuse of property and equipment belonging to ~~BPL the Library~~, its employees, or patrons
13. Failure to cooperate in efforts to make the workplace safe or in the investigation of incidents or conduct at ~~BPL the Library~~
14. Failure to operate a library/city vehicle safely or properly or failure to operate a personally owned vehicle safely and properly while on ~~BPL Library~~ business or ~~BPL Library~~ time.
15. Possessing books, magazines, or posters containing sexually explicit materials.

16. Excessive tardiness or absenteeism, and continued failure to notify ~~BPL the Library~~, at least a half-hour prior to the start of a work shift, of an upcoming absence. In no event will an employee be paid for unexcused time the employee is absent from work.
17. Any on-site political activity that is prohibited by Michigan Compiled Laws 169.204 and 169.257, as noted above under "Political Activity."

THE ABOVE RULES ARE NOT INTENDED TO BE ALL-INCLUSIVE OF THE PROPER STANDARDS OF CONDUCT OR OTHER OBLIGATIONS OF EMPLOYEES. THE LIBRARY DIRECTOR IS AUTHORIZED TO TAKE DISCIPLINARY ACTION, INCLUDING TERMINATION, FOR OTHER CONDUCT NOT SPECIFICALLY LISTED HERE.

EMPLOYEE POSTINGS ON SOCIAL MEDIA

Employees must be aware that information they display or comments they make on BPL social media sites may be viewed by other users as representing official BPL sponsored information or comments. Therefore, when using a personal social media account, BPL personnel cannot:

- speak on behalf of, or represent BPL in any way
- disclose patron information that would violate Michigan's Library Privacy Act, as amended, MCL 397.601, et seq. or any other law
- take pictures of patrons while working without prior consent, not including photographing/videotaping BPL events in your capacity as an employee

Employees are encouraged to be thoughtful about what they post on social media, which can be difficult or impossible to "take back" once posted.

BPL personnel found to have violated this Policy may be subject to disciplinary action up to and including dismissal from employment, and if applicable, may be subject to prosecution under federal or state laws.

BPL Library POLICIES

All ~~BPL Library~~ employees are expected and required to adhere to all ~~BPL Library~~ policies approved by the Library Board. A list of all approved ~~BPL Library~~ policies can be found at www.baldwinlib.org/mission ~~on the Library's staff intranet~~.

THE DOOR IS ALWAYS OPEN

~~BPL The Library~~ hopes this Handbook will be helpful to you as an employee of ~~BPL the Library~~, and will serve as a useful reference in explaining ~~BPL's the Library's~~ benefits and policies, and your job responsibilities. You should feel free to discuss with your supervisor any problems that occur on the job, or any suggestions you might have for improvement in ~~BPL Library~~ operations. The door is always open to you. ~~BPL The Library~~ wishes you the best, and trusts your job with ~~BPL the Library~~ will be satisfying and rewarding.

Appendix A

Time Benefits for Eligible Employees

Certain ~~BPL Library~~ employees are eligible to earn paid leave. The table below serves as a reference for those employees. The terms in your offer-of-employment letter govern how much paid leave you earn on an annual basis. Your annual accrual will automatically increase after ~~five, ten, and twenty every~~ ~~five years of consecutive employment at Baldwin, up through 20 years of service.~~

Hours Worked Per Week	Yearly Vacation 0-4 Years of Service	Yearly Vacation 5-9 Years of Service	Yearly Vacation 10-19 Years of Service	Yearly Vacation 20+ Years of Service	Yearly Sick Leave	Yearly Personal Leave	Holiday Hours Per Day*
40	80	120	160	200	96.0	52.0	8
39	78	117	156	195	93.5	35.5	7.75
38	76	114	152	190	91.0	34.0	7.5
37	74	111	148	185	89.0	33.5	7.5
36	72	108	144	180	86.5	32.0	7.25
35	70	105	140	175	84.0	31.5	7
34	68	102	136	170	81.5	31.0	6.75
33	66	99	132	165	79.0	29.5	6.5
32	64	96	128	160	77.0	29.0	6.5
31	62	93	124	155	74.5	27.5	6.25
30	60	90	120	150	72.0	27.0	6
29	58	87	116	145	69.5	26.5	5.75
28	56	84	112	140	67.0	25.0	5.5
27	54	81	108	135	65.0	24.5	5.5
26	52	78	104	130	62.5	23.0	5.25
25	50	75	100	125	60.0	22.5	5
24	48	72	96	120	57.5	22.0	4.75
23	46	69	92	115	55.0	20.5	4.5
22	44	66	88	110	53.0	20.0	4.5
21	42	63	84	105	50.5	19.5	4.25
20	40	60	80	100	48.0	18.0	4
19	38	57	76	95	45.5	17.5	3.75
18	36	54	72	90	43.0	16.0	3.5
17	34	51	68	85	41.0	15.5	3.5
16	32	48	64	80	38.5	14.0	3.25
15	30	45	60	75	36.0	13.5	3
14	28	42	56	70	33.5	13.0	2.75
13	26	39	52	65	31.0	11.5	2.5
12	24	36	48	60	29.0	11.0	2.5

11	22	33	44	55	26.5	9.5	2.25
10	20	30	40	50	24.0	9.0	2
9	18	27	36	45	21.5	8.5	1.75
8	16	24	32	40	19.0	7.0	1.5
7	14	21	28	35	17.0	6.5	1.5
6	12	18	24	30	14.5	6.0	1.25
5	10	15	20	25	12.0	4.5	1
4	8	12	16	20	9.5	4.0	0.75
3	6	9	12	15	7.0	2.5	0.5
2	4	6	8	10	5.0	2.0	0.5
1	2	3	4	5	2.5	0.5	0.25

Though shown above as a yearly amount, vacation and sick leave hours are credited to employees once per month. Depending on whether your yearly accrual is easily divisible by 12, you may see a slight variation in the monthly amount earned towards the end of the calendar year.

Personal leave hours are earned for each month of work, but are not credited to employees until the beginning of the following fiscal year. For example, in July 2050, an employee would be credited with personal leave for time worked between July 1, 2049 and June 30, 2050.

*Holiday time is available to benefits-eligible employees only.

Appendix B

Matrix of Benefit Eligibility

Matrix of Benefit Eligibility

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

Family and Medical Leave Act (FMLA) is available to any employee who has been employed at least 12 months and has worked at least 1,250 hours in the past 12 months.

Full-time employees hired before January 1, 2007, participate in the City of Birmingham's defined benefit plan, rather than the 401a and RHS plans. Librarians (except for Substitute Librarians) and Circulation Assistants receive time and a half pay on Sundays. This does not apply to any other staff members.

*Part-time staff working 25-28 hours per week are eligible for sick leave per Michigan's Paid Medical Leave Act

INDEX

Absences, 2, 22
Accidents, 27
adoption or foster care
Health condition - family member, 15
Advancement, 2, 22
Associate Directors, 4, 6
at-will employment, 4, 5
authorization to work, 25
birth of a child
Health condition - family member, 15
breaks, 24
Christmas Day, 11
Christmas Eve Day, 11
Code of Ethics and Conflict of Interest, 3
day-to-day operation, 4
deductions from paycheck, 10
Director, 4, 5, 6, 7, 9, 10, 13, 20, 21, 22, 27
Discrimination, 2, 7, 9
Doctor Examinations, 24
Dress Code, 24
Employee Concern Procedure, 2, 7
employment problem, 6
environment, 6
excessive absences, 23
FAMILY AND MEDICAL LEAVE, 14
FMLA - eligible use, 14
Fitness For Duty Statement, 19
FMLA, 14, 15, 19, 20, 21
Full Time Benefit Employee, 5
governance, 4
Harassment, 2, 8, 9
Health condition - self, 15
Holidays, 2, 11
Independence Day, 11
Insurance, 2, 13
Intermittent Leave, 17
interpretation of personnel policies, 5
Job Duties, 2, 22
Jury Duty, 2, 14, 21
Labor Day, 11
layoff, 23
leaves of absence, 14, 21
Library Board, 4, 5, 7
Library Board governance, 4
Library Board responsibilities, 4
Library equipment, 25
lost or missing paycheck, 10
Memorial Day, 11
MetroNet Library Consortium, 4
Military Leave, 14, 21, 22
New Year's Day, 11
Non-Benefit Employee, 6
Notice of Leave, 17
Official Version, 4
Open Door Policy, 6
Orientation Period, 2, 5
Overtime, 10
Paid Leave, 17
Part Time Benefit Employee, 5
Pay Day, 2, 10
performance, 6, 9, 22, 28
Personal Leave, 2, 12, 14, 21, 24
phone number, 25
Recourse For Discrimination or Harassment, 2, 9
Retirement, 2, 13
right of privacy, 26
schedules - work, 11
Sick Leave, 2, 20
sick line, 23
Social Media, 28
Thanksgiving Day, 11
The Library Network, 4
Transfers, 2, 22
Vacation, 2, 12, 13
work schedule, 10

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

January 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q3 Target
Financials					
Revenues	\$ 11,328	\$ 83,940	\$ 4,363,463	\$ 4,194,665	
Expenses	\$ 374,255	\$ 285,454	\$ 2,510,602	\$ 2,164,625	
Circulation					
Circ (Charges & Renewals)	47,941	47,756	317,531	334,574	405,000
Self-Check Usage	52.6%	48.0%	48.9%	48.5%	
% of Circ by Residents*	91.5%	92.8%	92.0%	92.9%	92.0%
% of Circ by Non-Residents	8.5%	7.2%	7.9%	7.1%	8.0%
Interlibrary Loans					
Items borrowed	781	907	5,149	5,814	
Items loaned	877	830	5,671	5,483	
Technology Usage					
Database Sessions	5,903	3,549	31,592	19,171	25,500
Downloadable Content	13,121	12,987	87,300	80,476	96,000
Public Computer Usage	535	281	3,251	2,045	
Wireless Sessions	4,579	4,219	32,070	30,750	48,750
Program Attendance					
Program Attendance for Adults	239	390	1,271	2,255	
# of Programs for Adults	10	20	89	117	
Program Attendance for Teens	65	153	505	1,072	
# of Programs for Teens	5	6	35	34	
Program Attendance for Youth	1,446	508	9,810	5,231	
# of Programs for Youth	57	17	263	186	
Computer Classes	26	24	204	164	
# of Computer Programs	4	6	35	35	
Online Video Views	132	911	408	1,447	
Idea Lab Visits	213	-	1,318	-	
Total Program Attendance	2,121	1,986	13,516	10,169	21,000
Total # of Programs	76	49	422	372	263
Outreach Attendance	114	20	3,228	1,217	
# of Outreach Programs	7	1	43	15	
Gate Count	16,523	12,037	109,701	91,226	135,000
Volunteer Hours	100	53	768	217	900
Social Media New Users					
Website Hits/Pageviews	25,887	24,285	162,521	153,583	195,000
e-Newsletter Subscribers**	-5	-53	11,140	11,439	11000
Facebook Page Likes	15	15	2,897	2,670	2800
TikTok Followers^	52	0	243	-	
Twitter Followers	4	0	1,344	1,323	1475
Instagram Followers	17	28	2,116	1,955	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

^As of December 2022

Key Metrics & Strategic Plan Status Report

Action item updates and comparisons of actual statistics to projections are made on a quarterly basis—in the months of October, January, April, and July.

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:

- A staff member has returned to work following a case of COVID. Staff members must wear a mask for 10 days following their illness
- A staff member is 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 January 18, one BPL staff member tested positive for COVID-19.

BPL continues to serve as a distribution point for free at-home COVID tests provided through a special grant by the State of Michigan. We received another shipment of tests in early February, which were placed in the lobby for pickup.

Cupcake Wars

Elisabeth Phou hosted 22 aspiring cake decorating teens on January 25 in our version of Cupcake Wars. Each participant was given a cupcake and a variety of toppings to create the most original design. Thanks to judges Lawson Glenn, Rosemary Isbell, Phoenix Nash and one teen volunteer who selected three winners in various categories.





Electronic Resources Renewal

This month, Morningstar, Valueline, LinkedIn Learning, and The Washington Post were all renewed for another year of use. Periodicals were renewed through EBSCO, and electronic magazines through Libby/Overdrive for another year. Unfortunately, The Economist is not among the magazines available for subscription through Libby/Overdrive anymore, thanks to a change in access proposed at the publisher level. We will maintain our subscription to the print copy, and our partners at TLN are investigating whether a digital offering will be possible in the future.

Idea Lab

On January 19, the Idea Lab hosted its first Retro Expo at BPL. This exciting expo of vintage computers, video games and technology was attended by upwards of 60 individuals throughout the four-hour runtime. This unique event gave visitors the chance to learn about, use and play with computer technology from the past, providing a fascinating perspective on where we are today. We featured vintage computers from IBM, Apple, Toshiba, and classic video game systems from Nintendo, Sony, and Microsoft. Throughout the event, we screened vintage computer commercial reels, and the noteworthy BBC documentary series "The

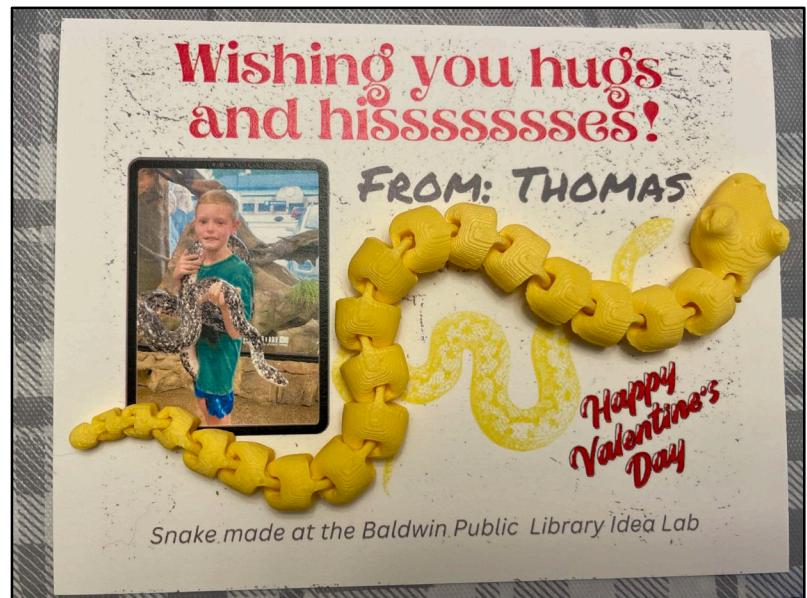
Machine That Changed The World". Print ads, manuals and documentation accompanied each system, as well as historical information about the history of each system and their manufacturers. The response to this event was overwhelming. Kids were fascinated by the older software and games, and adults reminisced about the systems they once owned, and all the many tasks they performed on those machines. Patrons experienced classic software, learned about the origins of computer programming languages and software tools from all eras. Thanks to social media promotion and advertisement in various vintage computing forums, attendees came from all over the area to enjoy this collection of functional computers. We learned a great deal by hosting this event, and we have great plans to continue and expand our Retro Expo events in the future.



The Idea Lab has also been busy helping people get ready for Valentine's Day. We received this picture of a valentine young patron Thomas created for his classmates.

Mobile Hotspots

We have added 15 additional mobile hotspots to circulation.



Winter Reading Challenge

The 2023 Winter Reading Challenge wrapped up on January 31. This year we had:

165 participants

82 challenge completions

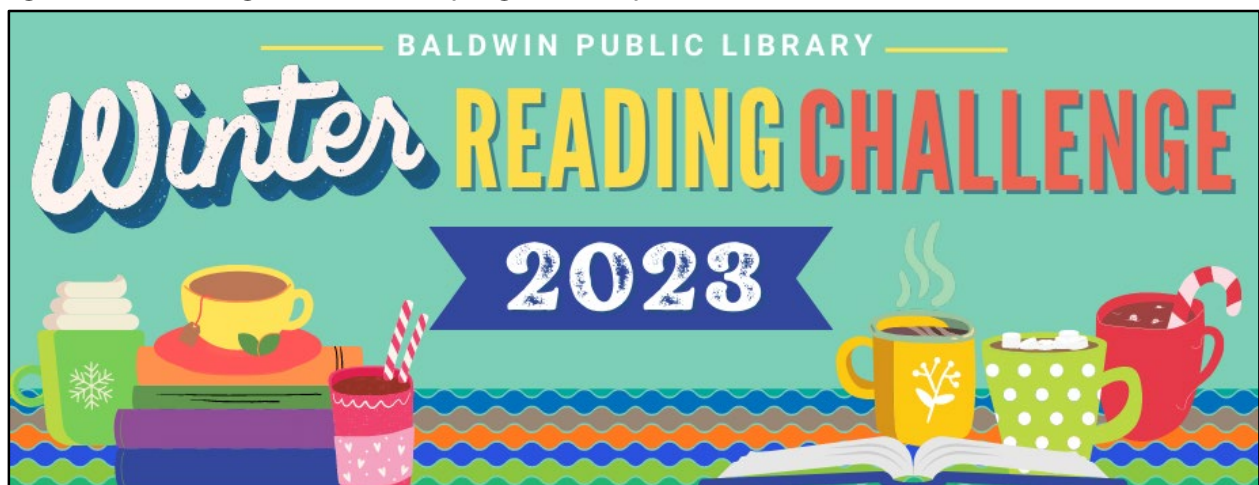
63,973 minutes read (about 1,066 hours)

52 people did an outdoor activity

47 people watched a movie that takes place in winter

45 people read a book by an author they've never read before

We changed the registration and recording format this year to simplify participation for all ages, and saw a significant rise in program completion over 2022.



Facility

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

Play Table

The Play Table has returned to the Youth Department, after awaiting a new cord from the manufacturer. It has been relocated closer to the YS Reference Desk to utilize an in-floor outlet which will hopefully prevent another cord from being damaged.

Under Canopy Lighting

The lightbulbs outside the main entrance were switched out for brighter versions to help with visibility during this darker season.

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 February, the ITF met for a final review of the DEI consultant proposals and to work on a recommendation to the Library Board. They also looked ahead at how we can best acknowledge Juneteenth, and will work on gathering electronic resources for promotion while the library is closed.

A staff book discussion of *Dancing in the street: Motown and the cultural politics of Detroit* by Suzanne E. Smith will be held on February 23, 2023 at 3:00 p.m.

Project READY

The Youth Department met on February 8 and will meet on February 22 to work through and discuss the Project READY curriculum.

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. Craft attended City Manager candidate interviews with other City

department heads on February 15. During the evening of February 15, the library hosted a candidate meet and greet for the three City Manager candidates.

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. Craft and Miller met with new Bingham Farms Council liaison Kathy Mechigian for a library tour on January 27.

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

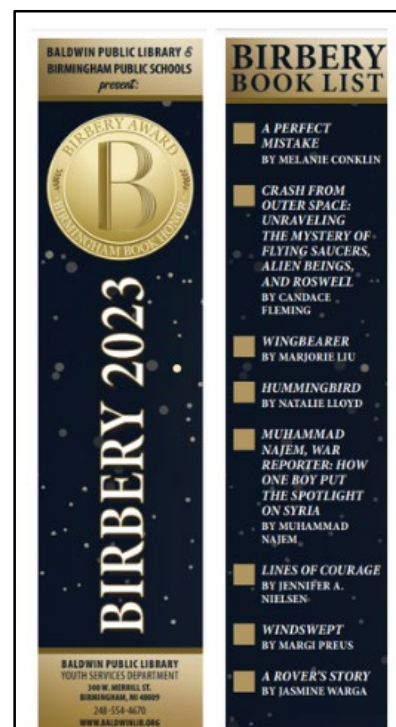
Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group began meeting in a hybrid format at Next and on Zoom last December. Mick Howey is leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month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

Rebekah Craft and reference assistant Haylie May are working with Pam Hall and Susan Gwidz at Next to provide supporting materials for their upcoming cultural series on the Middle East.

Birmingham Schools

The Birbery 2023 books were announced during the week of January 30, and made available for checkout on February 6. Students will meet at BPL on May 18 to discuss and choose a winner. The eight titles being considered are:

- *A Perfect Mistake* by Melanie Conklin
- *Crash from Outer Space: Unraveling the Mystery of Flying Saucers, Alien Beings, and Roswell* by Candace Fleming
- *Wingbearer* by Marjorie Liu
- *Hummingbird* by Natalie Lloyd
- *Muhammad Najem, War Reporter: How One Boy Put the Spotlight on Syria* by Muhammad Najem
- *Lines of Courage* by Jennifer A. Nielsen
- *Windswept* by Margi Preus
- *A Rover's Story* by Jasmine Warga



BPL donated \$100 of Idea Lab materials to the Auction at the Unabashed Bash to benefit the Birmingham Education Foundation, on February 4, 2023, and received a nice thank you after the event. We also donated 50 withdrawn books that were repurposed as centerpieces during the fundraiser.

Dear donor:

The Board of Directors of the Birmingham Education Foundation express their deepest appreciation for your donation of the forllowing auction item(s):

\$100 of Idea Lab Materials from Baldwin Public Library

Your estimated value: \$100.00

Your generous donation helped the BEF to raise more than \$163,000 at the 2023 Unabashed Bash event and we are so grateful to you. Your donation and the funds raised because of it will be used to support grants for BPS teachers to help as they create exceptional educational experiences for our students.

To learn more about the Birmingham Education Foundation and how we support Birmingham Public Schools, visit www.supportbef.org

Thanks again for your support of the BEF.

Sincerely,

The Birmingham Education Foundation

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 January, the Friends surpassed \$1,500 in donations at the lobby tables. The Friends Board met on January 24 and approved the granting of \$19,320 of wish list items. They met again on February 14, where they discussed and approved the creation of a Code of Conduct for Friends volunteers, which aligns their procedures with many other neighboring FOL groups. They also reviewed a draft of updated Bylaws, and finalized plans for their pop-up book sale on February 18.



Marketing

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

- *Learn.Connect.Discover* spring newsletter drafts
- Display and directional signage
- Youth Program posters and fliers
- Adult Services program fliers
- Teen bulletin board poster
- Additional Outreach Inserts
- Etiquette Reminder Poster for YS

eNewsletters

Robert Stratton has compiled and distributed the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events). These newsletters promote upcoming programs and spotlight a library service each month.

Story Time Guild

Stephanie Klimmek presented to members of the Story Time Guild on February 17, featuring new picture book titles great for reading aloud and shared recommendations on good reads for adults.

Student Representative to the Board

We're pleased to welcome Titus Smith III, a junior at Groves High School, as our next Student Representative to the Library board for 2023-2024. His application materials can be found in the Information Only section of the Board Packet.



Personnel and Organization

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

Staff Communications

The next all staff meeting will be held on Thursday, February 23. 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

Sofia Dabrowski, Substitute Adult Librarian, reached 1 year of service on February 6.

Carlton Elam, Circulation Assistant II, reached 3 years of services on February 3.

Theresa Hart, Circulation Assistant I, reached 27 years of service on February 12.

Dennis Kabel, Circulation Assistant I, reached 10 years of service on February 4.

Syntha Green, Youth Librarian, will reach 7 years of service on February 28.

Angela Shinozaki, Youth Librarian, reached 7 years of service on February 8.

David Stewart, Substitute Adult Librarian, reached 5 years of service on February 11.

Wesleyann Johnson, Youth Librarian, will reach 6 years of service on February 26.

