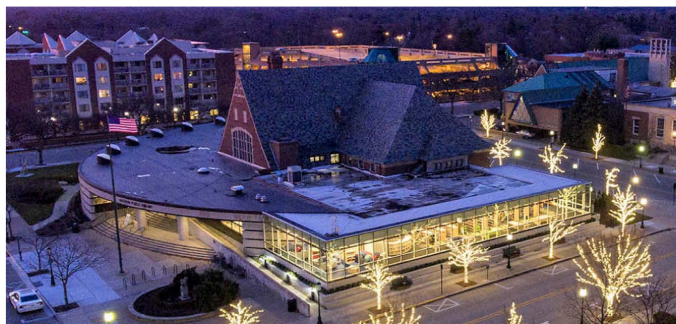
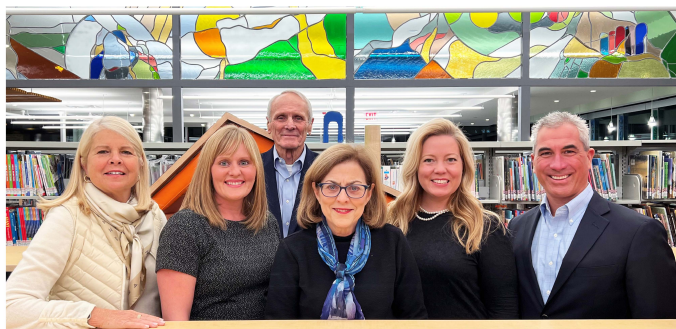


BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

MARCH 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 2023

Personnel Committee,
Policy Committee

Rock, Karen
VICE PRESIDENT

465 Pilgrim Ave.
Birmingham, MI 48009 Home:
(248) 540-9203
e-mail: kgrock13@gmail.com

Term expires 2023

Personnel Committee,
Policy Committee

Rumple, Danielle
SECRETARY

843 Tottenham Rd.
Birmingham, MI 48009
Cell: (734) 693-3861
e-mail: danielle.rumple@gmail.com

Term expires 2025

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
Home: (248) 646-0463
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, March 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 February 20, 2023 Board Meeting Minutes p. 7
- B. Approval of February 2023 vendor payments in the amount of \$111,319.85, including payments in excess of \$75,000. p. 12
- C. Approval of total expenses in the amount of \$335,543.78. p. 17
- D. Adoption of proposed changes to the Hours of Service Policy, as found on page 14 of the March 2023 Board packet. p. 14

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 32
- D. Upcoming events of interest (Jaclyn Miller) p. 60

IV. Board Committee Reports	
A. Finance – Danielle Rumble	p. 16
B. Building – Jim Suhay	p. 19
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 25
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 34
B. Beverly Hills (Mike White, 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. Public budget hearing for fiscal years 2023-24, 2024-25 & 2025-26 Suggested Board action: Motion to approve the FY 2023-24 budget as stated in the budget resolution on page 56.	p. 36
B. Discussion of the proposed Martha Baldwin Award for Good Character	p. 57
XIII. Unfinished Business	
IX. Items removed from the Consent Agenda	
X. Information Only	
A. Upcoming events of interest	p. 60
B. Oakland Press Budget Hearing Notice	p. 62
C. BPS eNews February 24, 2023	p. 63
D. MLive article “Michigan libraries don’t stock ‘obscene’ books GOP rep’s bill would age-restrict, group says”	p. 65
XII. Adjournment	
The next regular meeting of the Library Board will be on Monday, April 17, 2023 at 7:30 p.m.	
Motion: <i>To adjourn the March 20, 2023 Board Meeting.</i>	

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
February 20, 2023**

Call to Order and Roll Call:

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

Library Board present: Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, Jim Suhay, Jennifer Wheeler, and Student Representative Titus Smith III

Absent and excused: None

Library Staff present: Rebekah Craft, Director; Jaclyn Miller, Associate Director; Robert Stratton, Office Administrator.

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: Kathy Mechigian, Bingham Farms; Mike White, Beverly Hills.

Members of the public present: Two.

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 Rumble

2nd Mark

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 thanked the Friends of the Library for holding a Surprise Overstock Sale on Saturday, February 18 and for their support of the Library. She thanked Olivia Clark, Student Representative for