Staffing Updates:

Access Services Pages Grace Noble and Rose Hansen will now be working at the Circulation Desk as Circulation Assistant Is. Grace's knowledge of Baldwin and Rose's past library experiences will stand them in good stead as they train for this new role. Both will continue to page for the foreseeable future.

Volunteer Hours

100 volunteer hours were utilized in the month of January.

Financial Stability

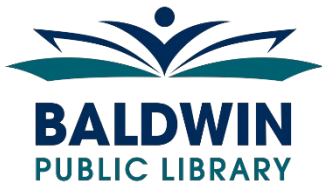
Strategic goal: Maintain and improve financial health.

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

Craft met with the City Manager and Finance Director on February 9, 2023 for a preliminary FY2023-24 budget review. The March 2023 Board meeting will include a public hearing for the FY2023-24 budget and millage approval.

Baldwin Public Library: Friends Funds	
January 2023 Expenditures	
Adult Services	
Piracy speaker fee	\$ 100.00
Books Unshelved	\$ 9.19
Learning in Retirement gift cards, refreshments	\$ 75.97
Total	\$ 185.16
Teen Services	
Amazon Credit	\$ (18.88)
Cupcake Wars supplies	\$ 71.25
Plants and soil	\$ 27.97
Book Club Books	\$ 220.10
Books Unboxed	\$ 15.49
Anime Club snacks & supplies	\$ 58.98
Pizza - TAB, Exam Cram, Book Club	\$ 390.86
Total	\$ 765.77
Youth Services	
Paint by number supplies	\$ 19.99
Dragon Day Take Home Kit	\$ 50.82
KLS Contest Prizes - 3	\$ 45.00
Reimbursement program supplies	\$ 21.47
Travel Program	\$ 64.93
Filament, Craft Wood, Construction Paper	\$ 294.93
Total	\$ 497.14
Outreach & Equipment	
	\$ -
Total	\$ -
Total Expenditures	\$ 1,448.07
January 2023 Balances	
Adult Services	\$ 2,644.85
Teen Services	\$ 524.70
Youth Services	\$ 2,659.92
Outreach & Equipment	\$ 5,663.98
Total Balance	\$ 11,493.45
January In-Library Book Sale Donations	\$1,525.16
Submitted by Jaclyn Miller for February 13, 2023	

NEW BUSINESS



MEMORANDUM

DATE: February 17, 2023
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director, on behalf of the IDEA Task Force
SUBJECT: Hiring DEI Consultant for Training

INTRODUCTION:

Since 2020, improvements to the library's diversity, equity, and inclusion practices has been at the forefront of our library goals and is a part of our 2022-2025 Strategic Plan. The IDEA task force was developed in August 2020, and was charged with improving diversity, equity, and inclusion practices at the library. This committee has done extensive work already, but is at the point where outside guidance is needed to be more effective and to uncover biases and understanding gaps. We would like to engage in services with an outside consulting firm to further the progress we have made on improving diversity, equity, and inclusion practices within the library.

BACKGROUND:

The 2022-2025 Strategic Plan sets forth the following goal and its accompanying objectives and action steps:

Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations

1. Prioritize diversity, equity, and inclusion practices

- a. Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives
- b. Develop and implement civil discourse programming
- c. Include funding for DEI initiatives in the annual budget
- d. Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library
- e. Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions

2. Develop and implement a training and education plan

- a. Identify needs for training
- b. Seek out DEI training and educational programs for staff members and patrons
- c. Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend
- d. Update website to address accessibility and improve user experience

- 3. Review and improve recruitment, hiring, retention and promotion methods**
 - a. Advertise jobs in more geographically and demographically diverse venues
 - b. Ensure that all portions of the application and interview process are accessible
 - c. Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color
 - d. Actively recruit candidates from underrepresented populations when filling open positions
 - e. Provide a transparent pathway to promotion within the organization
 - f. Solicit feedback from candidates regarding the application and interview process
 - g. Review and adjust qualifications for each job posting to expand the candidate pool
- 4. Assess and document progress**
 - a. Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included
 - b. Establish criteria for auditing programs
 - c. Create form for staff to evaluate their planned offerings
 - d. Merge and compare results across Library
 - e. Publish an annual review of programs and trainings

As part of the 2022-2025 Strategic Plan and in compliance with Purchasing guidelines, the IDEA task force sought proposals from three consulting firms that offer diversity, equity and inclusion training. Our goal is for the consulting firm that is hired to help library staff identify ways we can offer training to staff in all positions over an extended period of time. Director Craft spoke with three consultants, who asked questions about Library goals and operations. Each firm then submitted proposals that were personalized to our needs.

We received proposals from the following firms:

Firm Name	Proposal Amount
<i>SRPC Training</i> Roy Burton St. Clair Shores, MI	\$12,000
<i>Global CommUnity Associates</i> Celeste Jackson, Ph.D., LPC Stephen Jackson River Forest, IL	\$24,870
<i>Global Engagement Consultants</i> Chanel F. DeGuzman, Ph.D.	\$110,100

After reviewing the proposals, the IDEA Task Force recommends that the Board approve the hiring of Stephen and Celeste Jackson from Global CommUnity Associates (GCA), at a cost of \$24,870 for 10 months of training and consulting over two fiscal years.

While the other firms submitted professional proposals with far reaching scopes, the proposal from GCA was the top choice among the committee members because they included responses to our noted requests and needs and developed a clear and comprehensive plan with action steps that will help to create change and growth in our organization.

Specifically, GCA focuses on proactive, rather than reactionary practices. They have extensive experience working in and with libraries and establishing restorative practices with teen populations. Currently Stephen Jackson is the Director of Equity and Anti-Racism at the Oak Park Public Library (IL). Prior to his current role, he worked with teens in libraries, so his efforts have been tested and implemented with success. Of the three firms that submitted applications, only GCA has specialized working with organizations that work with the public on a day-to-day basis. As such, their program reads as proactive not reactive. The other two firms have professional experience mainly with school districts or human resources departments within larger organizations.

GCA's consulting work will involve members of the community, library board, IDEA task force, and library staff. All staff members will benefit from hands-on teaching that will directly address unique concerns in our community.

LEGAL REVIEW:

Upon board approval, the City Attorney will review the contract from Global CommUnity Associates before the final agreement is executed.

FISCAL IMPACT:

The library's budget includes a line item for training. We plan to utilize DEI consulting services for the remainder of this fiscal year and for FY2023-24. We will work within the training budget to pay for these consulting services. Additionally, hiring a temporary consultant is less expensive than hiring a permanent staff member to carry out the same type of work

The Task Force recognizes that hiring a consultant to help us further identify areas of improvement or change is an investment. By including all staff, not just the management team or the IDEA Task Force, we will ensure that everyone is engaging in the same hands on workshops designed to foster change, which not only ensures a consistent culture and environment, but brings the per person cost to a number comparable to that of individual

training sessions in other aspects of library work. This is important as we are cognizant of the responsible stewardship of community dollars.

SUMMARY:

The IDEA Task Forces recommends hiring Global CommUnity Associates for DEI consulting services to assist in developing and implementing of internal practices and procedures to promote DEI sustainability.

ATTACHMENTS:

- Global CommUnity Associates Proposal, dated January 2023
- Global CommUnity Associates Contract, dated February 2023

SUGGESTED BOARD ACTION:

To make a motion to hire Global Community Associates for diversity, equity, and inclusion consulting services, for a total contract amount of \$24,870, to be paid out of account 955.0100 Training.



Global Community Associates, LLC
155 Concord Drive S Oswego IL 60543
info@globalcommunityassociates.com

Service Contract

By and between

Baldwin Public Library

And

Global Community Associates

Dated 2-16-2023



Global Community Associates, LLC
155 Concord Drive S Oswego IL 60543
info@globalcommunityassociates.com

STATEMENT OF WORK

THIS STATEMENT OF WORK (this “Agreement”), is made and entered into this [16th day of February, 2023] (the “Effective Date”), by and between [Baldwin Public Library], (the “Client”) **Global Community Associates** (the “Consultant”). The Client and the Consultant are herein referred to, individually, as a “Party”, and, collectively, as the “Parties”.

Client and Consultant agree as follows:

1.0 General Description. This engagement will focus on 3 key objectives outlined below. Additional details and project timeline can be found in Exhibit A.

- **Develop** and implement several organizational specific data measuring instruments for BPL to assess the climate of the organization.
- **Facilitate** organizational support circles to introduce and integrate restorative practices among leadership staff for long term capacity building within the organization.
- **Perform** a 360 evaluation of BPL’s standing policies, procedures and protocols to understand the degree of which the organization is currently implementing and/or hindering effective restorative practices that are anti-racist, equitable, inclusive and reflective of the organizations mission/vision.

2.0 Services and Deliverables. Consultant, as an independent contractor, agrees to perform during the term of this Agreement, each and every service described in the “General Description” set forth on Section 1.0 of this Agreement and outlined in Exhibit A.

Consultant shall deliver to the Client the studies, plans, specifications, drawings, photographs, maps, videos, records, designs, data, reports, documents or other work products as are identified in the Scope of Services (“Work Product”). Consultant shall, upon request by Client and upon completion or termination of this Agreement, deliver to the Client all Work Product produced by the Consultant.

2.1. Work Product. The specific deliverables under this SOW include:

- (a) Policy audit for equity and anti-racism
- (b) Introductory leadership professional development sessions
- (c) Comprehensive informational report that captures key insights, findings, strengths and recommendations and action steps for BPL



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2.2. Copyright Ownership. In the event that any copyrighted work(s) are created as a result of the Services provided by consultant in accordance with this Agreement, consultant owns all copyrights in any and all work(s) it creates or produces pursuant to federal copyright law (Title 17, Chapter 2, Section 201-02 of the United States Code), whether registered or unregistered. Any and all products, whether tangible or intangible, produced or created in connection with, or in the process of fulfilling this Agreement, are expressly and solely owned by Consultant and may be used in the reasonable course of Consultants' business.

2.3 Extra Services. Unless Client and Consultant have agreed in writing before the performance of extra services that are beyond the Scope of Services, Client shall have no liability for such extra services and Consultant shall have no right to claim compensation for such extra services or expenses.

3.0 Term of Agreement; Termination.

3.1 Term. The term of this Agreement is from the Effective Date until [**October 15th, 2023**]; provided, however, that the term of this Agreement may be extended by written amendment executed by authorized representatives of each of the Parties or may be earlier terminated as provided in Section 3.2 below (the "Term").

3.2 Termination. Either party may terminate any or all of the services agreed to be performed under this Agreement without cause, at any time during the Term by giving thirty (30) days' notice in writing.

3.3 Effect of Termination. In the event of termination, Consultant shall have the right and obligation to immediately assemble work in progress for the purpose of closing out the job. All compensation for actual work performed and charges outstanding at the time of termination shall be payable by Client to Consultant within thirty (30) days following submission and approval of a final invoice by Consultant unless termination is for cause. In the event that such termination was for cause, Consultant shall be compensated only to the extent required by law.

4.0 Compensation and Schedule of Compensation. The total compensation payable by the Client to the Consultant under this Agreement shall not exceed the sum of [**\$24,870**] (the "Cost of Services"). The Cost of Services shall not be increased without a written amendment executed by the authorized representatives of each Party. The Consultant and the Client agree that the Consultant shall earn its compensation on a fixed Price basis, according to the following method:

(a) Thirty-five percent of the Cost of Services will be due once this agreement is signed by both the Client and the Consultant.



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- (b) A flat rate monthly retainer will be billed throughout the term of the project from March 2023- October 2023
- (c) Payment schedule will be as follows
- i. \$8,704 due within 10 business days of this contract being signed by both parties
 - ii. \$2,020 due March 30th
 - iii. \$2,020 due April 30th
 - iv. \$2,020 due May 30th
 - v. \$2,020 due June 30th
 - vi. \$2,020 due July 30th
 - vii. \$2,020 due August 30th
 - viii. \$2,020 due September 30th
 - ix. \$2,020 due October 30th

No payment for expenses, labor or any other cost shall be paid to Consultant unless it is within this Agreement. If either party for any reason terminates this Statement of Work or the Consulting Agreement that governs it, fees will be paid based on the proportion of the Services performed by Consultant as of the date of such termination.

Payments may be remitted to Consultant via hand-delivery of check or by electronic ACH deposit or by check by mail. Checks should be made payable to: **Global Community Associates** and mailed to

Global Community Associates
155 Concord Drive S
Oswego IL 60543

5.0 Personnel.

- 5.1 The staff person designated by Consultant to be the primary point of contact (the "Representative") for day-to-day performance of this Agreement shall be:

Celeste Jackson, PhD, LPC
Principal Consultant, Global Community Associates
155 Concord Drive S
Oswego IL 60543
773-289-8755
cjackson@globalcommunityassociates.com

Representative shall be a key member of Consultant's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Representative shall be the key person to communicate with, and periodically report to, Client on the progress of the work. The Consultant may, from time to time, remove or replace the Representative designated in this Agreement only



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with prior written consent by the consultant.

- 5.2** The services to be performed by Consultant shall be accomplished under the general direction of, and coordination with, the staff person designated by the Client serving as the designated official (the "Designated Official"). The designated official designated by the Client for day-to-day administration of this Agreement shall be:

Rebekah Craft, Library Director
Baldwin Public Library
300 W. Merrill St. Birmingham, MI 48009
248-554-4681
Rebekah.craft@baldwinlib.org

Designated Official shall be a key member of Client's firm, and shall be directly involved in performing, supervising or assisting in the performance of the Scope of Services under this Agreement. The Designated Official shall be the key person to communicate with Consultant on the progress of the work. The Client may, from time to time, remove or replace the Designated Official in this Agreement only with prior written consent by the Client's prior Designated Official.

- 6.0 Invoicing and Payment.** Consultant shall provide Client with written verification of the actual compensation earned. Invoices shall be made no more frequently than on a monthly basis and no less frequently than every fifteen (15) days. All payments shall be made within 10 days after Client's receiving invoice.
- 7.0 Independent Contractor.** Consultant is retained and engaged by the Client only to the extent set forth in this Agreement, and the Consultant's relationship to the Client is that of an independent contractor. Consultant shall be free to dispose of all portions of Consultant's time and activities which Consultant is not obligated to devote to the Client in such a manner and to such persons, firms, or corporations as the Consultant sees fit except as expressly provided in this Agreement. Consultant shall not be considered to have the status of an employee under this Agreement or be entitled to participate in any insurance, medical care, vacation, sick leave, or other benefits provided for Client's officers or employees. Consultant shall be solely responsible for any workers compensation insurance, withholding taxes, unemployment insurance, and any other employer obligations associated with the performance by the Consultant (including any of its officers, employees or other agents) of its obligations under this Agreement. Consultant has no authority to bind Client in any manner or to incur any obligation, debt or liability of any kind on behalf of or against Client, whether by contract or otherwise, unless such authority is expressly conferred



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under this Agreement or is otherwise expressly conferred in writing by the Client.

8.0 Client Responsibilities. Client shall fully and promptly undertake its obligations as set forth below:

- (a) Client shall gather and deliver all required data outlined within reasonable time frame following notice from Consultant.
- (b) Key stakeholders (leadership, faculty, administration, etc.) will be available throughout the duration of the engagement, as needed and with required notice

9.0 Hold Harmless and Indemnity.

9.1 Hold Harmless. To the fullest extent provided by law, Consultant holds Client, its elected officials, officers, agents, and employees, harmless from all of Consultant's claims, demands, lawsuits, judgments, damages, losses, injuries or liability to Consultant, to Consultant's employees, to Consultant's contractors or subcontractors, or to the owners of Consultant's firm, which damages, losses, injuries or liability occur during the work required under this Agreement, or occur while Consultant is on Client property, or which are connected, directly or indirectly, with Consultant's performance of any activity or work required under this Agreement.

9.2 Defense and Indemnity. Indemnification of Consultant. Client shall indemnify, defend and hold Consultant harmless from and against any and all third party claims, liability, suits, losses, damages and judgments, joint or several, and shall pay all costs and expenses (including counsel's fees and expenses) as they are incurred in connection with the investigation of, preparation for or defense of any pending or threatened claim or any action or proceeding arising there from, that Consultant incurs as a result of having performed services on behalf of Client.

10.0 Confidentiality.

10.1 Confidentiality Obligation. Consultant is required to comply with all client data privacy and confidentiality of records policies. Consultant shall maintain all information received, viewed, transmitted, or otherwise accessed from the organizations database in the strictest confidence and in accordance with all laws and regulations. Further, Consultant shall not disclose, transmit, release, copy, publish, or use the information except as permitted by this contract agreement, notwithstanding any provisions in the contract agreement to the contrary. Consultant shall require each of their employees, contractors, and agents who will have access to such



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information to maintain confidentiality of the information accessed via the organizations' database on the same terms as stated in this paragraph and will ensure that each employee, contractor, and agent is aware of the confidentiality requirements and trained to comply with them.

- 11.0 Use of Anonymized Findings.** Consultant may produce findings through its research, such as survey findings, data analyses, and interviews. Both parties agree that Consultant may utilize those findings to advance its research and documentation of leading practice which may be shared with Consultant's clients or a public audience. In doing so, Consultant will anonymize and aggregate findings to prevent attribution of any findings to Client or any individual Client employee, student, or service provider. Any exceptions to this will be approved and confirmed in writing by Client.
- 12.0 Use of Client Name.** Consultant may freely refer to Client as an active or past client and use its name and logo (in accordance with client brand guidelines) in such places as Consultant's website and reference materials.
- 13.0 Amendment; Modification.** This Agreement may only be amended or otherwise modified upon written mutual agreement of each of the authorized representatives of the Parties.
- 14.0 Severability.** If any part, term, or provision of this Agreement shall be held illegal, unenforceable, or in conflict with any law of a federal, state, or local governmental entity having jurisdiction over this Agreement, the validity of the remaining portions or provisions shall not be affected by such holding.
- 15.0 Governing Law.** The terms of this Agreement shall be interpreted according to the laws of the State of Illinois. The Parties agree and consent to the jurisdiction of the state and federal courts of competent jurisdiction exclusively in the County of Kendall, Illinois.
- 16.0 Assumptions.** The following is a list of some of the assumptions and expectations that, together with the information provided to Consultant by Client as of the date of this Statement of Work, the nature and scope of the Services, the expected resource requirements and other commitments from Client, and the anticipated duration of the Services, form the "Assumptions" for this Statement of Work and the basis of Consultant's pricing. A material deviation from the Assumptions may cause changes to Consultant's schedule, fees, expenses, level of effort or otherwise impact Consultant's performance of the Services, and the parties will enter a Change Order to reflect any adjustments to the Services and/or pricing for such services as a result thereof.



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- (a) [Client and Consultant will work collaboratively to manage project scope, and leadership alignment
- (b) The estimated duration for this engagement is ten 9 months. If the engagement extends beyond this timeframe, then an additional cost will need to be agreed with Client leadership
- (c) Key client stakeholders (leadership, faculty, administration, etc.) will be available throughout the duration of the engagement, as needed and with required notice
- (d) All required data will be provided before commencing with this project and any additional data will be provided within a week of request
- (e) All materials will be developed in English; any required translation will be the responsibility of the client
- (f) The engagement work is expected to be completed off-site (remotely), virtually using Zoom and on-site at client's main branch 300 W Merrill St Birmingham MI 48009
- (g) The parties agree that any changes to the activities or deliverables and fees will be documented and approved in writing
- (h) Legal advice and interpretation shall not be provided by consultant. Any reference to Legal matters will be made solely in reference to experience or publicly available resources but are not legal advice.
- (i) Consultant will not make any management decisions, perform any management functions, or assume any management responsibilities.

17.0 Change Orders. The scope of the Services as documented herein shall remain unchanged, except as otherwise agreed by Consultant and Client in writing. If any of the following events occur while Consultant is engaged to provide the Services (each a "Change Order Event"), Consultant shall be entitled to an agreement between the parties to alter one or more aspects of this Engagement Letter (a "Change Order") to compensate it for additional effort at Consultant standard billing rates, plus reasonable incurred expenses:

- (a) The scope, approach or timing of the project or the services materially change.
- (b) Material delays are encountered that are beyond the reasonable control of Consultant, such as and including delays caused by third party software and hardware vendors or their related products and/or services.
- (c) A project assumption proves to be invalid and materially affects the timing, scope, or cost of the Services; and
- (d) Client fails to meet its obligations as set forth herein and such failure materially affects the timing, scope, or cost of the Services.

Consultant will notify Client in a reasonable period of time after becoming aware of a Change Order Event. Notwithstanding anything to the contrary in this Engagement letter, if the parties are unable to reach a complete agreement on a Change Order within 30 days of Client being notified of a Change Order



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Event, either party may, at its option, suspend or terminate the Services upon written notice to the other party. Change Orders to this Engagement letter will only be effective when signed by authorized representatives of each party.

In recognition of the obligations stated in this Agreement, the Parties have executed this Agreement on the date indicated above.

“Consultant”
Global Community Associates

“Client”
Baldwin Public Library

Signature

Date: 2-16-23

Celeste Jackson, PhD, LPC
Principal Consultant

Signature

Date: _____

Rebekah Craft
Library Director



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Exhibit A

Baldwin Public Library Consultation Proposal

Overview

Thank you for the opportunity to work with Baldwin Public Library (BPL). This document outlines the preliminary proposed services, fees, and description of activities for a contract agreement in which Global Community Associates (GCA) will provide to Baldwin Public Library.

Disclaimer: This preliminary proposal is an outline for the potential work that could be implemented and is not all encompassing nor comprehensive. A thorough data collection and analysis is necessary to fully determine the scope of work GCA would recommend. This preliminary proposal serves as a recommendation based on information provided thus far through conversations with BPL's Director, Rebekah Craft.

Statement of Concern: BPL is seeking to evaluate currently implemented interventions and explore new strategies and approaches to best address issues known and unknown to; improve relationships and improve the overall functioning of the institution moving forward. Leadership has expressed the importance of creating and sustaining a trusting environment among staff to address both internal and external challenges of the organization.

Background

The Organization: Baldwin Public Library has a commitment to innovation, creating a welcoming environment, integrity, and collaboration and has prioritized the need for diversity and equity by including them in the strategic goals of the organization.

The Consultant: GCA is a consulting agency committed to creating spaces where people, agencies and institutions throughout the Global CommUnity can engage in organizational and system level change by utilizing transformative and evidence-based Restorative Practices. We specialize in working with libraries, schools and other organizations where people are a focal point of engagement.

GCA's principal consultants have over 30 years of combined specialized work experience in the field of restorative justice and practices, diversity, equity and inclusion, community engagement, social and human services and mental health. This unique intersection of experiences positions us to provide insightful, thorough and useful data as we look at presenting issues and concerns through varying lenses.

Stephen Jackson, Founder and principal consultant has a history of extensive work experience in public library spaces in a variety of roles, including Social Services Specialist, Teen Services



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Manager and Director of Equity and Anti Racism. During his tenure he has firsthand experience and participated in the inaugural work of both Restorative Practices and Anti-Racist Practices at Oak Park Public Library (IL). Belonging to one of the first institutions in the country to integrate Social Services in Public Libraries, Mr. Jackson has had the opportunity to develop relationships with dozens of libraries across the nation who face similar challenges in wanting to dismantle systemic racism and oppressive systems that hinder relationships, disrupt productivity and the overall well-being of organizations and the individuals affiliated with them. He has worked on the development of frameworks to successfully engage with some of libraries' historically most vulnerable and marginalized populations. This work has been referenced, adapted and modeled in multiple organizations and institutions.

Dr. Celeste Jackson, principal consultant is a full-time mental health and restorative justice practitioner with a background in Community Psychology. Her specialized training in program evaluation and as an auditor with the Illinois Department of Human Services has afforded her the opportunity to survey hundreds of organizations providing both indirect and direct service in a way that data collection and analysis is always crafted to provide helpful insights to make thoughtful recommendations to the organizations we partner with. Some of her data analysis and program evaluation has included work in public libraries, higher educational learning systems, substance use facilities, correctional facilities, private and public educational school systems and others.

Approaches to Work: GCA is committed to promoting Restorative Practices as we believe in the fundamental power and impact of being proactive as a means to mitigating harm. Our intention towards serving communities that prioritize the importance of relationships is at the core of GCA's values. Mission alignment and congruence in core values is a key component in any partnership for GCA. Therefore, we welcome and eagerly approach the opportunity to work with Baldwin Public Library.

Purpose: The purpose of this consultation is to gather relevant information to fully identify the scope of the presenting concern, address harm using evidence-based practices, identify ways to create a positive organizational climate and culture, identify BPL's internal capacity to deal with instances of harm, and effectively address future instances of harm. GCA also will assist in developing and implementation of internal practices and procedures to promote sustainability.

This consultation is recommended to be implemented in 2 Phases over an 18-month period, FY 23 and FY 24. Phase 1 description is provided below, and Phase 2 will be contingent on the data collected during Phase 1 and collaborative conversations with BPL going forward.

Item	Details	Hours	Deliverables	Cost @150/hr
Data Collection and Analysis	Develop and implement several organizational specific data measuring instruments for BPL to	45	Comprehensive informational report on survey findings,	\$6,750



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	assess the climate of the organization.		highlights, insights, recommendations and action steps for BPL.	
Introductory Leadership Sessions	Facilitate organizational support circles to introduce and integrate restorative practices among leadership staff for long term capacity building within the organization.	24		\$3,600

Comprehensive Evaluation of Policies, Procedures and Protocols.	Perform a 360 evaluation of BPL's standing policies, procedures and protocols to understand the degree of which the organization is currently implementing and/or hindering effective restorative practices that are anti-racist, equitable, inclusive and reflective of the organization's mission/vision.	60	Comprehensive informational report that captures key insights, findings, strengths and recommendations and action steps for BPL.	\$9,000
Travel Expenses for 6 visits. *Travel cost cover 2 senior consultants (airfare, lodging & grounds transportation)	6 visits: Airfare: \$250 per person Lodging: \$135 per night (2 nights) Grounds Transportation: \$150			\$5,520

Data Collection and Analysis:

❖ **Objective:** Identify history and instances of harm based on staff perception and experiences to understand the severity, history and depth of the organization's challenges and strengths to make recommendations. This initial survey of the organization will be the catalyst and foundation for which future work is developed and recommended.

❖ **Method:** Both qualitative and quantitative methods of data collection may be utilized. This includes surveys, interviews, observations, collection and analysis of institutional documents and records. Peace Circles (a key component of restorative practices) will be used to create safe



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spaces where staff can engage in guided dialogue and share individual perceptions and experiences related to BPL.

❖ Proposed Timeline: 8-12 weeks

Once data has been collected and analyzed we will have a clearer picture of the challenges present and potential solutions moving forward. We will present all findings to BPL along with suggestions and recommendations for Phase 2.

Introductory Leadership Sessions

❖ Objective: To introduce leaders of the BPL to restorative principles and practices including Peace Circles. These introductory leadership sessions will allow GCA to help position and empower BPL leadership to undertake the task of organizational implementation of restorative practices. Additionally, this space allows for staff to present potential solutions, suggestions and recommendations on ways to move forward given identified themes, challenges and concerns.

❖ Method: BPL Leadership Staff will engage in a series of Peace Circles to facilitate discussions around key themes, issues and concerns expressed by BPL staff through data collected. This Circle is extremely useful in exploring multiple perspectives and feelings related to issues of conflict, communication and mistrust and other primary concerns expressed by staff. BIPOC Affinity Circles will also be developed as a large portion of harm related to racism directly impacts BIPOC individuals belonging to historically marginalized groups. Following the analysis of data, GCA will create such a space until capacity is built for the organization to manage this tool internally moving forward.

Proposed Timeline: 10-12 weeks

Comprehensive Program Evaluation of Policies, Procedures and Protocol.

- ❖ Objectives: Assess BPL's internal policies, procedures and protocols for racist and non restorative practices that threaten the organizations in order to make recommendations that support equitable, inclusive and restorative practices.
- ❖ Method: GCA will gather, collect and utilize several methods of qualitative data analysis of all BPL's formal and informal policies, procedures and protocols throughout each department within the organization. Document Analysis is one highly effective tool that will be used to identify themes within the language and understand underlying tones, messages and influential factors present throughout the content evaluated.
- ❖ Proposed Timeline: 12 weeks

Phase 1: Projected Plan Elements

(Includes both in-person and virtual engagement from GCA & BPL.)



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- System wide evaluation and audit of policies, procedures and protocols that reveal

structures that perpetuate systems of structural racism or exclusion.

- Data collection and evaluation of staff perceptions and experiences that may provide insight to; the history of harm within the organization, levels of trust and openness among varying degrees of staff and insights to strengths and threats to improving and addressing challenges identified.
- Evaluation of BPL's Diversity Committee initiatives, engagement, goals and progress since implementation.
- Semi-Monthly meetings with Leadership staff to introduce, guide and engage leaders on evidence-based restorative practices to be integrated within the institution.
- Guided facilitation of various organizational support circles among leadership staff and Black Indigenous People of Color (BIPOC) staff.
- Work Collaboratively with library administration and board of directors regarding the evaluation and implementation of all activities related to this project.
- Ongoing observation, analysis and evaluation at various checkpoints throughout this project.
- Regular emails, phone calls and web-based conference consulting with Library Director and other appointed library staff.

Additional Considerations:

We recognize that each organization, institution and agency have a different level of capacity when it comes to implementing the strategies and interventions we propose. Our goal is to develop and curate an experience that is suitable and sustainable for your organization's needs. Also, restorative practices and the work we do are not meant to be quick-fix solution strategies and this type of work requires consistent commitment, dedication and input from those most immediately impacted by it. Therefore, it is imperative that we develop strategies that address the immediate concerns, and we work collaboratively to make infrastructure changes that support positive changes and continued growth long after the initial phases of implementation.

Should BPL be interested in additional training, professional development, or comprehensive work at any phase, here are other options for consideration we suggest.

Restorative Practices in Libraries Presentation* Staff will be introduced to the foundational components of restorative practices; its history, purpose and impact in public institutions. We will explore the various examples of successful implementation of restorative practices in public libraries for the organizations to consider and imagine adaptation of such practices.



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❖ Proposed Timeline: at any point during consultation. ❖ Hours: 1.5 -2 hours
(direct engagement)

❖ Estimated Cost: \$1,250

*This is virtual and does not include travel cost.

Restorative Practices in Libraries Introductory Workshop* (3 3- hour sessions) Staff will be introduced to the foundational components of Restorative practices through community building, evaluation of restorative justice/practices in other libraries and actualizing what restorative justice/practices could look like implemented in BPL. This 3 day sequential workshop accommodates 30 participants for either in person or virtual engagement.

❖ Proposed Timeline: at any point during consultation. ❖ Hours: 9 hours (direct engagement)

*This is virtual and does not include travel cost.

This report was prepared and developed by GCA Senior Principal Consultants: Stephen A Jackson, M.S., LPC and Celeste A Jackson, PhD, LPC.

We welcome the opportunity to engage in further dialogue with you regarding any element of this proposal and to discuss next steps. Thank you for your consideration and we look forward to the opportunity to work alongside you in this journey!

Baldwin Public Library Preliminary Consultation Proposal January 2023

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times

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

Midwinter Break Video Game Drop-In for Teens

Thursday, February 23 — 3:00 p.m. to 6:00 p.m.

Come play our Nintendo Switch and PS4 with VR! We have Mario Kart, Super Smash Bros, Just Dance, Beat Saber, and more! Stop by for a bit or stay the whole time. Snacks will be available. Grades 7-12. No registration required.

Mario Kart Party

Thursday, February 23 — 7:00 p.m. to 8:30 p.m.

Grades 4 to 6

On your mark, get set, go! Join us at the Library for Mario Kart racing. Everyone will get a chance to race with activities to do while you wait. Registration required.

Virtual: Midnight: Detroit and the Underground Railroad

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

Codenamed Midnight, Detroit was a vital station on the Underground Railroad. Thousands crossed the river to freedom in Canada from Detroit. Detroit abolitionists helped freedom seekers from the south evade slave catchers and local law enforcement on their way to Canada. Detroit's abolitionist community were fierce in their support of runaways in the face of severe local opposition. Despite this opposition, Detroit's abolitionists persisted. Bill Winkel, Assistant Curator of the Detroit Historical Society, joins us to share the freedom seekers and Detroit's abolitionist community. This is a virtual event. Registration is required to receive the Zoom link.

Virtual: The Fire of Frederick Douglass

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

Dr. Richard Bell, Professor of History at the University of Maryland, returns to examine the visionary contributions of Frederick Douglass. A slave who dreamed of being a senator, a great literary figure without formal schooling, a courageous freedom fighter, as well as an outspoken feminist, Douglass was a prophet who saw a better future. This is a virtual event.

Teen Study Night with Therapy Dogs

Saturday, March 4 — 5:30 p.m. to 8:30 p.m.

Is school stressing you out? Maybe petting dogs will help! After the library closes to the public, the library will remain open for students in grades 9-12. Pizza will be provided. No registration required.

Hybrid: Be SMART

Monday, March 13 — 7:00 p.m. to 8:00 p.m.

Be SMART is a national nonprofit educational campaign designed specifically for adults to emphasize the lifesaving importance of secure firearm storage to protect children, teens, and at-risk individuals from unauthorized access to guns, resulting in suicide, unintentional death, injury, and trauma. Our framework is neutral and 2nd Amendment supporting - we neither reject nor endorse gun ownership and we do not discuss laws or proposed legislation regarding firearms. We provide very important and useful tips for adults, gun owners and non-gun owners alike, on ways to mitigate gun violence. Here is our website if you want to review it at your convenience: <https://besmartforkids.org/>

Video Gaming Club: Mario Kart - Grades 4 to 6

Monday, March 13 — 7:00 p.m. to 8:00 p.m.

Meet up with other gamers once a month to play a video game together. All gaming abilities welcome. Registration required.

Virtual: The Art of the Impressionists: Humble & Human

Tuesday, March 14 — 7:00 p.m. to 8:00 p.m.

Join DIA docent, Kathleen McBroom, to explore a selection of late 19th century avant-garde Impressionist and Post-Impressionist works by some of the leading artists of the day. Selections include examples by the pioneering artists Cezanne, Degas, Monet, and Van Gogh. This is a virtual program.

Hybrid: College Info Series: How to Find the Right College for You

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

There are over 2,000 four-year colleges in the United States for students to consider. How can families identify those schools at which their student will be happiest and most successful? We'll share ways for attendees to evaluate the many factors that need to be considered. Teens and parents are welcome. You may attend these sessions in-person or on Zoom. Registration required.

Battle of the Books 2023

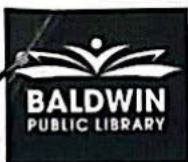
Saturday, March 18 — 10:00 a.m. to 12:00 p.m.

Fourth and fifth grade students of Birmingham Public Schools will Battle it out at Groves High School. Teams must be there at 9:15 a.m. for check in. Visit www.baldwinlib.org/battle for official rules and more information.

Virtual: In Search of the Amazons: Warrior Women of the Past

Saturday, March 18 — 3:00 p.m. to 4:00 p.m.

History is often dominated by the idea of Man the hunter and Woman the gatherer, but how true are these assumptions of gender in the past? Join archaeologist and swordswoman Ellen Green in looking at the evidence for ancient women who were as comfortable wielding a sword as a needle and thread. From Boudicca, who burned London to the ground to the shield maidens of the Vikings, the past is full of women who fought, yet their stories are rarely told. Pull back the curtain and explore the real world inspirations for Wonder Woman and the Amazons and see how modern archaeological investigation is bringing their stories back to light. This is a virtual event. Registration is required.



STUDENT REPRESENTATIVE to Baldwin Public Library Board
Application Form

Please print in ink or return via email delivery

Due: Thursday, January 12, 2023

Name: Titus Smith III Grade: Junior Age: 17

Address: [REDACTED]

City or Village: [REDACTED] Zip Code: [REDACTED]

Email: [REDACTED]

Home phone: [REDACTED] Cell phone: [REDACTED]

School: [REDACTED]

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

Stanbrook:

Groves:

- African American Awareness Association Club member
- Debate Club member
- Student Council Member
- Lacrosse team Captain
- Football, Swim and Dive, track and field
- African American Changing Tomorrow Officer
- Soccer, Swim and Dive, track and field

Please list your involvement in non-school activities:

- 2021-22 Kappa League Community Service Committee Chairman
- 2022-23 Kappa League Vice President
- Founding member of National Semi-finalist Kappa League Debate team
- I Oversee Nathan's Church of God in Christ Media and Podcast
- Associate at Somerset Holister State
- Detroit Speaks "20 Under 20" award winner
- 2021 Kappa League of the Year award.
- 2016-2019 reporter for Scholastic Kids News Press
- Global Vex Robotics competitor
- National Student Leadership Council "Outstanding Attorney" award winner

Student Representatives Application Form

2

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

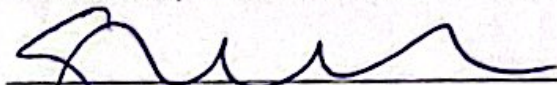
I am an excellent speaker, I'm aware that this position requires good listening and speaking skills and I have those skills. I participated in the debate team for multiple organizations where I have honed my speaking, reading, writing and logic skills. I am also polite, well-mannered and find it easy to work with others. If I'm on the board I will be an indispensable asset.

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

I believe that the best way to reach teens is through social media. As a board member I would leverage social media and technology. Reach out to community members like high school clubs to offer collaboration, and plan teen centered events like game nights or college prep workshops.

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.



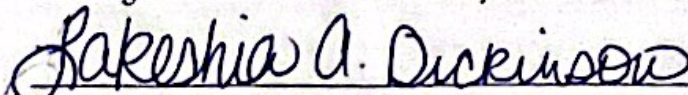
Principal's Signature

1/12/2023

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.



Guardian or Parent(s) Signature(s)

01.11.2023

Date

Titus Smith III

1/12/2023

The shimmering smiles and infectious laughter of the children who came to Brilliant Detroit filled the room. The children, who ranged from five to ten, were infatuated with the books my Kappa League, (an offshoot of Kappa Alpha Psi- an HBCU fraternity) brothers and I read to them. Brilliant Detroit is a non-profit organization that gives elementary school students in less fortunate situations a space to expand their language arts skills. As the vice president of the Southfield chapter of Kappa League, I helped coordinate volunteers with Brilliant Detroit, reading to kids, helping them write stories, and working on other engaging language arts activities. As a member of the Library Board, I would implement a similar program to develop the language arts skills of children.

I've been a member of the Kappa League, thus a volunteer at Brilliant Detroit, since my ninth-grade year. Since Covid-19 was a serious issue we held the meetings online. Although we weren't face-to-face with the kids we still read them stories and guided them through writing their own. I have fond memories of a little seven-year-old boy named Jayden. Every week when we would meet via Zoom he was excited to learn. I noticed that he finished his books first and wrote the longest stories; he was developing a passion for language arts. The feeling I got when I watched Jayden grow as a reader is how I imagine my mom felt when I learned how to swim or play the drums. I think that a program similar to Brilliant Detroit at the Baldwin Library would be beneficial for not only the children but also the volunteers.

This idea requires a lot of volunteers and that's where the teens step up. High school-aged teens are always looking for ways to pad their resumes and community service opportunities. This initiative would be the perfect opportunity for that therefore the library would attract a lot of volunteers. Not only does this program help strengthen college applications, but it also provides a great feeling and many other cognitive benefits for the volunteers.

Since I have experience with community service and reading to kids via Brilliant Detroit and coordinating and running programs via my vice presidency at Kappa League, I would be a perfect candidate to spearhead this program. I am willing to put the work in to organize, schedule, plan, and operate the program thus helping the library and everyone involved. I look forward to this opportunity and thank you for your time and interest.

Wylie E. Groves High School



Tuesday, January 10, 2023

To Whom It May Concern,

My name is Sarah Scurti, and I have the pleasure of writing this letter on behalf of Titus Smith III. While I've only taught Titus starting this school year, in the time I've known him, he has proven to be hardworking, bright, and motivated. His willingness to learn, ability to mentor others, and personable nature would make him an excellent addition to the Baldwin student board.

One thing that impresses me about Titus is his willingness to learn. At the beginning of this year, Titus was enrolled in one of my sections of Debate. What I didn't know is that he had previous debate experience. Titus could have easily thought the content of the class was too easy, and coasted through the term doing the bare minimum, because he "already knew" how to debate. This, however, is the opposite of what Titus did. He challenged himself to write stronger speeches, and his willingness to learn new techniques showed me that Titus is truly a lifelong learner. This intellectual curiosity would be an excellent addition to your student board, for Titus is apt to dive into learning anything you put in front of him, not only in order to master it, but to become a more well-rounded person.

Another thing that impresses me about Titus is his willingness to mentor his peers and others. Upon finding out about his debate experience, I quickly pivoted his role in debate class to help mentor his fellow students. He provided feedback, helped his fellow students with research, and helped a group of students through an entire debate cycle, from initial research all the way through their debates. Additionally, Titus helped mentor the middle school debaters I had the privilege of coaching this fall. He gave constructive feedback to these students, giving younger students a taste of his passion for debate. This transfers well into an advisory position, as he can work with others to create programming for teens and others, as well as imparting his passion and knowledge on to people around him.

Finally, one of the best qualities about Titus is his outgoing personality. His friendly nature is combined with a calm presence, which is a rare combination- often overly friendly people can be intimidating to be around, as their outgoing nature can be overwhelming to some people. Titus combines his outgoing personality with what I can only describe as being charismatic and calm. I think this combination makes him incredibly personable and easy to be around, which will serve him incredibly well on a student board.

It is for these reasons, and many more that I am glad to offer Titus my recommendation. If you have any further questions, please do not hesitate to email me at the below address.

Educationally Yours,
Sarah Scurti
Groves High School
English Department
sscurti@birmingham.k12.mi.us



Kappa Alpha Psi Fraternity, Inc.
Southfield Alumni Chapter –



January 11, 2023

To Whom It May Concern:

This letter is in support Titus Smith's participation as a Student Representative for the Baldwin Public Library Board. Mr. Smith has exemplified an array of leadership skills and received numerous awards and recognition for his outstanding achievements, both academic and social. He has a multitude of strengths that would qualify him as an excellent candidate for this position. He has been a dedicated member of the Southfield Kappa League for three years and currently serves as the Vice President of our organization.

He poses many qualities that any great leader would. He has the unique ability to stand out different from other ordinary individuals. He possesses aggressiveness in speech and action, love for whom ever his followers may be, and can handle pressure under different circumstances. He is an honest person with great communication skills and a visionary outlook on life and its situations. He is a consistent individual with the ability to motivate people around him and he truly understands that actions speak louder than words. He attends every event and he's very supportive and dependable. He's a responsible young man, and he has displayed honorable achievement in every field. He's willing to learn new things and take on tough challenges.

For these reasons I, Devin Jackson, would strongly recommend Titus Smith for a position as a Student Representative for the Baldwin Public Library Board

Very Respectfully,

Devin Jackson

Devin T. Jackson,
Southfield Kappa League Chairman
248-796-2058

LEARN CONNECT DISCOVER

SPRING 2023 NEWSLETTER

2 PROGRAMS FOR CHILDREN

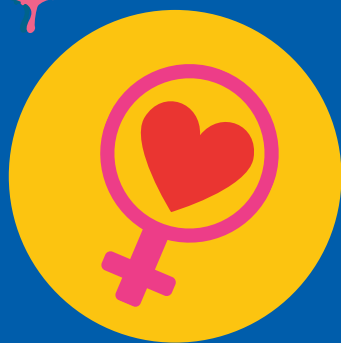
4 PROGRAMS FOR TEENS
IDEA LAB

5 COMPUTER CLASSES
ADULT BOOK CLUBS

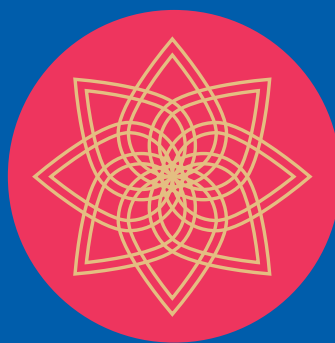
6 PROGRAMS FOR ADULTS
LIBRARY BOARD

7 DIRECTOR'S UPDATE

BALDWIN HIGHLIGHTS



MARCH
**WOMEN'S
HISTORY
MONTH**



APRIL
**ARAB
AMERICAN
HERITAGE
MONTH**



MAY
**ASIAN &
PACIFIC
ISLANDER
HERITAGE
MONTH**

SPRING PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

MARCH

CEREALISM GRADES 3 TO 6

TUESDAY, MARCH 21 AT 7:00 P.M.

Create your own art collage using cereal boxes and other printed material. **Registration required.**

DIY PRANK PROGRAM GRADES 3 TO 6

THURSDAY, MARCH 23 AT 7:00 P.M.

April fools! Prepare for April Fool's Day with some lighthearted DIY pranks that will be sure to trick your family and friends.

Registration required.

PEPPA PIG PARTY

MONDAY, MARCH 27 AT 10:30 A.M. & 11:15 A.M.

Celebrate Peppa Pig with a story, crafts, and activities that feature her family and friends.

Registration required.

APRIL

POETRY NIGHT GRADES 4 TO 6

TUESDAY, APRIL 4 AT 7:00 P.M.

Do you like to write? Do you like to be creative? Poetry lovers unite--we have an exciting evening just for you! **Registration required.**

PLAY & LEARN AGES 2 TO 5 AND A GROWN UP

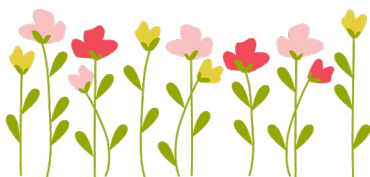
THURSDAY, APRIL 6 AT 4:00 P.M.

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

READ TO SEED GRADES 1 TO 3

MONDAY, APRIL 10 AT 4:30 P.M.

Did you know seeds love being read to? It is true! At this program, participants will plant their own special seed to take home. At home, seeds will need water, sunlight, and reading to help them grow! Read to your seed every day until it sprouts! **Registration required.**



MAY

TRAVEL THE WORLD: FRANCE &

FRANCOPHONE CULTURES GRADES 4 TO 6

WEDNESDAY, MAY 3 AT 4:30 P.M.

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

MAY THE 4TH

THURSDAY, MAY 4

Join us on May 4th to celebrate Star Wars Day! For more details and a schedule of available activities, head to our website: baldwinlib.org/youth

FREE COMIC BOOK DAY

SATURDAY, MAY 6

It's Free Comic Book Day at BPL and local comic shops. Swing by the library, pick up a comic and vote for your favorite comic book character. We'll have comics for kids, teens and adults. **First come, first served. One per person.**

ORIGAMI AFTERNOON GRADES 1 TO 5

THURSDAY, MAY 11 AT 4:30 P.M.

Practice the art of origami with step-by-step instructions as we make several fun designs. **Registration required.**

STEM PLAY DAY GRADES 1 TO 3

WEDNESDAY, MAY 17 AT 4:30 P.M.

Come play with our toys and see what you can build. **Registration required.**

VIDEO GAMING CLUB

GRADES 4 TO 6

MONDAYS AT 7:00 P.M.

MARCH 13: MARIO KART • APRIL 3: JUST DANCE

Meet up with other gamers once a month to play a video game together. All gaming abilities are welcome. **Registration required.**



KIDS LIBRARY SOCIETY

GRADES 3 TO 6

THURSDAYS AT 7:00 P.M.

MARCH 16 • APRIL 20 • MAY 18

Do you want to be more involved with the Library? Would you like to hang out with friends and play some games? Join us for monthly meetings to talk about Library programs and play games. **Registration required.**

BOOK CLUBS

FOR CHILDREN

Visit our Book Clubs page at baldwinlib.org/book-clubs for more upcoming book selections.

Kids COOKBOOK club

GRADES 3 TO 6

MONDAYS AT 6:00 P.M.

MAY 8: *COMPLETE COOKBOOK FOR YOUNG SCIENTISTS* BY AMERICA'S TEST KITCHEN

Email Syntha at syntha.green@baldwinlib.org to register for this special book club. Choose a recipe from the cookbook to make and bring to share with everyone.

mother/DAUGHTER

GRADES 4 TO 6 AND MOMS

TUESDAYS AT 7:00 P.M.

MARCH 14: *THE GIRL WHO DREW BUTTERFLIES: HOW MARIA MERIAN'S ART CHANGED SCIENCE* BY JOYCE SIDMAN

APRIL 11: *FARAH ROCKS FIFTH GRADE*

BY SUSAN MUADDI DARRAJ

Email Susan at susan.dion@baldwinlib.org to register.

BOOKS & bagels

GRADES 4 TO 6

TUESDAYS AT 7:00 P.M.

MARCH 28: *THE MIDNIGHT BRIGADE* BY ADAM BORBA

APRIL 25: *THE BOY AT THE BACK OF THE CLASS* BY ONJALI Q. RAÚF

Email Susan at susan.dion@baldwinlib.org to register.

Adventures IN BOOKS

GRADES 1 TO 3 - GROWN UPS WELCOME

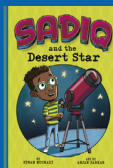
WEDNESDAYS AT 4:30 P.M.

MARCH 22: *WHO WAS RUTH BADER GINSBURG?*

BY PATRICIA BRENNAN DEMUTH

APRIL 26: *SADIQ AND THE DESERT STAR* BY SIMAN NUURALI

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



BOOK CLUBS

FOR CHILDREN

Visit our Book Clubs page at baldwinlib.org/book-clubs for more upcoming book selections.

MOMS BOOK CLUB

WEDNESDAYS AT 7:00 P.M.

APRIL 5: *THE LAST FLIGHT* BY JULIE CLARK
Email Susan at susan.dion@baldwinlib.org to register.

WHO? WHAT? WHERE?

GRADES 4 TO 6

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

WHAT WAS THE TITANIC? BY STEPHANIE SABOL

Email Rosemary at rosemary.isbell@baldwinlib.org to register.

BEYOND the book

GRADES 1 TO 3

THURSDAYS AT 7:00 P.M.

MARCH 9: *A TICKET AROUND THE WORLD*
BY NATALIA DIAZ

APRIL 13: *BUILDING ZAHA: THE STORY OF ARCHITECT ZAHA HADID* BY VICTORIA TENTLER-KRYLOV
Email Rosemary at rosemary.isbell@baldwinlib.org to register.



TAKE HOME KITS

SPRING BREAK SURPRISE CRAFT KIT

SATURDAY, MARCH 25

Pick up a surprise craft kit to enjoy at home during Spring Break. **First come, first served.**

COLORING CLUB

TUESDAY, APRIL 11

Receive a fun poster to color at home. There are two choices per month. **Advance registration required.**

FOOD FUN TAKE HOME KIT

GRADES 2 TO 6

MONDAY, MAY 22 STARTING AT 3:00 P.M.

Have fun making this spring themed edible treat. **Allergens might be present. First come, first served.**

SPRING PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

STORY TIMES

Visit our story time page at www.baldwinlib.org/storytime for dates, locations, and more information. **Registration required.**

WIGGLE & RHYME

BIRTH TO 1.5 YEARS

TUESDAYS AT 10:00 A.M. OR 11:15 A.M.

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

TODDLER TALES

1.5 YEARS TO 2.5 YEARS

WEDNESDAYS AT 10:00 A.M. OR 11:15 A.M.

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

BOOKS & BOOGIE

3 TO 5 YEARS

THURSDAYS AT 10:00 A.M. OR 2:00 P.M.

Join Ms. Alyssa for stories and songs that get you moving.

SING & TELL

2.5 YEARS TO 3.5 YEARS

FRIDAYS AT 10:00 A.M. OR 11:15 A.M.

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

BEDTIME TALES

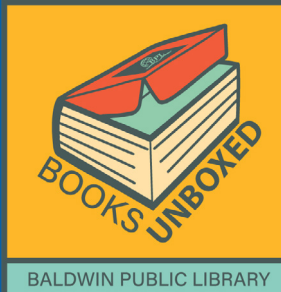
ALL AGES

WEDNESDAYS AT 6:15 P.M.

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



BOOKS UNBOXED



GRADES 4 TO 12

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

PROJECT KIDSIGHT

VISION SCREENING FOR KIDS

• **MONDAY, MARCH 27**
10:00 A.M. TO NOON

• **SATURDAY, APRIL 15**
10:00 A.M. TO NOON

• **SATURDAY, MAY 20**
10:00 A.M. TO NOON

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

Sponsored by the Beverly Hills Lions Club.



RUFF READERS

AGES 6 & UP

TUESDAYS AT 6:30 P.M.

MARCH 7 • APRIL 18 • MAY 23

Sign up for a ten minute time slot to read to a registered therapy dog from the Alliance of Therapy Dogs. Therapy dogs enjoy being read to and offer a non-judgmental, creative and fun opportunity for children while encouraging reading confidence.



BOOK SCAVENGERS



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

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

SPRING PROGRAMS FOR TEENS

GRADES 7 TO 12

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

PIZZA AND PAGES

**1ST THURSDAY OF THE MONTH
FROM 7:00 TO 8:00 P.M.**

MARCH 2: *THE COUSINS* BY KAREN MCMANUS

APRIL 6: *CLAP WHEN YOU LAND* BY ELIZABETH ACEVEDO

MAY 4: *CARAVAN* BY STEPHANIE GARBER

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

TEENS NIGHT OUT

**2ND THURSDAY OF THE MONTH
FROM 7:00 TO 8:30 P.M.**

MARCH 9 • APRIL 13 • MAY 11

Spend an evening hanging out with other teens who love the library as much as you do! There will be video games, board games, crafts, food, and other shenanigans. **Registration required.**

BOBA TEA KEYCHAINS

**THURSDAY, APRIL 27
FROM 7:00 TO 8:00 P.M.**

Show your love of boba everywhere you go by making your own boba tea keychain! **Registration required.**

FREE COMIC BOOK DAY

SATURDAY, MAY 6

It's Free Comic Book Day at BPL and local comic shops. Swing by the library, pick up a comic and vote for your favorite comic book character. We'll have comics for kids, teens and adults. **First come, first served. One per person.**

BALDWIN PUBLIC LIBRARY



TEEN ADVISORY BOARD MEETINGS

**3RD THURSDAY OF THE MONTH
FROM 7:00 TO 8:00 P.M.**

MARCH 16 • APRIL 20 • MAY 18

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

INTRO TO SEWING WITH MP FASHION THURSDAY, MARCH 23

FROM 6:00 TO 8:00 P.M.

Learn the basics of sewing with Mila Pershyna, fashion designer and educator (and Mrs. USA 2022!). You will leave with a hand-made tote bag. Teens with no sewing knowledge to more experienced fashionistas are welcome. **Registration required. Space is limited.**

TINY ART SHOW

Starting March 1, pick up a kit with a mini canvas, paint, and paintbrush. Create your masterpiece at home, then bring it back by April 7 to be displayed in our tiny art show! Public voting will take place to determine 1st, 2nd, and 3rd place prize winners. Winners will be announced by the end of April. **Limit one kit per teen. Registration required.** *If you wish to keep your artwork after the art show, please pick it up by May 31.*

HIGH SCHOOL STUDY NIGHT WITH THERAPY DOGS

GRADES 9 TO 12

SATURDAY, MARCH 4 FROM 5:30 TO 8:30 P.M.

Is school stressing you out? Maybe petting some dogs will help! After the Library closes to the public at 5:30, high school students will have the whole Library to themselves! Pizza will be provided. **No registration required.**

HENNA & COOKIES

THURSDAY, MAY 25 FROM 6:30 TO 8:00 P.M.

Learn about henna with local small business owner Monique Herzig and get your own one-of-a-kind temporary piece of body art! You will practice your own henna designs using homemade sugar cookies and icing. **Registration required.**



IDEA LAB

IDEA LAB KIT: 3D PRINTED MARBLE MACHINE THURSDAY, MARCH 9

An iconic classic of the 3D printing world comes to the Idea Lab at last! The legendary kinetic sculpture by Tullio Laanen, "Marble Machine #3" is now available as a take home kit. Comes with all 3D printed parts, and a set of 9.5mm steel ball bearings. **Registration required.**

IDEA LAB CLASS: AUDIO RECORDING BASICS

WEDNESDAY, MARCH 22 AT 7:00 P.M.

Did you know that the Idea Lab offers world-class audio editing software? In this class, Jeff will teach you the basics of recording audio at home, and using Adobe Audition at the Lab to edit your recordings. **Complete instructions provided upon registration.**

IDEA LAB KIT: LASER CUT CLOCK THURSDAY, APRIL 6

Time flies when you're having fun. And you'll have a blast assembling our laser cut clock kit! With precision laser-cut inlays, your clock will be beautiful and functional. Make time for this exciting kit! **Registration required.**

IDEA LAB CLASS: PRINTMAKING WITH LASERS

WEDNESDAY, APRIL 19 AT 7:00 P.M.

This in-person class will show you a number of printmaking techniques involving the laser engraver. Woodcut prints, stamp making, letterpress and more! **Registration required.**

IDEA LAB LIVE: MEASURING THINGS WEDNESDAY, MAY 3 AT 7:00 P.M.

Join Jeff for our live-streamed "Idea Lab: Things" series! In this episode, we examine a few interesting measurement devices to help you measure all the things in your life! Coffee grounds, laundry soap, wind speed, you name it!

IDEA LAB EVENT: LASER ENGRAVED GLASSWARE WEDNESDAY, MAY 17 AT 6:00 P.M.

Did you know that you can laser engrave glass? You can! Join Jeff in the Idea Lab for this special event, and receive your own custom laser-engraved glass! *This group event will include user participation, and may involve waiting your turn to use the laser.* **Registration required.**

IDEA LAB KIT: 3D PRINTED MECHANICAL JELLYFISH TUESDAY, MAY 30

Grab a kit for this fascinating work of mechanical interactive art: A jellyfish that "swims" when you turn the crank. This design was the winner of a 2022 Prusa Design Competition, and will make an excellent novelty decoration and conversation piece. **Registration required.**

COLLEGE INFO SERIES WITH A COLLEGE COUNSELOR

WEDNESDAYS FROM 7:00 TO 8:00 P.M.

MARCH 15: HOW TO FIND THE RIGHT COLLEGE FOR YOU

APRIL 12: MYTH-BUSTING: COLLEGE ADMISSIONS EDITION

MAY 24: HOW TO WRITE A GREAT COLLEGE ESSAY

College counselor Samantha Joustra will join us each month to share her knowledge and answer your questions about college. *Teens and parents are welcome.*

Registration required. Hybrid event.

COMPUTER CLASSES

FOR ADULTS

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

MARCH

WORD: AN INTRODUCTION

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

Learn document creation and word processing with Microsoft Word.

GOOGLE DOCS

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

Create, edit and collaborate on documents with Google Docs, a free, web-based alternative to Word.

BUILD A WEBSITE

WEDNESDAY, MARCH 22 & 29 AT 7:00 P.M.

Create a basic website for yourself or small business in this two session class.

CANVA

SATURDAY, MARCH 25 AT 3:00 P.M.

Learn the fundamentals of Canva, a free-to-use online graphic design tool.

NYT & WSJ FROM HOME

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

Access popular newspapers, including *The New York Times* and *The Wall Street Journal* with your BPL card.

APRIL

EXCEL: CREATE A BUDGET

WEDNESDAY, APRIL 5 AT 7:00 P.M.

Learn spreadsheet creation with Microsoft Excel.

GOOGLE SHEETS

THURSDAY, APRIL 6 AT 3:00 P.M.

Create, edit and collaborate on spreadsheets with Google Sheets, a free, web-based alternative to Excel.

TRACKING STOCKS IN GOOGLE SHEETS

THURSDAY, APRIL 13 AT 3:00 P.M.

Track and manage your stock portfolio within Google Sheets.

BALDWIN'S DIGITAL LIBRARY

SATURDAY, APRIL 15 AT 3:00 P.M.

Access premium resources with your Baldwin Library card including research databases, online classes, streaming movies and more.

SELLING ONLINE

THURSDAY, APRIL 20 AT 3:00 P.M.

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

MAY

ADOBE PHOTOSHOP: AN INTRODUCTION

WEDNESDAY, MAY 3 & 10 AT 7:00 P.M.

AT THE BALDWIN PUBLIC LIBRARY

Learn the basics of Photoshop in this live two-session class.

GOOGLE SLIDES

THURSDAY, MAY 4 AT 3:00 P.M.

Create, edit and collaborate on presentations with Google Slides, a free, web-based alternative to PowerPoint.

POWERPOINT: CREATE A PRESENTATION

SATURDAY, MAY 13 AT 3:00 P.M.

Learn the fundamentals of slideshow creation with PowerPoint.

CHECK OUT EBOOKS FROM THE LIBRARY

THURSDAY, MAY 18 AT 3:00 P.M.

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

TWITTER

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

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

BOOK CLUB SELECTIONS



BOOK CLUBS

FOR ADULTS

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

WEDNESDAY AFTERNOON

SECOND WEDNESDAY AT 2:00 P.M.

MARCH 8: *OUTLAWED* BY ANNA NORTH

APRIL 12: *HELL OF A BOOK* BY JASON MOTT

MAY 10: *CRYING IN H MART* BY MICHELLE ZAUNER

NEXT NONFICTION

SECOND TUESDAY AT 10:00 A.M.

MARCH 14: *SEA PEOPLE*
BY CHRISTINA THOMPSON

APRIL 11: *MOONWALKING WITH EINSTEIN*
BY JOSHUA FOER

MAY 9: *WHEN BREATH BECOMES AIR*
BY P. KALANITHI AND A. VERGHESE

PAGE TO SCREEN

FIRST SUNDAY AT 1:00 P.M.

MARCH 5: *LOVE IN THE TIME OF CHOLERA* BY GARCIA MARQUEZ / *LOVE IN THE TIME OF CHOLERA* (R, 2007)

APRIL 2: *WORLD WAR Z* BY BROOKS / *WORLD WAR Z* (PG, 2013)

MAY 7: *DIFFERENT SEASONS* BY KING / *SHAWSHANK REDEMPTION* (R, 1994)

NEXT POPULAR READS

FIRST MONDAY AT 1:00 P.M.

MARCH 6: *REMARKABLY BRIGHT CREATURES*
BY SHELBY VAN PELT

APRIL 3: *FOUR TREASURES OF THE SKY*
BY JENNY TINGHUI ZHANG

MAY 1: *THE LATECOMER* BY JEAN HANFF KORELITZ

THIRD TUESDAY

THIRD TUESDAY AT 7:00 P.M.

MARCH 21: *THE PUSH* BY ASHLEY AUDRAIN

APRIL 18: *TRUST* BY HERNAN DIAZ

MAY 16: *THE VIOLIN CONSPIRACY*
BY BRENDAN SLOCUMB

GRAPHIC NOVELS 4 GROWN UPS

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

APRIL 4: *SHADOW LIFE* BY HIROMI GOTO

SPRING PROGRAMS FOR ADULTS

SPRING SERIES

HISTORICAL LECTURE SERIES

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

THE LEVINSONS, FIRST JEWS IN BIRMINGHAM

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

GENEALOGY SERIES

THURSDAY, APRIL 13 AT 7:00 P.M.

USING ANCESTRY.COM

Ancestry.com is one of the most common genealogy websites (and can be accessed by using your BPL Card!) but can be tough to navigate. This session will guide you through the features so your ancestry.com experience can go from frustrating to fun. **Registration required. Attend in person or virtually.**

MARCH

BE SMART

MONDAY, MARCH 13 AT 7:00 P.M.

Be SMART is a national nonprofit educational campaign designed specifically for adults to emphasize the lifesaving importance of secure firearm storage to protect children, teens, and at-risk individuals from unauthorized access to guns, resulting in suicide, unintentional death, injury, and trauma. Their framework is neutral and 2nd Amendment supporting; neither rejecting nor endorsing gun ownership and they do not discuss laws or proposed legislation regarding firearms. **Registration required. Attend in person or virtually.**

HUMBLE AND HUMAN: THE ART OF THE IMPRESSIONISTS

TUESDAY, MARCH 14 AT 7:00 P.M.

Join DIA Docent, Kathleen McBroom, to explore a selection of pioneering works by the leading Impressionist and Post-Impressionist artists Cézanne, Degas, Monet, and Van Gogh. **Registration required. Virtual event.**

IN SEARCH OF THE AMAZONS: WARRIOR WOMEN OF THE PAST

SATURDAY, MARCH 18 AT 3:00 P.M.

History is often dominated by the idea of Man the hunter and Woman the gatherer, but how true are these assumptions of gender in the past? Join archaeologist and swordswoman Ellen Green in looking at the evidence for ancient women who were as comfortable wielding a sword as a needle and thread. **Registration required. Virtual event.**

APRIL

GUARDIANS OF MICHIGAN

MONDAY, APRIL 24 AT 7:00 P.M.

Historian and photographer Jeff Morrison is the author of two books, *Guardians of Detroit: Architectural Sculpture in the Motor City* and the just-released *Guardians of Michigan: Architectural Sculpture of the Pleasant Peninsulas*. Jeff will present a sixty-minute program with more than 250 spectacular pictures of interesting architectural sculpture found on buildings throughout Michigan, from Ann Arbor to Ontonagon and all points in between, including Birmingham. **Registration required. Attend in person or virtually.**

MAY

FREE COMIC BOOK DAY!

SATURDAY, MAY 6 ALL DAY

Free Comic Book Day 2023, is on Saturday, May 6th at local comic shops and at BPL! Swing by the library, pick up a comic and vote for your favorite comic book character. We'll have comics for kids, teens and adults on a first come first serve basis throughout the day until they are gone. **One per person please. As supplies last.**

PERLER BEAD COASTERS

MONDAY, MAY 8 AT 7:00 P.M.

Learn how to make fun and colorful coasters out of Perler Beads. Give as gifts or keep for yourself! **Registration required. In person event.**

GROW A GREAT GARDEN

MONDAY, MAY 22 AT 7:00 P.M.

Discover how to plan, plant and grow your most productive garden ever! Learn from Bevin Cohen's decades of growing experience, including tips on soil health, seed starting and transplanting, mulching and weeding, and when to harvest your perfect produce, herbs and flowers! **Registration required. Attend in person or virtually.**

DISCUSSION GROUPS

SOCRATES CAFE

THIRD SUNDAY OF THE MONTH

Socrates Cafe continues to meet on the third Sunday of the month for conversation. To join, please email avpratt@aol.com.

STUDYING THE CENSUS

THURSDAY, MAY 11 AT 7:00 P.M.

The release of the 1950 U.S. Census has been a game changer for many genealogists. This session will take an in-depth look at census records and why they are such a valuable tool in building your family tree.



LEARNING IN RETIREMENT

A PROGRAM DEVOTED TO LIFELONG LEARNING

WEDNESDAYS IN MARCH AT 10:00 A.M.

Learning in Retirement is a friendly group of retired, semi-retired and curious individuals who enjoy exploring topics and presenting their research to the group. They meet on Wednesday mornings on a recurring weekly basis during the fall and winter months. Please contact Vicki Sower at vicki.sower@baldwinlib.org to discuss attendance options.

BEHIND THE SCENES LIBRARY TOURS

TUESDAY, MARCH 7 AT 4:00 P.M.

THURSDAY, APRIL 13 AT 10:00 A.M.

WEDNESDAY, MAY 17 AT 4:00 P.M.

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

LIBRARY BOARD



Board Members:

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

**THE LIBRARY BOARD WILL MEET ON:
MARCH 20 • APRIL 17 • MAY 15
AT 7:30 P.M. IN THE ROTARY ROOM.**

SPRING DIRECTOR'S UPDATE

Our library would not be able to function without the friendly, knowledgeable, and helpful staff in our Access Services department. Led by Kristen Tait and Brandon Bolek-Toubeaux, this department of 35 staff members is responsible for handling all of the books and media in the library, from beginning to end.

Once librarians select materials, the Access Services department takes over by submitting orders, taking receipt of new items, and making sure every item is properly cataloged and labeled to make it easy for you to locate the item you want.

Staff at our checkout desk check in the new material, place items on the hold shelves, process items for curbside pickup, and then turn over any remaining materials to our pages, who shelve everything in the correct location.

As a side note, did you know that you can fill out a purchase suggestion if we don't have an item you're looking to borrow? Fill out the form online at baldwinlib.org/purchase-suggestion/ and a staff member will do their best to acquire this item for you.

On a daily basis, Access Services staff assist with registering new library card holders, renewing library cards, emptying the outside drop box, maintaining the materials sorting machine in our lobby, processing all interlibrary loans through melcat.org, and pulling holds that are placed in our online catalog.

When you've made your final selections at the library, our Access Services staff help you check out your items before you leave the library. Once materials have fulfilled their lifetime use at the library, the Access Services staff step in one last time to process withdrawn items and prepare them to be sold at the Friends of the Baldwin Public Library book sales or go to the recycle bins.

As you can see, this department is vital to maintaining an organized, welcoming, and well-run library and we are fortunate to have a talented group of staff assisting you every day.

Starting in July this year, we will begin construction on our third and final phase of building renovations (baldwinlib.org/renovation). While the main goal of the renovation is to create an accessible and well-lit street level entrance, the secondary goal of the renovation is to update the Access Services information desk, holds pickup shelving, and offices. Our new information desk will be located close to the entrance in a prominent location so that staff can assist you as soon as you enter the building. Though construction is expected to last about 8 months, we know that the temporary pain of a building renovation will be worth it in the long run.

We have an exciting year ahead of us at Baldwin. If all goes according to plan, we hope to be unveiling a new and improved library next year around this time.



Rebekah Craft, Library Director rebekah.craft@baldwinlib.org 248-554-4681

BALDWIN PUBLIC LIBRARY TRUST DONORS

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DECEMBER 2022

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LIBRARY HOURS:

MONDAY TO THURSDAY

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

FRIDAY & SATURDAY

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

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

LIBRARY CLOSED :

APRIL 9: EASTER SUNDAY

MAY 27-29: MEMORIAL DAY WEEKEND

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

CONTACT US:

www.baldwinlib.org

MAIN PHONE: 248-647-1700

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS:

248-554-4630

YOUTH SERVICES: 248-554-4670

PARKING:

2 Hours FREE Parking in the
Chester Street Deck

SUNDAYS: All Parking is Free



BALDWIN
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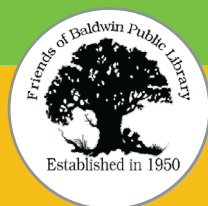
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THE SPRING 2023 ISSUE OF LEARN. CONNECT. DISCOVER!**



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Local (Book) Love

Become an armchair traveler with these books written by Michigan authors or set around the state

Article by Rebekah Craft

Originally published in Birmingham City Lifestyle | Issue Date February 2023

<https://citylifestyle.com/detroit-mi/articles/arts-and-culture/local-book-love>

Early Morning Riser

By Katherine Heiny

Jane falls in love with Duncan easily. He is charming, good-natured, and loves her dearly but, unfortunately, he happens to be the world's most prolific seducer of women. Jane sees Duncan's old flings everywhere in their Boyne City town. While she's able to come to terms with his dating past, she wishes she did not have to share him quite so widely. This novel has the small-town feel of the *Gilmore Girls* and is filled with delightful and quirky characters that will make you laugh out loud.

The Women of the Copper Country

By Mary Doria Russell

This fictionalized portrait of the lives of the men and women of the early 20th-century labor movement in the Upper Peninsula's copper mines features several characters based on real-life people. Annie Clements, who grew up in Calumet, unites the European immigrants working in the mines to organize a labor strike, helping her earn the nickname "America's Joan of Arc."

Beautiful Music

By Michael Zadoorian

Set in early-1970s Detroit, this novel tells the story of one young man's transformation through music. Danny Yzemeski is a pop radio-loving loner balancing a dysfunctional home life with the sudden harsh realities of freshman year at a high school marked by racial turbulence. After tragedy strikes the family, Danny finds his own reason to carry on: rock 'n' roll. *Beautiful Music* is a touching story about the power of music and its ability to save one's soul.

Firekeeper's Daughter

By Angeline Boulley

As a biracial, unenrolled tribal member and the product of a scandal, Daunis Fontaine has never quite fit in on the nearby Ojibwe reservation or in her hometown. After Daunis witnesses a shocking murder that thrusts her into a criminal investigation, she agrees to go undercover. This quick-paced and thrilling novel set in Sault Ste. Marie will keep you on the edge of your seat and teach you about the Ojibwe culture, customs and language.

Okay for Now

By Gary D. Schmidt

In this middle-grade novel, Doug Swietek moves with his family to upstate New York and gets a fresh start in a new town. He stumbles into the library one Saturday morning in search of air conditioning and the path of his life changes. He meets a new friend, Lil, and becomes intrigued by the Audubon book in the display case. The story revolves around the birds that he learns to draw and readers will see Doug develop a lovely group of advocates throughout the novel and slowly begin to turn his life around, but not without a few bumps in the road.

Gaston

By Kelly DiPucchio, illustrated by Christian Robinson

This picture book is the story of four adorable poodle puppies: Fi-Fi, Foo-Foo, Ooh-La-La and Gaston. Gaston works hard to fit in with his siblings, but he never quite feels like he belongs. After a chance encounter with a bulldog family in the park reveals there's been a mix-up, Gaston moves in with the bulldog family. Things look right, but they don't feel right. Can these puppies follow their noses — and their hearts — to find where they belong?

Rebekah Craft is the Director of the Baldwin Public Library in Downtown Birmingham. For more book recommendations for all ages, stop by the Baldwin Public Library to speak with a librarian. We love to talk books! Baldwinlib.org.

City reviews departments' long range planning

Published on January 27, 2023 | By Grace Lovins

<https://www.downtownpublications.com/single-post/city-reviews-departments-long-range-planning>

The city of Birmingham held its once-a-year long range planning session on Saturday, January 21, with heads from each city department giving presentations on plans and past progress, with this year's session including a five-year financial forecast, planned capital projects and infrastructure improvements, and updates to city facilities.

To start off the session, the commission reviewed the five-year financial forecast developed by finance director Mark Gerber and Plante Moran. Birmingham has seen revenue growth eight out of the last nine years, said Spencer Tawa of Plante Moran, which is led by property tax increases. This growth is expected to continue over the next five years. Birmingham's general fund is also expected to climb throughout the forecasted five years.

Based on assumed costs of water and sewer services and the amount of water units sold, explained Tawa, the water and sewer rates are expected to steadily increase throughout the forecasted period. The unrestricted net position of both water and sewer funds – used for funding capital projects – are expected to decrease, which is driven by capital projects. Gerber noted that the unrestricted net position of the water and sewer funds is concerning, and the city is going to have to do a lot of balancing acts with the funds and its desired capital projects.

The initial requests by the engineering department for capital project funding had to be scaled back due to lack of funding, Tawa explained.

"If the city wants to continue supporting significant infrastructure improvements in the city, you'll need to generate more revenue, whether that's in the form of increased rates even more to help fund some of the requested improvements," Tawa said.

The city was also awarded a Drinking Water Asset Management grant from the Michigan Department of Environment, Great Lakes and Energy (EGLE) for the development of a Water Asset Management Plan and the continuation of the water service line material verification program. The roughly \$745,700 grant will supplement the city's current lead service line replacement program and allow for the development of a management plan for the city's water itself.

Birmingham's lead service line replacement program began in 2019, according to Mike MacDonald with Hubbel, Roth & Clark, Inc. consulting, when the state began requiring cities that provide water to replace a certain percentage of all known lead service lines. Most of the program was funded partly between the city's budget and Coronavirus Local Fiscal Recovery Funds. At the start of the program,

Birmingham had 731 known lead service lines, but additional lead lines were identified as the program progressed, shifting the total to 776 lead service lines.

Since then, 558 service lines have been replaced or verified as of January 13, 2023. Although homeowners are not required to pay any cost for the replacement, 11 homeowners have decided to opt out of the program and over 200 homeowners have been unresponsive. As of the meeting, 207 service lines still need to be replaced, not including the homeowners that have declined to participate, says MacDonald.

Commissioners voted to approve the agreement with EGLE to receive the water asset management grant on Monday, January 23. On top of the grant, the city had also applied for Oakland County Planning Grant – for planning and maintenance of the city’s sewer and water distribution systems – an omnibus spending bill for the combined sewer system rehabilitation program. Birmingham will have just under \$2.2 million total in grants over the next two-three years, according to city engineer Melissa Coatta.

The commission also reviewed a roadway assessment management plan produced by Hubbell, Roth & Clark (HRC), which showed that the city’s roadways were rated 5.04, rated on the Pavement Surface Evaluation and Rating system, earning just above a ‘poor’ rating. The five-year projection provided by HRC indicates, without significant funding, the quality of the roadways will decline.

HRC recommended the city continue updating the five year capital improvement plan, work with communities to secure additional funding, and reassess the roadway conditions every two years, evaluating the budget to keep contributing to improving road conditions.

Following the roadway assessment presentation, Coatta gave the commission a rundown of upcoming capital projects for 2023-2024. Projects from 2022 will continue into 2023, but the city also has plans to begin new construction projects for road improvements, sidewalk maintenance programs, infrastructure improvements and golf course improvements. Two projects of note include maintenance and new coating of the city’s two water towers as well as the Cranbrook non-motorized shared use path, which received funding through the Michigan Department of Transportation.

Other projects include the refurbishing of Brown Street, limiting the street to one lane with the addition of a crosswalk across Woodward Avenue; improvements between Westwood Drive, Oak Street and Raynald Street; as well as the 2022-2023 cape seal and asphalt resurfacing programs.

New to Birmingham, the city will also have a chance to establish an environmental sustainability committee, as noted by planning director Nick Dupuis. The final draft of the city’s 2040 master plan, which is still awaiting planning board approval, incorporates goals for sustainability. Dupuis stated that sustainability is going to become more of a central focus of the city. Commissioners were expected to vote Monday, January 23, to declare a climate emergency and establish an ad hoc environmental sustainability committee.

Building off a plan created for the 2022-2023 long range planning session, Birmingham police chief Scott Grewe updated officials on the remodel and additions to the police department and city hall. In 2022, former police chief Mark Clemence came to the commission with safety and security issues

observed throughout the buildings. In July, the commission gave their approval to have an architect create conceptual designs addressing the safety concerns.

The latest renovations to the 95-year old building took place in 1983 – 30 years ago. Grewe explained that safety concerns include the lack of a sally port – a controlled entryway –which could be dangerous when transporting prisoners through an area often used by the public, the interview rooms can only be accessed through a public area, and the location of the police administration offices on the first floor of city hall. Right now, said Grewe, there's no way of restricting somebody from walking into that office.

Other areas of concern include ADA-access and inner office safety and security. The architect for the project, Telluris Architecture, is expected to provide the city with conceptual designs and renderings by the first week of February, which will be presented to the historic district committee, planning board and city commission before July 1, 2023.

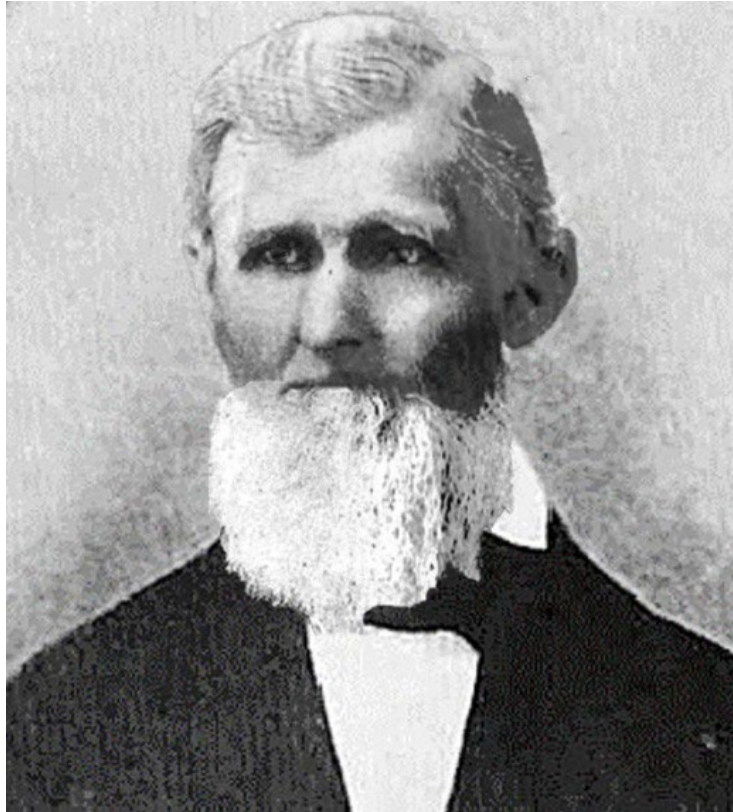
The Baldwin Public Library also presented plans for the third and final phase for library renovations. The phase three vision, part of the library's long range building plan, includes the expansion and renovation of the circulation area and front entrance. Construction is expected to begin this July and slated to take between seven and eight months. The library will remain open during construction.

Long range planning required no formal actions or votes, but the commission will be revisiting various items at regularly scheduled meetings in the near future. Commissioner Clinton Baller was absent for the meeting.

THE OAKLAND PRESS

Lecture will explore struggles of local abolitionists

Published on February 9, 2023 | By Anne Runkle



Elijah Fish of Birmingham was active in the anti-slavery movement.
Composite picture courtesy of the Birmingham Museum.

Even before Michigan was a state, an active abolitionist movement was at work in Oakland County.

A lecture at the Baldwin Public Library, 300 W. Merrill in Birmingham, will explore the struggles of early abolitionists in the area.

The Birmingham Museum sponsors the lecture at 7 p.m. Thursday, Feb. 9. Attendance is virtual or in person. Registration is required; go to

HYBRID – Birmingham Museum Series: Oakland County's Early Abolitionists and the Local Underground Railroad Network – Thursday, February 9, 2023, 7:00 PM – Baldwin Public Library

Abolitionists faced dangers like having their homes raided or destroyed by bounty hunters looking for freedom seekers, also known as runaway enslaved people. After passage of the Fugitive Slave Act of 1850, it became increasingly dangerous to help enslaved people, said Leslie Pielack, museum director.

The act penalized authorities who did not arrest those escaping from slavery. Anyone who aided a fugitive could be imprisoned or fined.

But instead of acting as a deterrent, the new law galvanized local abolitionists, Pielack said.

The Oakland County Anti-Slavery Society was formed in 1836, before the statewide society of the same name, Pielack said.

One of its founders, Elijah Fish, came to Birmingham from New England, when the town was little more than wilderness, Pielack said.

Michigan was a frequent destination for freedom seekers who passed through on their way to Canada

Fish was active in raising money to acquire land in Ontario where formerly enslaved people could settle and buy plots on favorable terms.

Fish supported freedom seekers politically and financially from the 1830s until his death in 1861, bringing well-known anti-slavery lecturers to the area and raising funds to help escapees.

Some other local abolitionists who will be highlighted in the lecture:

- Journalist George Wisner of Pontiac helped organize abolitionist groups in Oakland County. He was an older brother of Moses Wisner, who served as Michigan governor from 1859-1861.

- Nathan Power of Farmington was a frequent speaker in the area on the evils of slavery, Pielack said.

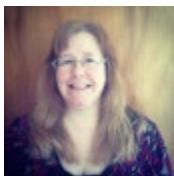
Power was part of a sizable settlement of Quakers in Farmington; the religious group was well-known for being active in the anti-slavery movement.

Power's home was burned down, presumably because of his abolitionist views, although that was never proven, Pielack said.

- Rev.J.S.T. Milligan of Southfield was a stationmaster on the Underground Railroad, the network by which freedom seekers escaped.

- George and Eliza Taylor of Birmingham, formerly enslaved people, were the first African-Americans to own property in the city. George Taylor helped Milligan with his work on the Underground Railroad. It's widely believed that Milligan helped him flee from slavery, Pielack said.

George Taylor fled enslavement in Kentucky in 1855, traveling on foot more than 300 miles until reaching Niles, Mich., where he connected with the Underground Railroad, traveled to Canada and later came to Birmingham.



[Anne Runkle](#) | Multimedia Journalist



Birmingham Bloomfield Chamber of Commerce
from 2023 Publication

Baldwin Public Library

The Baldwin Public Library, located in the heart of downtown Birmingham, is your place to learn, connect and discover. Baldwin serves as the information hub for our community.

If you're a resident, a property owner, a K-12 student, or are employed in Baldwin's service area of Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills, you're eligible to get a BPL card of your own. Residents of other communities are often eligible to use their card at Baldwin Public Library. Ask at your home library or our Circulation Desk about reciprocal borrowing. Before your visit, please fill out Baldwin's online application which can be accessed at baldwinlib.org/get-library-card.

Your Baldwin Library card gives you access to over 70 databases and newspapers, test preparation materials, BrainFuse live online tutoring, Mango Languages, Morningstar and Value Line. Your library card also gives you the opportunity to download or stream e-books, e-audiobooks, magazines, music and movies from Baldwin's diverse selection of digital services.

In addition to regularly scheduled Story Times, Book Clubs, and Computer Classes, Baldwin strives to offer a diverse and engaging slate of programs for patrons of all ages. Find the current schedule listed in the Calendar of Events at baldwinlib.org/calendar.

The Library houses books for all ages and stages, along with toys, video games, DVDs, audiobooks and resources for students, parents and teachers. Librarians offer an array of story times, programs, take-and-make crafts and book clubs for all ages.

Visit Baldwin's expanded Idea Lab and watch the laser cutters or 3D printers in action. Find out more at baldwinlib.org/idealab.

If your organization needs meeting space, BPL has several rooms available to rent for your next gathering. Rooms vary in size and can accommodate both small and large groups. Visit baldwinlib.org/rent-a-room.

300 W. Merrill St., Birmingham
(248) 647-1700 | www.baldwinlib.org

Monday-Thursday, 9:30 a.m. to 9 p.m.
Friday & Saturday, 9:30 a.m. to 5:30 p.m.
Sunday, noon to 5 p.m.

Curbside book drop on Bates Street. Metered Parking available. Two hours free parking in Chester Street deck. Free parking on Sundays.

Chief Clemence retires from the Birmingham Police Department

Top cop reflects on Birmingham's changes since the '80s

Published on January 25, 2023 | By Mary Genson



BIRMINGHAM — After 38 years of service, Chief Mark Clemence has retired from the Birmingham Police Department.

Clemence spent his entire career serving the Birmingham community. Since joining the Birmingham Police Department in 1985, Clemence held every position possible before rising in the ranks to become chief in 2016.

His journey in law enforcement began after graduating from Michigan State University. Throughout his career, Clemence has completed over 2,000 hours of documented training and has graduated from the FBI National Academy and the Law Enforcement Executive Leadership Institute.

Part of the reason Clemence said he decided to stay with Birmingham for so long is because of the healthy work-life balance he was able to maintain in order to be present in his wife and three children's lives.

He also appreciated how his work remained fresh and challenging as he would be promoted every few years to a new position, he said.

The development of Birmingham's downtown

Since 1985, there have been many changes within Birmingham that Clemence has seen during his time with the department.

As far as the downtown area goes, Clemence noticed an obvious shift in focus since 1985. When Clemence began his career, Birmingham was known for having big department stores in town, such as Jacobson's. Since then, these stores have closed and smaller businesses have taken their place.

"The real change has been that there is a much greater mix of retail and bars and restaurants than there were when I first started," Clemence said.

Downtown Birmingham has also changed aesthetically, with new streets and amenities that are up to modern standards.

There are now more eclectic spaces for people to eat and hang out while enjoying the city's environment. Additionally, more and more people are choosing to live downtown.

Birmingham's crime rates have also gone down significantly since the beginning of his career, he said.

Maintaining a healthy culture

Clemence has worked through times when the public's perception of police officers was positive and negative. Part of his job was to make sure the culture of the department was maintained.

"As a chief, you have to build a culture that your staff knows that you are 100% behind them and you are going to give them the tools, skills and the opportunity to do things the right way," Clemence said.

The culture of the department is something that he said he is very proud of.

How police work has changed in 38 years

Clemence said that at the beginning of his career, law enforcement was very territorial, meaning Birmingham worried about what happened in Birmingham rather than neighboring cities.

"Throughout the course of my career, what we have done is we have broken down those barriers and we have now spent a great deal of time communicating with one another, sharing information, sharing resources, sharing personnel, sharing equipment, sharing intelligence," Clemence said.

These improvements in communication have helped them do a better job of identifying and solving crimes.

Clemence has also experienced changes in equipment and processes with the rapid advancement of technology.

For example, Clemence recalls only having a police radio, a shotgun rack and sometimes a radar unit in the police car when he first started.

Now, Clemence described police cars as modern offices with computers, radars, ticket printers and camera systems in every car.

Moving forward

Clemence made the recommendation for Cmdr. Scott Grewe to take on the role of chief following his retirement; however, the final decision was made by City Manager Tom Markus.

"I think he's a very bright, articulate man, and I think he's going to do a great job," Clemence said.

Clemence said he plans to start his retirement by taking a break and catching his breath after a long career that required hard work and dedication. He said he plans to take his wife on a couple of trips, and to spend time with his children and new grandson.

After about four to six months, Clemence said, he might consider doing something part-time to keep his mind sharp and stay active.

Process to select new city manager underway

Published on January 27, 2023 | By Lisa Brody

<https://www.downtownpublications.com/single-post/process-to-select-new-city-manager-underway>

With a finite end date for Birmingham City Manager Tom Markus' current tenure on June 30, 2023, the process of securing his replacement is well underway, Mayor Therese Longe reports, with a first round of interviews to take place via Zoom at special city commission meetings on Wednesday, February 8 from 4:30 p.m. – 8:30 p.m., and Thursday, February 9 from 4:30 p.m. – 8:30 p.m.

The first round interviews follow a nationwide search for a new city manager for Birmingham.

The commission is inviting members of the community to attend the special city commission meetings in person, which will be held at the city's Department of Public Services, located at 851 S. Eton. However, all candidates will be interviewed virtually via Zoom. Interviews can be watched both on the city's local cable access channel or live streamed at [bhamgov.org/watch](https://www.bhamgov.org/watch).

Following the first set of candidate interviews, the top candidates will be provided with a tour of city facilities and will then meet with city department heads and administrative staff on Wednesday, February 15. A public meet and greet event will take place with the candidates on the evening of February 15, from 7-8 p.m. in the lower level of Baldwin Public Library.

"I am pleased to invite the community to join us at the Baldwin Public Library to take advantage of the opportunity to visit with our top candidates," said Longe. "Attendees will be able to meet candidates to ask questions and discuss their candidacy for the Birmingham City Manager position."

The city invites the community to share feedback about the candidates on the city's public engagement platform, Engage Birmingham, at engage.bhamgov.org. City commissioners will review feedback received from staff and the public, and conduct a final round of interviews before making their selection.

It is anticipated the new city manager will be announced in the spring.

City manager finalists meet with public next week

Published on February 10, 2023

<https://www.downtownpublications.com/single-post/city-manager-finalists-meet-with-public-next-week>

Birmingham City Commissioners this week conducted public interviews with three candidates seeking to be the city manager when current city manager Tom Markus leaves his position this June, and agreed to have all three hopefuls back for a public meet and greet event in the coming week.

Originally six candidates for the city manager spot were scheduled to be interviewed this past Wednesday and Thursday but then only five were finally set for the public interviews.

On the first night of the public interviews it was announced that two candidates had withdrawn from consideration. Candidate George Lahanas, the city manager until recently for East Lansing, was hired Monday evening to be the city manager in Northville, so he withdrew his application. Oak Park City Manager Eric Tungate withdrew from consideration before the Tuesday session, expressing that he no longer had an interest in the position.

The remaining three candidates were Jana Ecker, currently an assistant city manager in Birmingham; Troy Bell, who most recently was the city manager in Muskegon Heights; and Blaine Wing, who most recently was the city manager in Rochester.

When the final interviews concluded on Thursday evening, commissioners raised questions on the best way to proceed with the process of reviewing candidates. Markus informed commissioners that the city police department would conduct criminal background checks on the remaining candidates and the human resources department would run further reference checks on the three contenders.

City commissioner Clinton Baller suggested to other commissioners that he felt Jana Ecker would be the likely best choice for the position due to her years of service with Birmingham, citing the city's history of promoting from within for the city manager spot. But after discussion, it was decided that commissioners would fill out a paper ballot indicating which candidates they favored and those polling at least four votes would be invited to the public meet and greet session.

Results of the balloting showed Ecker with seven supporters, Wing with five supporters and Bell with four supporters. All three contenders will appear at a public meet and greet event on the evening of February 15, from 7-8 p.m. in the lower level of Baldwin Public Library.

Before commissioners adjourned the session mayor Therese Longe took time to comment that the city had "run our search appropriately" using city manager Markus as head of the search rather than

employing a search firm. Longe noted that the city had received 46 applications, similar to what other municipalities in Michigan and other states had received, and in most cases had received the same finalist candidates as other municipalities that have been running recent searches for city managers through national search firms.

2023 Youth Media Award Winners

Top books, video, and audiobooks for children and young adults
announced at ALA's LibLearnX conference in New Orleans

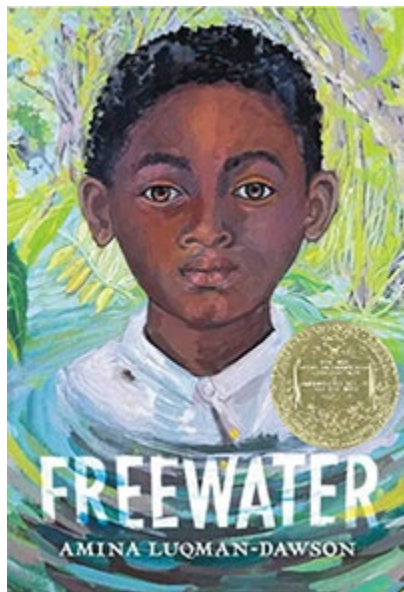
Published on January 30, 2023

<https://americanlibrariesmagazine.org/blogs/the-scoop/2023-youth-media-award-winners/>

On January 30, the American Library Association (ALA) announced the top books, digital media, video, and audiobooks for children and young adults—including the Caldecott, Coretta Scott King, Newbery, and Printz awards—at ALA's 2023 LibLearnX conference in New Orleans.

A list of all the 2023 award winners follows:

John Newbery Medal for the most outstanding contribution to children's literature:



Freewater, written by Amina Luqman-Dawson, is the 2023 Newbery Medal winner. The book is published by JIMMY Patterson/Little, Brown Books for Young Readers.

Three Newbery Honor Books also were named:

Iveliz Explains It All, written by Andrea Beatriz Arango, published by Random House Children's Books, a division of Penguin Random House; *The Last Mapmaker*, written by Christina Soontornvat, published by Candlewick Press; and *Maizy Chen's Last Chance*, written by Lisa Yee, published by Random House Children's Books, a division of Penguin Random House.

Randolph Caldecott Medal for the most distinguished American picture book for children:

Hot Dog, illustrated and written by Doug Salati, is the 2023 Caldecott Medal winner. The book was published by Alfred A. Knopf, an imprint of Random

House Children's Books, a division of Penguin Random House.

Four Caldecott Honor Books also were named:

Ain't Burned All the Bright, illustrated by Jason Griffin, written by Jason Reynolds, and published by Caitlyn Dlouhy Books/Atheneum Books for Young Readers, an imprint of Simon & Schuster Children's Publishing; *Berry Song*, illustrated and written by Michaela Goade, published by Little, Brown and Company, a division of Hachette Book Group Inc.; *Choosing Brave: How Mamie Till-Mobley and Emmett Till Sparked the Civil Rights Movement*, illustrated by Janelle Washington, written by Angela Joy, and published by Roaring Brook Press, an imprint of Macmillan Children's Publishing Group;



and *Knight Owl*, illustrated and written by Christopher Denise, published by Christy Ottaviano Books, an imprint of Little, Brown and Company, a division of Hachette Book Group.

Coretta Scott King Book Awards recognizing an African American author and illustrator of outstanding books for children and young adults:

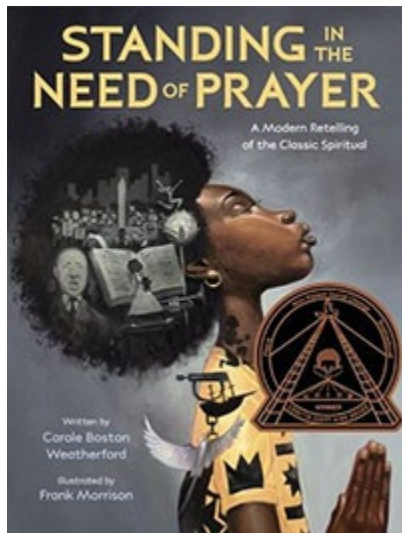
Coretta Scott King Author Book Award:

Freewater, written by Amina Luqman-Dawson, is the King Author Book winner. The book is published by JIMMY Patterson/Little, Brown Books for Young Readers.

Three King Author Honor Books were selected:

Star Child: A Biographical Constellation of Octavia Estelle Butler, written by Ibi Zoboi and published by Dutton Children's Books, an imprint of Penguin Random House; *The Talk*, written by Alicia D. Williams, illustrated by Briana Mukodiri Uchendu, and published by Atheneum Books for Young Readers, an imprint of Simon and Schuster Children's Publishing Division; and *Victory. Stand!: Raising My Fist for Justice*, written by Tommie Smith and Derrick Barnes, illustrated by Dawud Anyabwile, and published by Norton Young Readers, an imprint of W. W. Norton & Company.

Coretta Scott King Illustrator Book Award:



Standing in the Need of Prayer: A Modern Retelling of the Classic Spiritual, illustrated by Frank Morrison, is the King Illustrator Book winner. The book is written by Carole Boston Weatherford and published by Crown Books for Young Readers, an imprint of Random House Children's Books, a division of Penguin Random House.

Three King Illustrator Honor Books were selected:

Me and the Boss: A Story About Mending and Love, illustrated by April Harrison, written by Michelle Edwards, and published by Anne Schwartz Books, an imprint of Random House Children's Books, a division of Penguin Random House; *Swim Team*, illustrated and written by Johnnie Christmas and published by HarperAlley, an imprint of HarperCollins Publishers; and *Victory. Stand!: Raising My Fist for Justice*, illustrated by Dawud Anyabwile, written by Tommie Smith and Derrick Barnes, and published by Norton Young Readers,

an imprint of W. W. Norton & Company.

Coretta Scott King/John Steptoe New Talent Author Award:

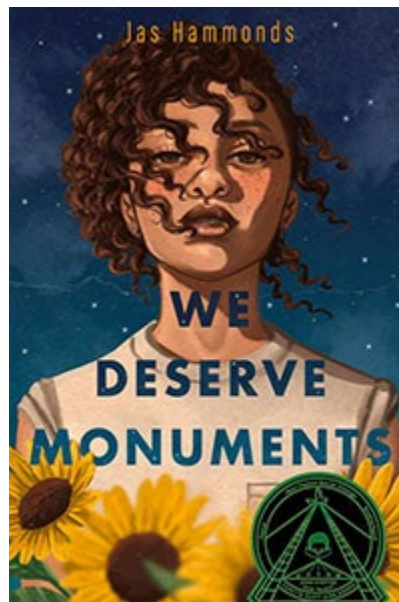
We Deserve Monuments, written by Jas Hammonds, is the Steptoe Author Award winner. The book is published by Roaring Brook Press, a division of Macmillan Children's Publishing Group.

Coretta Scott King/John Steptoe New Talent Illustrator Award:

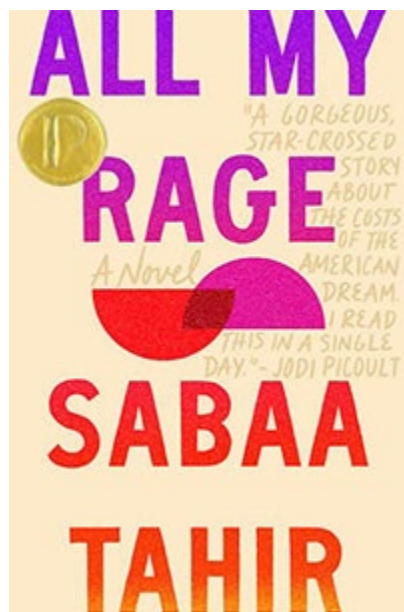
Choosing Brave: How Mamie Till-Mobley and Emmett Till Sparked the Civil Rights Movement, illustrated by Janelle Washington, is the Steptoe Illustrator Award winner. The book is written by Angela Joy and published by Roaring Brook Press, a division of Macmillan Children's Publishing Group.

Coretta Scott King—Virginia Hamilton Award for Lifetime Achievement:

Claudette McLinn is the winner of the Coretta Scott King—Virginia Hamilton Award for Lifetime Achievement. The award pays tribute to the quality and magnitude of beloved children's author Virginia Hamilton.



Michael L. Printz Award for excellence in literature written for young adults:



All My Rage, written by Sabaa Tahir is the 2023 Printz Award winner. The book is published by Razorbill, an imprint of Penguin Young Readers.

Four Printz Honor Books also were named:

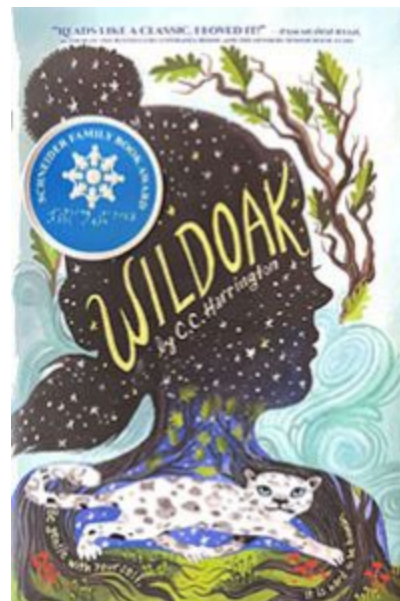
Scout's Honor, written by Lily Anderson and published by Henry Holt and Company, an imprint of Macmillan Publishing Group; *Icebreaker*, written by A. L. Graziadei and published by Henry Holt and Company, an imprint of Macmillan Publishing Group; *When the Angels Left the Old Country*, written by Sacha Lamb and published by Arthur A. Levine, an imprint of Levine Querido; and *Queer Ducks (and Other Animals): The Natural World of Animal Sexuality*, written by Eliot Schrefer and published by Katherine Tegen Books, an imprint of HarperCollins Publishers.

Schneider Family Book Award for books that embody an artistic expression of the disability experience:

Listen: How Evelyn Glennie, a Deaf Girl, Changed Percussion, written by Shannon Stocker, illustrated by Devon Holzwarth, and published by Dial Books for Young Readers, an imprint of Penguin Random House, wins the award for young children. One honor book for young children was selected: *In the Blue*, written and illustrated by Erin Hourigan and published by Little, Brown and Company, a division of Hachette Book Group Inc.

Wildoak, written by C. C. Harrington and published by Scholastic Press, an imprint of Scholastic Inc., wins the award for middle grade. Two honor books for middle-grade readers were selected: *Hummingbird*, written by Natalie Lloyd and published by Scholastic Press, an imprint of Scholastic Inc.; and *Honestly Elliott*, written by Gillian Dunn and published by Bloomsbury Children's Books, an imprint of Bloomsbury Publishing Inc.

The Words We Keep, written by Erin Stewart and published by Delacorte Press, an imprint of Random House Children's Books, a division of Penguin Random House, wins the award for teens. One young adult honor book was selected: *Breathe and Count Back from Ten*, written by Natalia Sylvester and published by Clarion Books, an imprint of HarperCollins Publishers.



Alex Awards for the 10 best adult books that appeal to teen audiences:

A Lady's Guide to Fortune-Hunting, by Sophie Irwin, published by Pamela Dorman Books, an imprint of Penguin Random House

Babel, Or the Necessity of Violence: An Arcane History of the Oxford Translators' Revolution, by R. F. Kuang, published by Harper Voyager, an imprint of HarperCollins Publishers

Chef's Kiss, by Jarrett Melendez, illustrated by Danica Brine, published by Oni Press, an imprint of Oni-Lion Forge Publishing Group

Daughter of the Moon Goddess, by Sue Lynn Tan, published by Harper Voyager, an imprint of HarperCollins Publishers

I'm Glad My Mom Died, by Jennette McCurdy, published by Simon & Schuster

Solito: A Memoir, by Javier Zamora, published by Hogarth, an imprint of Random House, a division of Penguin Random House

The High Desert: Black. Punk. Nowhere., written and illustrated by James Spooner, published by Harper, an imprint of HarperCollins Publishers

The Kaiju Preservation Society, by John Scalzi, published by Tor Books, an imprint of Tom Doherty Associates, a division of Macmillan Publishing Group

True Biz, by Sara Nović, published by Random House, an imprint and division of Penguin Random House

Wash Day Diaries, by Jamila Rowser, illustrated by Robyn Smith, published by Chronicle Books

The Children's Literature Lecture Award is an annual event featuring an author, critic, librarian, historian, or teacher of children's literature. Author Rita Williams-Garcia will deliver the ALSC Children's Literature Lecture. Williams-Garcia's works include Newbery Honor and CSK Author Award–winner *One Crazy Summer*, *A Sitting in St. James*, and *Clayton Byrd Goes Underground*.

The Children's Literature Legacy Award honors an author or illustrator whose books, published in the United States, have made, over a period of years, a substantial and lasting contribution to literature for children through books that demonstrate integrity and respect for all children's lives and experiences.

The 2023 winner is James E. Ransome. His many awards include the 1999 NAACP Image Award for Outstanding Literary Work, Children's, for *Let My People Go: Bible Stories Told by a Freeman of Color*, the 1995 Coretta Scott King Award Illustrator Award for *The Creation*, and a 2020 Coretta Scott King Award Illustrator Honor for *The Bell Rang*.

Margaret A. Edwards Award for lifetime achievement in writing for young adults:

The 2023 winner is Jason Reynolds, whose books include *Ghost*, *As Brave As You*, *Ain't Burned All the Bright*, and *Look Both Ways*, among other titles.

Mildred L. Batchelder Award for an outstanding children's book originally published in a language other than English in a country other than the United States, and subsequently translated into English for publication in the United States:

Just a Girl: A True Story of World War II is the 2023 Batchelder Award winner. Originally published in Italian, the book was written by Lia Levi, illustrated by Jess Mason, translated by Sylvia Notini, and published by HarperCollins Publishers.

Three Honor Books also were selected:

Different: A Story of the Spanish Civil War, written by Mónica Montañés, illustrated by Eva Sánchez Gómez, translated by Lawrence Schimel, and published by Eerdmans Books for Young Readers, an imprint of Wm. B. Eerdmans Publishing Co.; *Dragonfly Eyes*, written by Cao Wenxuan, translated by Helen Wang, and published by Candlewick Press; and *João by a Thread*, written and illustrated by Roger Mello, translated by Daniel Hahn, and published by Elsewhere Editions.

Odyssey Award for the best audiobooks produced for children and young adults, available in English in the United States:

Stuntboy, in the Meantime, produced by Taryn Beato for Simon & Schuster Audio, is the 2023 Odyssey Award winner for children. The book is written by Jason Reynolds and narrated by Guy Lockard, Nile Bullock, and Angel Pean, with a full cast. *The Honeys*, produced by Melissa Ellard for Scholastic Audio, is the 2023 Odyssey Award winner for young adults. The book is written by Ryan La Sala and narrated by Pete Cross.

Four Honor Audiobooks also were selected:

The Three Billy Goats Gruff, produced by Melissa Ellard and Paul Gagne for Weston Woods Studios and Scholastic Audio, retold by Mac Barnett, and narrated by Mac Barnett; *Demon in the Wood Graphic Novel*, produced by Steve Wagner and Michelle Altman for Macmillan Young Listeners, an imprint of Macmillan Audio, written by Leigh Bardugo, adaptation by Gareth Scott, and narrated by Ben Barnes and a full cast; *Inheritance: A Visual Poem*, produced by Caitlin Garing for Quill Books, an imprint of HarperAudio, written and narrated by Elizabeth Acevedo; *The First Helping (Lunch Lady Books 1 & 2)*, produced by Jarrett J. Krosoczka and Lauren Klein with executive producer Nick Martorelli for Listening Library, an imprint of Penguin Random House Audio Publishing Group, written by Jarrett J. Krosoczka, and narrated by Kate Flannery, Jarrett J. Krosoczka, and a full cast.

Pura Belpré Awards honoring Latinx writers and illustrators whose children's and young adult books best portray, affirm, and celebrate the Latino cultural experience:

Frizzy, written by Claribel Ortega, is the 2023 Pura Belpré Children's Author Award winner. The book is published by First Second, a division of Macmillan Children's Publishing Group.

Three Belpré Children's Author Honor Books were named:

The Coquíes Still Sing, written by Karina Nicole González, illustrated by Krystal Quiles, and published by Roaring Brook Press, a division of Macmillan Children's Publishing Group; *The Notebook Keeper: A Story of Kindness from the Border*, written by Stephen Briseño, illustrated by Magdalena Mora, and published by Random House Studio, an imprint of Random House Children's Books, a division of Penguin Random House; and *Tumble*, written by Celia C. Pérez, and published by Kokila, an imprint of Penguin Random House.

Burn Down, Rise Up, written by Vincent Tirado, is the Pura Belpré Young Adult Author Award winner. The book is published by Sourcebooks Fire, an imprint of Sourcebooks.

Three Belpré Young Adult Author Honor Book were named:

Breathe and Count Back from Ten, written by Natalia Sylvester and published by Clarion Books, an imprint of HarperCollins Publishers; *High Spirits*, written by Camille Gomera-Tavarez and published by Arthur A. Levine, an imprint of Levine Querido; and *The Lesbiana's Guide to Catholic School*, written by Sonora Reyes and published by Balzer + Bray, an imprint of HarperCollins Publishers.

Where Wonder Grows, illustrated by Adriana M. Garcia, is the 2023 Belpré Youth Illustrator Award winner. The book was written by Xelena González and published by Cinco Puntos Press, an imprint of Lee & Low Books.

Six Belpré Youth Illustrator Honor Books were named:

The Coquíes Still Sing, illustrated by Krystal Quiles, written by Karina Nicole González, and published by Roaring Brook Press, a division of Macmillan Children's Publishing Group; *A Land of Books: Dreams of Young Mexihcah Word Painters*, illustrated and written by Duncan Tonatiuh, published by Abrams Books for Young Readers, an imprint of ABRAMS; *Magic: Once Upon a Faraway Land*, illustrated and written by Mirelle Ortega, published by Cameron Kids, an imprint of Cameron + Company, a division of ABRAMS; *Phenomenal AOC: The Roots and Rise of Alexandria Ocasio-Cortez*, illustrated by Loris Lora, written by Anika Aldamuy Denise, and published by HarperCollins Children's Books, a division of HarperCollins Publishers; *Srta. Quinces*, illustrated and written by Kat Fajardo, published by Graphix, an imprint of Scholastic Inc., and translated by Scholastic Inc.; and *Still Dreaming / Seguimos Soñando*, illustrated by Magdalena Mora, written by Claudia Guadalupe Martínez, translated by Luis Humberto Crosthwaite, and published by Children's Book Press, an imprint of Lee & Low Books Inc.

The Robert F. Sibert Informational Book Award for most distinguished informational book for children:

Seen and Unseen: What Dorothea Lange, Toyo Miyatake, and Ansel Adams's Photographs Reveal About the Japanese American Incarceration, written by Elizabeth Partridge and illustrated by Lauren Tamaki is the 2023 Sibert Award winner. The book is published by Chronicle Books.

Four Sibert Honor Books were named:

Choosing Brave: How Mamie Till-Mobley and Emmett Till Sparked the Civil Rights Movement, written by Angela Joy, illustrated by Janelle Washington, and published by Roaring Brook Press, a division of Macmillan Children's Publishing Group; *A Seed Grows*, written and illustrated by Antoinette Portis, published by Neal Porter Books, an imprint of Holiday House; *Sweet Justice: Georgia Gilmore and the Montgomery Bus Boycott*, written by Mara Rockliff, illustrated by R. Gregory Christie, and published by Random House Studio, an imprint of Random House Children's Books, a division of Penguin Random House; and *The Tower of Life: How Yaffa Eliach Rebuilt Her Town in Stories and Photographs*, written by Chana Stiefel, illustrated by Susan Gal, and published by Scholastic Press, an imprint of Scholastic Inc.

Stonewall Book Award—Mike Morgan & Larry Romans Children’s & Young Adult Literature Award given annually to English-language children’s and young adult books of exceptional merit relating to the gay, lesbian, bisexual, and transgender experience:



Love, Violet, written by Charlotte Sullivan Wild, illustrated by Charlene Chua, and published by Farrar, Straus and Giroux Books for Young Readers, a division of Macmillan Children’s Publishing Group, is the 2023 recipient of the Stonewall Book Awards—Mike Morgan & Larry Romans Children’s Literature Award.

Four children’s Honor Books were selected:

In the Key of Us, written by Mariama J. Lockington and published by Farrar Straus Giroux Books for Young Readers, a division of Macmillan Children’s Publishing Group; *Kapaemahu*, written by Hinalaimoana Wong-Kalu, Dean Hamer, and Joe Wilson, illustrated by Daniel Sousa, and published by Kokila, an imprint of Penguin

Random House; *The Real Riley Mayes*, written and illustrated by Rachel Elliott and published by Balzer + Bray, an imprint of HarperCollins Publishers, and HarperAlley, an imprint of HarperCollins Publishers; and *Strong*, written by Rob Kearney and Eric Rosswood, illustrated by Nidhi Chanani, and published by Little, Brown and Company, a division of Hachette Book Group Inc.

When the Angels Left the Old Country, written by Sacha Lamb and published by Arthur A. Levine, an imprint of Levine Querido, is the 2023 recipient of the Stonewall Book Awards—Mike Morgan & Larry Romans Young Adult Literature Award.

Four young adult Honor Books were selected:

I Kissed Shara Wheeler, written by Casey McQuiston and published by Wednesday Books, an imprint of St. Martin’s Publishing Group; *Kings of B’more*, written by R. Eric Thomas and published by Kokila, an imprint of Penguin Random House; *Man o’ War*, written by Cory McCarthy and published by Dutton Books, an imprint of Penguin Random House; and *The Summer of Bitter and Sweet*, written by Jen Ferguson and published by Heartdrum, an imprint of HarperCollins Publishers.

Theodor Seuss Geisel Award for the most distinguished beginning reader book:

I Did It!, written and illustrated by Michael Emberley, is the 2023 Geisel Award winner. The book is published by Holiday House.

Four Geisel Honor Books were named:

Fish and Wave, written and illustrated by Sergio Ruzzier, published by HarperAlley, an imprint of HarperCollins Publishers; *Gigi and Ojji*, written and illustrated by Melissa Iwai, published by Harper, an imprint of HarperCollins Publishers; *Owl and Penguin*, written and illustrated by Vikram Madan, published by Holiday House; and *A Seed Grows*, written and illustrated by Antoinette Portis, published by Neal Porter Books, an imprint of Holiday House.

William C. Morris Award for a debut book published by a first-time author writing for teens:

The Life and Crimes of Hoodie Rosen, written by Isaac Blum, is the 2023 Morris Award winner. The book is published by Philomel Books, an imprint of Penguin Young Readers, a division of Penguin Random House.

Four other books were finalists for the award:

The Summer of Bitter and Sweet, written by Jen Ferguson and published by Heartdrum, an imprint of HarperCollins Children’s Books; *Wake the Bones*, written by Elizabeth Kilcoyne and published by Wednesday Books, an imprint of St. Martin’s Publishing Group at Macmillan; *The Lesbiana’s Guide to*

Catholic School, written by Sonora Reyes and published by Balzer + Bray, an imprint of HarperCollins Publishers; and *Hell Followed With Us*, written by Andrew Joseph White and published by Peachtree Teen, an imprint of Peachtree Publishing Company.

YALSA Award for Excellence in Nonfiction for Young Adults:

Victory. Stand!: Raising My Fist for Justice, written by Tommie Smith and Derrick Barnes, is the 2023 Excellence winner. The book is illustrated by Dawud Anyabwile and published by Norton Young Readers, an imprint of W. W. Norton & Company.

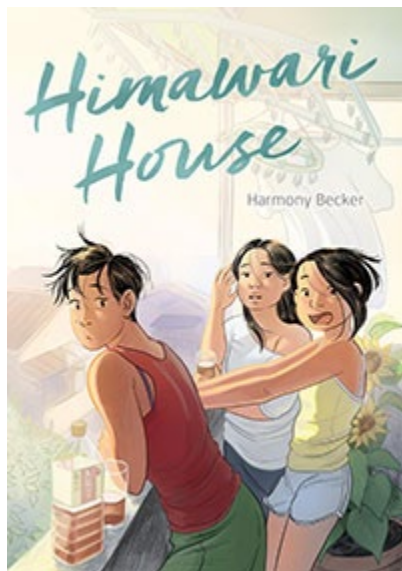
Four other books were finalists for the award:

Abuela, Don't Forget Me, written by Rex Ogle, published by Norton Young Readers, an imprint of W. W. Norton & Company; *American Murderer: The Parasite that Haunted the South*, written by Gail Jarrow, published by Calkins Creek; *A Face for Picasso: Coming of Age with Crouzon Syndrome*, written by Ariel Henley, published by Farrar Straus Giroux Books for Young Readers, an division of Macmillan Children's Publishing Group; and *Unequal: A Story of America*, written by Michael Eric Dyson and Marc Favreau, published by Little, Brown Books for Young Readers, a division Hachette Book Group.

Asian/Pacific American Award for Literature promotes Asian/Pacific American culture and heritage and is awarded based on literary and artistic merit. The award offers three youth categories—picture book, children's literature, and youth literature—and is administered by the Asian Pacific American Librarians Association (APALA), an affiliate of the American Library Association. This year's winners include:

The Picture Book winner is *From the Tops of the Trees*, written by Kao Kalia Yang, illustrated by Rachel Wada, and published by Carolrhoda Books, an imprint of Lerner Publishing Group. The committee selected one Picture Book honor title: *Nana, Nenek & Nina*, written and illustrated by Liza Ferneyhough and published by Dial Books, an imprint of Penguin Young Readers, a division of Penguin Random House.

The Children's Literature winner is *Maizy Chen's Last Chance*, written by Lisa Yee and published by Random House Books for Young Readers, an imprint of Random House Children's Books, a division of Penguin Random House. The committee selected one Children's Literature honor title: *Troublemaker*, written by John Cho with Sarah Suk and published by Little, Brown Books for Young Readers, a division of Hachette Book Group.



The Youth Literature winner is *Himawari House*, written and illustrated by Harmony Becker and published by First Second, an imprint of Macmillan. The committee selected one Youth Literature honor title: *The Silence that Binds Us*, written by Joanna Ho and published by HarperTeen, an imprint of HarperCollins.

Sydney Taylor Book Award is presented annually to outstanding books for children and teens that authentically portray the Jewish experience. Presented by the Association of Jewish Libraries since 1968, the award encourages the publication and widespread use of quality Judaic literature.

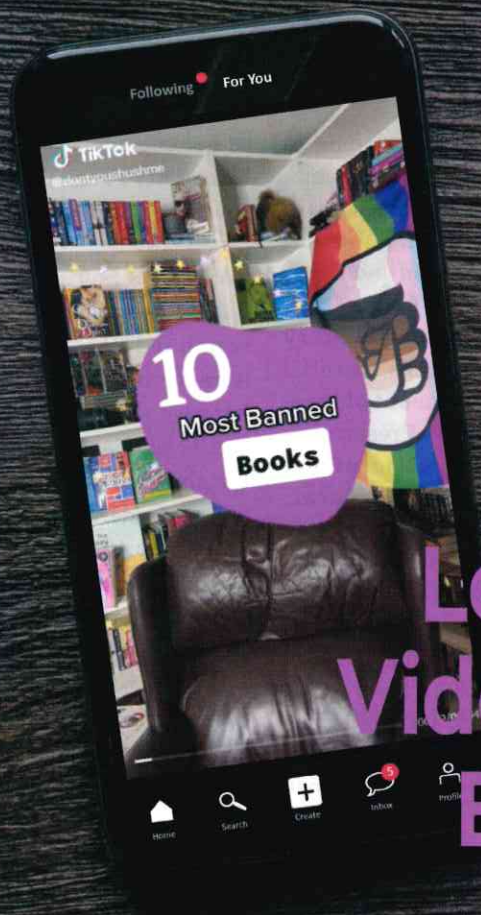
This year's Gold Medalists include: in the Picture Book category: *The Tower of Life: How Yaffa Eliach Rebuilt Her Town in Stories and Photographs*, written by Chana Stiefel, illustrated by Susan Gal, and published by Scholastic Press, an imprint of Scholastic Inc.; in the Middle Grade category: *Aviva vs. the Dybbuk*, written by Mari Lowe

and published by Arthur A. Levine, an imprint of Levine Querido; and in the Young Adult category: *When the Angels Left the Old Country*, written by Sacha Lamb and published by Arthur A. Levine, an imprint of Levine Querido.

Sydney Taylor Book Award Silver Medalists include: in the Picture Book category: *Big Dreams, Small Fish*, written and illustrated by Paula Cohen, published by Arthur A. Levine, an imprint of Levine Querido; *The Very Best Sukkah: A Story from Uganda*, written by Shoshana Nambi, illustrated by Moran Yogev, and published by Kalanot Books, an imprint of Endless Mountains Publishing Company; and *Sitting Shiva*, written by Erin Silver, illustrated by Michelle Theodore, and published by Orca Book Publishers; in the Middle Grade category: *Honey and Me*, written by Meira Drazin and published by Scholastic Press, an imprint of Scholastic Inc.; *Black Bird, Blue Road*, written by Sofiya Pasternack and published by Versify, an imprint of HarperCollins Publishers; and *Ellen Outside the Lines*, written by A. J. Sass and published by Little, Brown and Company, an imprint of Hachette Book Group Inc.; and in the Young Adult category: *My Fine Fellow: A Delicious Entanglement*, written by Jennieke Cohen and published by HarperTeen, an imprint of HarperCollins Publishers; *Some Kind of Hate*, written by Sarah Darer Littman and published by Scholastic Press, an imprint of Scholastic Inc.; and *Eight Nights of Flirting*, written by Hannah Reynolds and published by Razorbill, an imprint of Penguin Random House.

Recognized worldwide for the high quality they represent, ALA awards guide parents, educators, librarians, and others in selecting the best materials for youth. Selected by judging committees of librarians and other children's experts, the awards encourage original and creative work. For more information on the ALA Youth Media Awards and notables, please visit ala.org/yma.

By
Kelsey
Bogan



The only item you must have to create TikTok videos is a mobile device with the downloadable TikTok app installed.



Leveraging TikTok Videos for Outreach, Engagement, and Advocacy

You might know TikTok for its dance trends, ear-worm sound clips, and plethora of cat videos, but you might not know that it's also a powerful addition to a librarian's advocacy, outreach, and community-building toolbox. Pew Research Center's "Teens, Social Media and Technology 2022" report shows that TikTok has recently risen to the number-two spot on the list of social media most used by teens (trailing just behind YouTube and followed by Instagram). The fact that the top two spots are dominated by video-based platforms highlights how successful (and popular) video content is in today's world, especially with younger audiences.

In fact, trends among marketers show that short-form video content is by far the most engaged with content online right now, and this is something that savvy librarians in all academic settings, including K–12 schools, can easily take advantage of with TikTok videos. Regardless of the kind of information you want to share with your community (or the world), short-form video content is a method librarians should seriously consider adding to their library's outreach efforts. The good news is that creating engaging short-form videos is easy via TikTok's in-app video editor. Whether you want to create a makerspace tutorial, database-searching instructional, book trailer, upcoming program hype video, or anything else you can imagine, you can quickly whip one up in TikTok and then easily share or upload it across

any other medium you want (such as your library's website, newsletter, or other social media networks).

What Is TikTok?

TikTok is a video-based social media platform in which content is shared via videos that range from about 5 seconds to 3 minutes in length (TikTok is currently rolling out the ability to make a 10-minute video to some accounts). Many TikTok videos are set to a song or sound clip, which users choose from the in-app sound library, although some videos feature only original sounds such as the voice of the creator simply speaking to the camera. You'll find many different types of videos on TikTok, including—but not limited to—those mentioned later.

TikTok Genres

- Dance trends
- Challenge trends
- Humor or showing off
- Satire and social commentary
- Hobbies or fandoms (such as #BookTok)
- Instructional/educational tutorials
- Advocacy or marketing of ideas, products, or services
- Community-building (Q&A sessions, interactivity, etc.)

Why Use TikTok?

Libraries have long struggled to educate our communities about exactly what modern libraries and librarians provide and the value we bring through critical information literacy instruction, resource facilitation, programming, and other services. We continue to grapple with the prevailing outdated (and stereotypical) misconceptions about libraries and librarians, which in turn impact our ability to effectively advocate for the funding, staffing, and resources that we need to continue our critical work. We also struggle sometimes with effectively communicating to our communities about the wide variety of resources, services, and programs their libraries offer, which leads to underutilization of those offerings, a true detriment to those we serve.

One avenue of addressing these two issues is through development of a robust digital presence that facilitates more consistent, broad-reaching communication efforts. The popularity of short-form video content, as well as the unique algorithm on TikTok that allows for any average user to go viral, give librarians an incredible opportunity for sharing our stories, connecting with our communities, and engaging in successful outreach and advocacy in ways that we've not previously had available to us. We have access to an unprecedented platform for sharing our stories, literally at our fingertips, and that's not something we should let pass us by.

Five Types of Videos Libraries Might Create and Post

Show off—Create short videos showing off your library. These can function as mini tours or orientations and are a great way of letting your community members see the resources available in your library space, both physical and digital. Some ideas of “showing it off” type videos you might consider include highlighting a different area of the library or collection in separate videos, spotlighting new additions, providing info and updates as things change, recording FAQ videos to address common questions about your library and its offerings, or filming “get to know the library staff” videos.

Readers' advisory/book promotions—There is a whole side of TikTok commonly referred to as BookTok, which just means any content that is about books or reading. Libraries can participate in this online community too by creating videos to promote books and offer readers advisory for the titles available at the library. You can produce short book-talk videos, book trailers, reviews, teasers, and more. You can even add TikTok's Q&A feature to your account and encourage your community to submit readers' advisory questions or prompts, and then you can create TikTok video responses. The best part about making book promotion videos is

that they're all reusable in perpetuity. Even if you create just one book promotion video per week, you could end the year with a collection of about 50 videos that can be reused across your other socials, linked to QR codes you put in the physical space on bookmarks or posters, or added to your website for your community to easily access at any time. This is a great tool for creating digital displays and passive (and reusable) readers' advisory and for extending the reach of your recommendations beyond the physical walls of the library.

Advocacy—Videos can be created for advocacy and promotional purposes. Create videos that advocate for libraries, intellectual freedom, and more. It's a great way to help smash those outdated misconceptions people hold about libraries and librarians.

Announcements/program hype—Think of the kinds of announcements or information you might type into a text-based newsletter, and consider making a video version of it too. Do you have an author visit or some other great program coming up? Create hype videos about it to let your community know. Win a grant? Hype video. Get a new database? Hype video. Well, you get the point, right? Brag. Shout it from the rooftops. Don't be shy.

Instructional/tutorial—The TikTok video editing tool makes it pretty easy to quickly and painlessly create short tutorial or instructional videos. A fun bonus is that you can add songs, voiceovers, text bubbles, and other elements to the video without needing to use multiple apps or different software. Create short makerspace, database, research, technology, or other tutorials for your community. You can easily then link the video to your library's website and to QR codes that you place in the physical library.

Optional Accessories

The only item you must have to create TikTok videos is a mobile device with the downloadable TikTok app installed. TikTok is actually a pretty easy-to-use platform, and you





Going Live on TikTok

You can also communicate on TikTok by broadcasting a live stream—TikTok recommends 30 minutes or less. During COVID, I went live each night to read a bedtime story to my students.

don't really need any fancy gadgets to be successful on it. However, there are a few optional items you might like to consider buying:

Tripod (highly recommended)—You don't have to use a tripod, but having one is highly recommended, as it does allow you to create more-stable videos (without the shaking that comes with holding the device in your hand while recording). A tripod also allows you more freedom of movement. It lets you vary your distance from the camera, so it may provide more opportunity for you to be creative.

Ring light (only if needed)—TikTok rewards videos that are good quality. Good lighting is a part of that, so if you're recording in a poorly lit space, you might want to invest in a ring light to brighten up your videos.

External microphone (only if needed)—If you record your videos in a space with a lot of ambient noise, you might want to invest in an external microphone to ensure your audio comes through clearly. However, most mobile devices have strong enough internal microphones these days, so you may find an external microphone to be unnecessary.

Top Tips for TikTok Success

1 Keep it short—TikTok tends to reward you for high levels of watch time, which means that you may find greater success with shorter videos (6–10 seconds). If someone watches 5 seconds out of a 6-second video, you'll have a high watch time percentage on that video, and TikTok rewards that by pushing your video out to more viewers. Whereas, if you create 60-second videos and people only watch about 5–10 seconds before scrolling, you will have a low watch time percentage, and TikTok will cease pushing the video out to new viewers.

2 Use hooks—Structure your video so that within the first couple of seconds, you establish your hook and then put the payoff at the end of the video. You want the viewer to know right away why they should watch the video through to the end, but you don't want to give them the payoff until the end. This is not only a trick for increasing your video's watch time but also a way to make your videos more engaging in general. You might do a video of the "Top 5 Circulated Books This Year," but reveal them in reverse order so that the number-one book is listed last. That's going to hook viewers into watching through to the end.

3 Encourage engagement—Remember that social media is supposed to be, you know, social. Encourage engagement in your videos by prompting your audience to submit questions for you to answer and by asking them to add their thoughts to the comments section. Be sure to respond to some comments regularly too. You can even create video responses to comments ahead of time. So, for example, you might do a video on your "3 Favorite Makerspace Activities" and then, at the end of the video, prompt viewers to put their favorites in the comments section.

4 Jump on trends—TikTok is all about the trends, so be sure that you are regularly scrolling your feed to see which sounds or actions are trending. You'll want to jump on the trends by doing a version of the trend that matches up with your niche or purpose. If a certain sound clip is trending, you'll want to do a video about your library set to that trending sound clip and include the trending hashtag in your caption.

5 Use hashtags—TikTok is one of the platforms on which you do want to add relevant hashtags to your posts, because this helps let TikTok know what kinds of viewers to push your video out to. You don't want to include hashtags that don't relate to your content, though, because that won't help your videos find the right audience. Popular hashtags that librarians use are #BookTok, #LibraryTok, #LibrariansOfTikTok, #DiversifyYourBookshelves, #YABookTok, and more.

6 Practice cross-platform sharing—One of the biggest strengths of TikTok is how well it works as a supplement to your other socials and information-sharing strategies. Create your videos in TikTok, and post them to your TikTok page, but don't stop there. Once you've posted your videos on TikTok, you can download and share them on your other social media account or your library website, newsletter, and physically placed QR codes. As a school librarian, I've even created database and media literacy tutorials on TikTok and then downloaded the videos for use in lessons and assignments. Sharing and using your videos across your platforms is a great strategy for efficient content creation; always think about how to get multiple uses out of the content you create.

P.S.: TikTok for Collections Development

I would also like to highlight that librarians don't have to be content creators to benefit from the power of TikTok. There's a lot of value on the app for us as consumers too, especially when it comes to collection development. There is a massive and prolific book community on TikTok (#BookTok) filled with readers, authors, and publishers making videos about great books, both old and upcoming. Follow as many diverse booktokers (a booktoker is anyone who posts TikTok videos about books) as you can, and you'll soon find your feed filled with what basically amounts to tiny book commercials. It's an excellent way to learn about great books to consider adding to your collection. ■

Kelsey Bogan

(kelseybogan@outlook.com) is a high school librarian in Pennsylvania and an M.S.L.I.S. lecturer for San Jose State University. Bogan has built her library's social media accounts up to more than 60,000 followers and enjoys leveraging social media for her school library's outreach, community-building, and advocacy goals. She blogs about high school librarianship at dontyoushushme.com and on Twitter @KelseyBogan.



The New York Times

A Love Letter to Libraries, Long Overdue

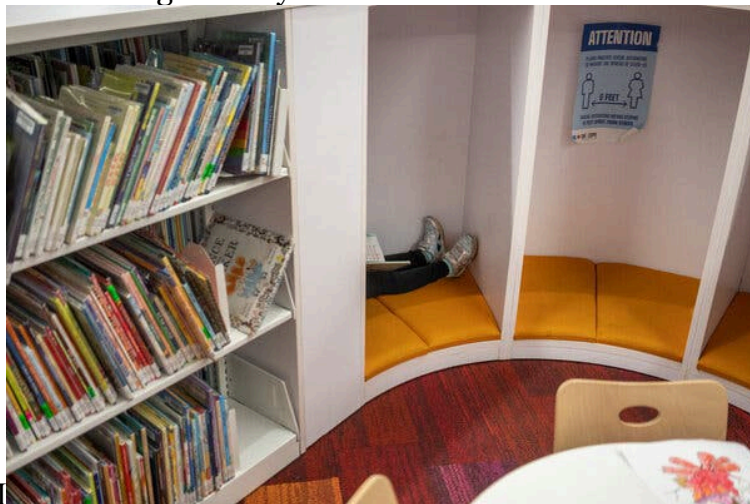
The New York Times sent photographers to seven states to document the thrum and buzz in buildings once known for silence.

By [Elisabeth Egan](#) and Erica Ackerberg

- Feb. 14, 2023

Step into a public library and you know what to expect.

First, there's the smell: a paper bouquet of nothing and everything, including notes of vanilla, sawdust, wet coats, rubber soles and school. Then there are the spines lined up like soldiers, snug in plastic jackets. There are the shelves — metal, wood, sturdy as trees — stretching in every direction.



At the Northtown branch of the Chicago Public Library, a young reader curled up with a picture book. Credit...Todd Heisler/The New York Times



Leon Sykes read “My Papi Has a Motorcycle” to his son and a friend at the 81st Avenue Branch of the Oakland Public Library. Credit...Jim Wilson/The New York Times

There are the rolling step stools. The windowsill ferns. The free bookmarks. The bulletin board papered with fliers advertising firewood, a 10-speed bike, free kittens, CPR class.

There are the sturdy armchairs, the picked-over magazine racks, the award-winning dioramas on loan from adolescent creators, the study carrels etched with decade-old graffiti. There’s the water fountain spouting the coldest beverage in town, a different vintage from the lukewarm dribble in the school gym or the violent torrent at the Y.M.C.A.



Pint-size bookworms made themselves at home in the Hialeah Gardens Branch Library in Hialeah Gardens, Fla. Credit...Rose Marie Cromwell for The New York Times



A young patron focused intently on a writing exercise during homework help time at the Hialeah Gardens Branch Library. Credit...Rose Marie Cromwell for The New York Times



At the Hialeah Gardens Branch Library, a pair of budding musicians strummed guitars in the YOUmedia space, where teenagers can make podcasts, design video games and explore technology. Credit...Rose Marie Cromwell for The New York Times

There are the overhead lights casting their fluorescent glow, occasionally flickering, flattering no one except people who live on the page. Still, they get the job done.

And above it all — hovering over the murmurs and coughs and scraping of chair legs and gurgle of fish tanks and crackle of plastic covers — there is a weighted blanket of quiet, that reassuring hush we're hard-wired to expect from our inaugural visit to the children's room. Whether you first crossed that threshold in the scrum of a class trip or clutching your mom's hand; whether your hometown library was on a country road or at a busy intersection; whether you put your library card to good use or used it to pick

locks; odds are good that, at some point, someone touched an index finger to their lips and shared the universal password for the kingdom of words: “Shhhh.”



In Littleton, Colo., bookworms of all ages gathered outside the Edwin A. Bemis Public Library to hear a story read by Donna Stephenson, a children’s librarian, as part of the weekly Books & Blankets program. Credit...David Williams for The New York Times



Linda Velarde, an associate librarian, loaded a van with books and movies bound for patrons enrolled in the Bemis Library’s Doorstep Delivery program. Credit...David Williams for The New York Times



In Littleton, Colo., Sandra Weeder marveled at her monthly installment of new entertainment. Credit...David Williams for The New York Times



Phillip Pollreis played patriotic songs during a meeting of the Senior Social Club at the Bemis Library. Credit...David Williams for The New York Times

But this sentiment doesn't really apply anymore. It hasn't for a long time.

Just as reading has changed (from paper to pixel to audio) and tools for research have streamlined (sorry, World Book), so have the places that house the goods. Silence is no longer a requirement; versatility is.

It's easy to romanticize libraries. But, the fact is, they're not "just" about the written word. Were they ever? As local safety nets shriveled, the library roof magically expanded from umbrella to tarp to circus tent to airplane hangar. The modern library keeps its citizens warm, safe, healthy, entertained, educated, hydrated and, above all, connected.



Valerie McCormick, an outreach librarian in Minnesota's Kitchigami regional library system, completed paperwork during a bookmobile stop at Foothills Christian Academy in Backus, Minn. Credit...Jaida Grey Eagle for The New York Times



The bookmobile has been a fixture of the library system in Cass County, Minn., since 1966. Here, a kindergarten class took stock of the offerings. Credit...Jaida Grey Eagle for The New York Times



Reagan Morgan, a library assistant, made sure the books were neat and orderly in Bemidji. Credit...Jaida Grey Eagle for The New York Times

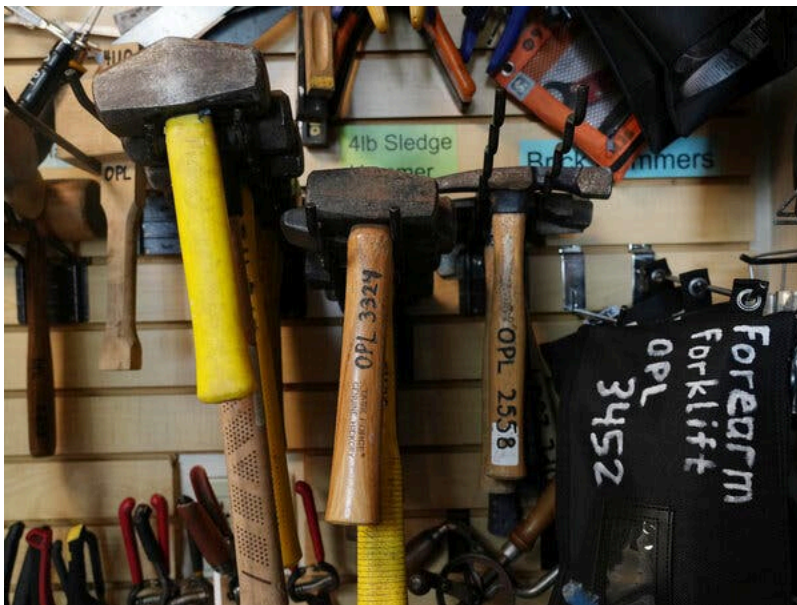
Imagine a teacher who's responsible for a mixed-age classroom where students are free to wander in and out as they please, all opinions are welcome and detention is not an option. This person is also the principal, the guidance counselor, the school nurse and, occasionally, the janitor. This person is your local librarian.

Yet somehow librarians still find time to match people with the books they need. These selections may be second-guessed by irate taxpayers who don't know the difference between F. Scott Fitzgerald and L. Ron Hubbard or don't understand that ideas and stories aren't contagious; the only disease they'll infect you with is empathy. Nevertheless, librarians persist. One could argue that they distribute more wings than an airline pilot. Put yours to good use and you can fly anywhere.

Libraries have always been a place of worship for a certain type of person, but they're also community centers, meeting houses and pop-up medical clinics, offering vaccines, homework help, computer classes, craft sessions and tax advice. Perhaps you need fresh needles, marigold seeds, a loaner guitar, a hammer, a venue for your knitting club or a donation box for your old eyeglasses? Head to your local library. It might have you covered and, if it doesn't, someone there will know where to send you.



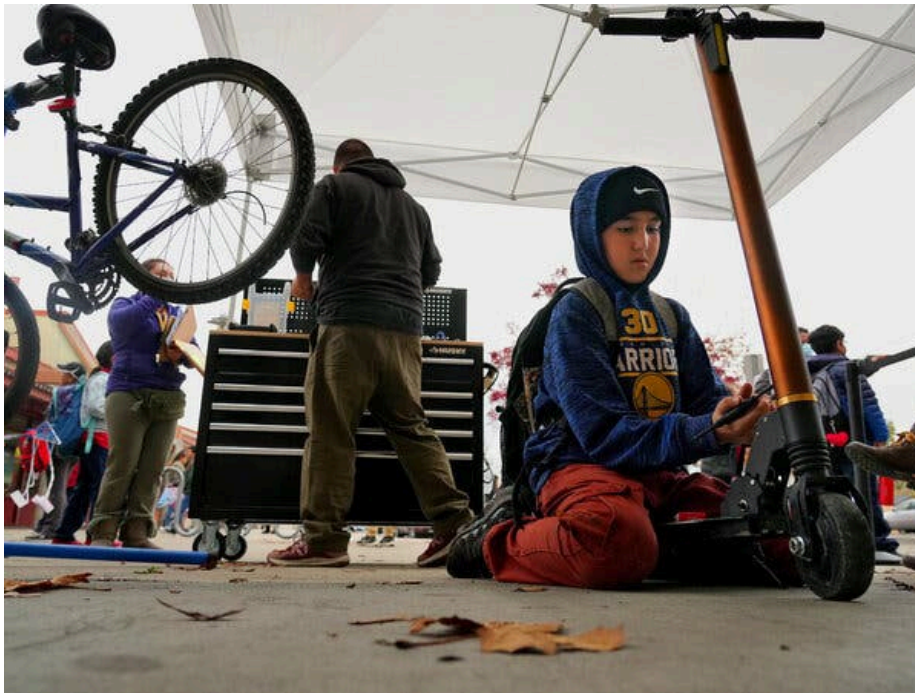
The Oakland Tool Lending Library has over 5,000 tools for patrons to borrow, including shovels, hedge shears, staple guns and cordless drills. Credit...Jim Wilson/The New York Times



D.I.Y.-minded patrons of the Tool Lending Library have access to home improvement books, DVDs and a variety of workshops on projects such as plumbing and tiling. Credit...Jim Wilson/The New York Times



Here are a few future vegetables at Oakland's African American Museum and Library. Credit...Jim Wilson/The New York Times

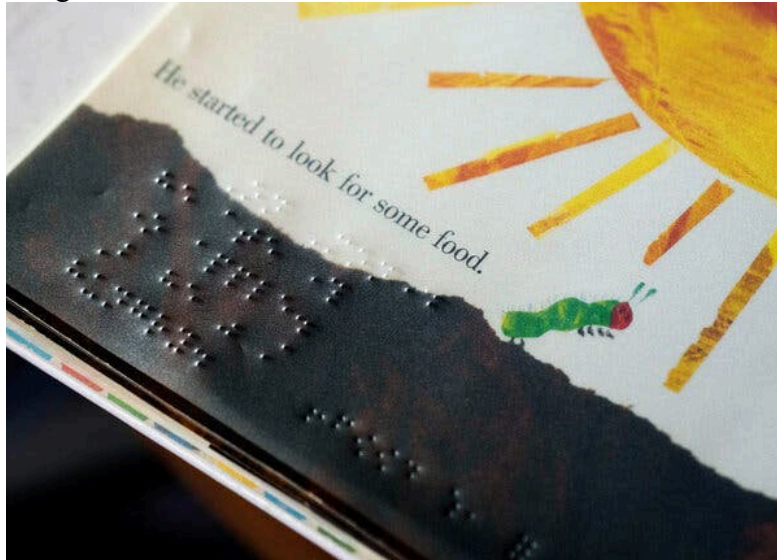


At Oakland's 81st Avenue Branch Library bike repair clinic, a child worked on a scooter. Credit...Jim Wilson/The New York Times

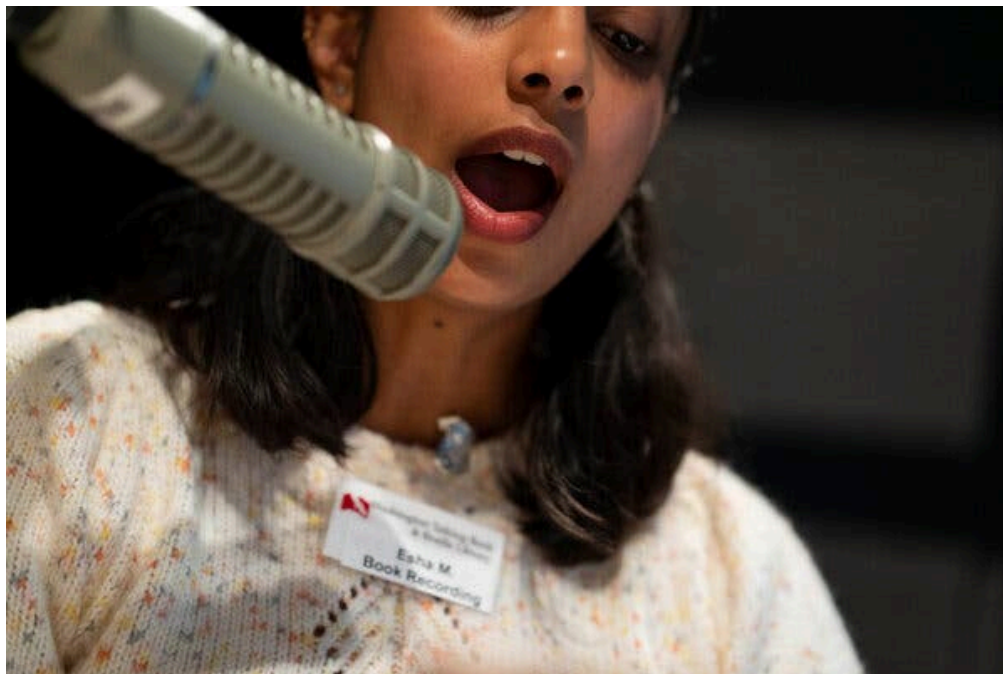
Best of all, you never need a reason or an invitation to go to the library. You aren't required to make a reservation ahead of time or purchase a cup of coffee while you're there. You can pop in when your Wi-Fi is on the fritz or you need a break from your roommates. You might go there to dry off or to cool down. To study for algebra or to

read a romance novel. To stock up on thrillers or to take stock of your less-than-thrilling life. To meet a friend or to be alone. For a bit of excitement or for a moment of calm.

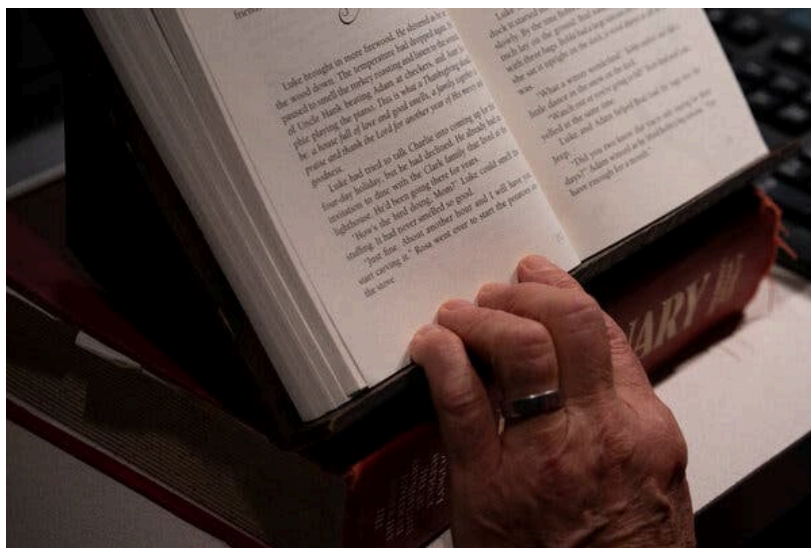
Image



In Seattle, the Washington Talking Book & Braille Library provides services to people who are unable to read standard print material. Eric Carle's "The Very Hungry Caterpillar" is part of the collection. Credit...Ruth Fremson/The New York Times



Esha More, a volunteer audiobook narrator, spoke into a microphone in Seattle. Credit...Ruth Fremson/The New York Times



Another volunteer, Rick Sipe, recorded a novel. Credit...Ruth Fremson/The New York Times



This 14-year-old patron, who is visually impaired, moved with her family from India to Seattle after her father discovered the Washington Talking Book & Braille Library while he was on a business trip. He felt that there would be more opportunities for her in the United States. Credit...Ruth Fremson/The New York Times

Last fall, The New York Times sent photographers to cities, suburbs and rural areas in seven states to document how different libraries respond to the needs of their communities, and the many ways in which patrons find a haven in each one.

At the time, the news was full of grim dispatches from the land of letters. In Colorado, two branches [closed because of meth contamination](#). In McFarland, Calif., city leaders debated whether to [convert a library into a police station](#). In New York City, Mayor Eric Adams proposed massive budget cuts that would [slash library hours and programming](#). The American Library Association announced that attempts to [ban books were accelerating across the country](#) at a rate never seen since tracking began more than 20 years ago.



At the Carver Branch Library in Austin, Texas, a mural on an exterior wall hinted at the vibrancy of the community inside. Credit...Miranda Barnes for The New York Times



Wanda Johnson attended a meeting of Top Ladies of Distinction, a nonprofit educational and humanitarian organization that started meeting at the Carver Branch Library more than 30 years ago. Credit...Miranda Barnes for The New York Times

It was enough to make you wonder if the ancient tradition of book lending was going the way of card catalogs.

Then the photos started to roll in, and they told a different story. In this version, toddlers tried to catch bubbles on the loose in the library. Grateful seniors welcomed monthly deliveries of movies and crime novels. Teenagers strummed guitars together.

Children and caregivers gathered beneath technicolor trees to listen to a picture book read by a beaming librarian. In a different time zone, another librarian worked contentedly in the cozy oasis of a bookmobile.



Toddlers chased bubbles in Chicago's Northtown Branch Library. Credit...Todd Heisler/The New York Times



A cubby of your own? It's available at the Northtown Branch Library. Credit...Todd Heisler/The New York Times

It was impossible to look at these pictures and not feel hopeful about the state of humanity, especially with several seasons of isolation still fresh in our minds. Remember when you were craving the casual comfort of strangers? Remember when the simple act of checking out a book felt like a small miracle?

Sitting in a windowless room in Times Square, scrolling from library to library, state to state, we were unexpectedly moved by the color, light and joy at our fingertips. These

glimpses into lives of strangers were a reminder that copies of the books piled on our desks at the Book Review will soon land on shelves in libraries across the country and, eventually, in the hands of readers. You'll pass them to other people, and on and on.

We all know that books connect us, that language has quiet power. To see the concentration, curiosity and peace on faces lit by words is to know — beyond a shadow of a doubt, in a time rife with shadows — that libraries are the beating hearts of our communities. What we borrow from them pales in comparison to what we keep. How often we pause to appreciate their bounty is up to us.

Image



A small reader returned “Choo Choo Clickety-Clack!” at Colorado’s Bemis Library. Luckily, there’s more where this picture book came from. Credit...David Williams for The New York Times

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. 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.

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 the January 18, 2023 minutes p. 161

B. Acceptance of the January 2023 receipts of \$8,199.01 p. 168

C. Approval of the January 2023 disbursements of \$2,550.78 p. 169

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, March 20, 2023

Motion: To adjourn the February 20, 2023 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
January 18, 2023**

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 8:36 p.m.

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

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

Friends of the Library Liaison present: David Underdown

Contract community representatives present: Kathy Mechigian, Bingham Farms

Members of the public present: One, plus Olivia Clark, Student Representative to the Library Board

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 Pisano

2nd Rumble

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

On page 107, the date on ending balance column on the Balances by Financial Institution spreadsheet should read 12/31/2022

Pisano commented on the changes made to the Library Trust investments. Suhay recognized that it's a bad market, but would like to see further improvement to the benchmark. Pisano indicated that interest rates may be lowered in the later part of 2023 and is "cautiously optimistic" that our returns will be better this year.

4. Adjournment:

Motion: To adjourn the meeting.

1st Rock

2nd Rumble

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

Nays: None.

The motion was approved unanimously. The meeting was adjourned at 8:41 p.m. The next Trust Meeting

will be on Monday, February 20, 2023, following the regular meeting in the Rotary Tribute and Donor Room.

Danielle Rumble, Secretary

Date

Baldwin Public Library Trust: January 2023

January receipts totaled \$8,199.01. January disbursements totaled \$2,550.78.

The current value of the Trust is \$2,097,533.91, divided up in the following way:

	<i>June 2022 - EOY</i>	January 2023
Total endowment investments*	\$ 1,027,375.78	\$ 1,117,541.47
Endowment funds distributed for use	\$ 175,567.25	\$ 157,734.61
Total endowment funds	\$ 1,202,943.03	\$ 1,275,276.08
General spendable funds	\$ 343,568.43	\$ 371,541.13
Van Dragt fund	\$ 117,388.20	\$ 74,909.06
Building fund	\$ 309,523.78	\$ 330,624.08
Restricted funds**	\$ 32,226.33	\$ 20,460.02
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 827,430.28	\$ 822,257.83
Total endowment funds	\$ 1,202,943.03	\$ 1,275,276.08
Total non-endowment funds	\$ 827,430.28	\$ 822,257.83
Total of all Trust funds	\$ 2,030,373.31	\$ 2,097,533.91

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

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

As of January 31, 2023, the amount of money in the Trust that is undesignated stands at \$772,151.16

We received several large donations at the end of 2022. These include the following:

\$5,000 from Jane McKee

\$1,000 from Catherine Zimmerman, with the note: Merry Christmas to all the wonderful people who send me the books that fill my many quiet hours.

\$1,000 from The Bahadur Family Foundation to be used for Youth Services

\$500 from Therese Costello

\$225 from the Quarton Lake Neighborhood Association in memory of Karen F. Norman to be used for Idea Lab supplies.

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of January 31, 2023

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	6.8%	-19.44%
U.S. Aggregate-Bond Benchmark	2.99%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	5.38%	-17.69%
Baldwin Endowment Funds' Portfolio	5.70%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	0.32%	-2.97%

*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 January 31, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,131,373.47
Raymond James Building Mutual Funds Account	\$645,479.26
Huntington Bank Checking Account	\$3,721.85
Huntington Bank Money Market Account	<u>\$316,959.33</u>
Total	\$ 2,097,533.91

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
JANUARY 31, 2023**

Investment and Cash Report									
	Prior Month Balance 12/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 01/31/23
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$991.52	\$17,872.64	\$991.52			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$42,479.14	\$0.00			\$0.00
Restricted Funds	\$3,721.77	\$0.08	\$0.91	\$1,549.26	\$11,967.22	\$1,549.26			\$3,721.85
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,721.77								\$3,721.85
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.53	\$0.00			\$0.00
TOTAL	\$3,721.77	\$0.08	\$0.91	\$2,540.78	\$73,749.53	\$2,540.78	\$0.00		\$3,721.85
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$160,232.02	\$0.00	\$40.00	\$0.00		\$0.00	(\$991.52)		\$159,240.50
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$74,909.06	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$74,909.06
Restricted Funds	\$27,081.65	\$75.00	\$200.00	\$0.00	\$0.00	\$0.00	(\$1,549.26)		\$25,607.39
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43
General Spendable Funds	\$49,572.02	\$7,123.93	\$10,011.13	\$10.00	\$70.00	\$0.00	\$0.00		\$56,685.95
TOTAL	\$312,311.18	\$7,198.93	\$10,251.13	\$10.00	\$70.00	\$0.00	(\$2,540.78)		\$316,959.33
Raymond James & Associates:									
Endowment Fund Investments	\$1,051,805.95	\$0.00	\$0.00			\$0.00	\$0.00	\$62,298.12	\$1,114,104.07
Endowment Cash	\$18,585.23	\$0.00	\$11,183.06			\$0.00	\$0.00	(\$1,315.83)	\$17,269.40
Sub-total Endowment Funds	\$1,070,391.18	\$0.00	\$11,183.06			\$0.00	\$0.00	\$60,982.29	\$1,131,373.47
General Spendable Funds Cash	\$376.28	\$0.00	\$0.00			\$0.00	\$0.00	\$0.13	\$376.41
General Spendable Mutual Funds	\$301,682.32	\$0.00	\$0.00			\$0.00	\$0.00	\$13,155.03	\$314,837.35
General Spendable Building Mutual Funds	\$315,573.54	\$1,000.00	\$0.00			\$0.00	\$0.00	\$13,691.96	\$330,265.50
Sub-total General Spendable Funds	\$617,632.14	\$1,000.00	\$0.00			\$0.00	\$0.00	\$26,847.12	\$645,479.26
TOTAL	\$1,688,023.32	\$1,000.00	\$11,183.06			\$0.00	\$0.00	\$87,829.41	\$1,776,852.73
Total All Funds	\$2,004,056.27	\$8,199.01	\$21,435.10	\$2,550.78	\$73,819.53	\$2,540.78	(\$2,540.78)	\$87,829.41	\$2,097,533.91

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JANUARY 31, 2023**

		Prior Month Balance 12/31/22	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 01/31/23
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$351,272.11	\$7,123.93	\$10,161.18	\$10.00	\$1,500.53			\$13,155.09	\$371,541.13
Restricted Funds:										
Building Fund		\$315,932.04	\$1,000.00	\$1,000.00	\$0.00	\$0.00			\$13,692.03	\$330,624.08
Van Dragt Fund		\$74,909.06	\$0.00	\$0.00	\$0.00	\$42,479.14				\$74,909.06
Memorials/Tributes		\$9,000.29	\$75.08	\$200.91	\$0.00	\$62.81				\$9,075.37
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$2,830.01	\$0.00	\$0.00	\$185.16	\$3,383.14				\$2,644.85
	Young Adult Programs	\$766.43	\$0.00	\$0.00	\$765.77	\$4,804.42				\$0.66
	Youth Services Programs	\$3,157.06	\$0.00	\$0.00	\$497.14	\$3,343.82				\$2,659.92
	Outreach & Equipment	\$5,663.98	\$0.00	\$0.00	\$101.19	\$373.03				\$5,562.79
	Sub-total Restricted	\$412,775.30	\$1,075.08	\$1,200.91	\$1,549.26	\$54,446.36	\$0.00	\$0.00	\$13,692.03	\$425,993.16
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$788,770.96	\$8,199.01	\$11,362.09	\$1,559.26	\$55,946.89	\$0.00	\$0.00	\$26,847.12	\$822,257.83
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$70,381.30	\$0.00	\$40.00	\$395.35	\$4,053.92				\$69,985.95
	Adult Large Print	\$1,933.40	\$0.00	\$0.00	\$365.32	\$3,243.18				\$1,568.08
	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	\$230.85	\$684.37				\$38.91
	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	\$6,728.48	\$0.00	\$0.00	\$0.00	\$2,589.58				\$6,728.48
	Youth Programs (Nix)	\$722.02	\$0.00	\$0.00	\$0.00	\$0.00				\$722.02
	Professional Development	\$12,391.51	\$0.00	\$0.00	\$0.00	\$4,690.67				\$12,391.51
	Staff Appreciation	\$1,955.16	\$0.00	\$0.00	\$0.00	\$30.00				\$1,955.16
	Koschik Building Fund	\$913.49	\$0.00	\$0.00	\$0.00	\$313.28				\$913.49
	Sub-total	\$158,726.13	\$0.00	\$40.00	\$991.52	\$17,872.64	\$0.00	\$0.00	\$0.00	\$157,734.61
Total Endowment Investments	All Funds	\$1,056,559.18	\$0.00	\$10,183.06	\$0.00	\$0.00	\$0.00		\$60,982.29	\$1,117,541.47
Total Endowment Funds		\$1,215,285.31	\$0.00	\$10,223.06	\$991.52	\$17,872.64	\$0.00	\$0.00	\$60,982.29	\$1,275,276.08
Total All Trust Funds		\$2,004,056.27	\$8,199.01	\$21,585.15	\$2,550.78	\$73,819.53	\$0.00	\$0.00	\$87,829.41	\$2,097,533.91

TRUST RECEIPTS
January-23

Trust Money Mkt General Funds:

Therese Costello	\$	489.56	
Hillary Handler	\$	97.52	
Jane Eberwein	\$	97.52	
Paypal Giving Fund	\$	1.00	
QLNA Board in Memory of Karen F. Norman	\$	225.00	
Catherine Zimmerman	\$	1,000.00	
Jane C. McKee	\$	5,000.00	
Three Flags Chapter NSDAR	\$	50.00	
The Birmingham Barber Shop in Honor of A Michael Deller	\$	150.00	
David J Underdown	\$	0.05	
Money Market Interest Income	\$	13.28	\$ 7,123.93

Friends of BPL:

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

Memorial/Book Fund:

Joanne Gartland in Honor of Julie Dawson	\$	75.00	
Checking Account Interest	\$	0.08	\$ 75.08

Trust Money Mkt Endowment Fund:

\$ -

Total Receipts at Huntington Bank

\$ 7,199.01 \$ 7,199.01

Raymond James

The Bahadur Family Foundation	\$1,000.00	\$1,000.00
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Total Trust Receipts (Before Bank Fees)

\$8,199.01 \$8,199.01

Monthly Banking Fee on Money Market Account

\$ (10.00) \$ (10.00)

Total Trust Receipts (Net)

\$8,189.01 \$8,189.01

01/27/2023 09:42 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 01/01/2023 - 01/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
01/06/2023	LIBRY	5881	009315	FIRST NATIONAL BANK OF OMAHA	510.36
01/13/2023	LIBRY	5882	009126	AMAZON CAPITAL SERVICES INC	392.28
01/13/2023	LIBRY	5883	004604	GORDON FOOD	41.93
01/13/2023	LIBRY	5884	001090	INGRAM LIBRARY SERVICES	917.54
01/13/2023	LIBRY	5885	001090	VOID	0.00 V
01/13/2023	LIBRY	5886	MISC	NATIONAL MUSEUM OF THE GREAT LAKES	100.00
01/13/2023	LIBRY	5887	006432	ELISABETH PHOU	22.98
01/27/2023	LIBRY	5888	004867	BALDWIN PUBLIC LIBRARY TRUST	21.47
01/27/2023	LIBRY	5889	000902	CENGAGE LEARNING INC	27.19
01/27/2023	LIBRY	5890	009315	FIRST NATIONAL BANK OF OMAHA	168.89
01/27/2023	LIBRY	5891	001090	INGRAM LIBRARY SERVICES	266.89
01/27/2023	LIBRY	5892	006432	ELISABETH PHOU	71.25

LIBRY TOTALS:

Total of 12 Checks:	2,540.78
Less 1 Void Checks:	0.00
Total of 11 Disbursements:	2,540.78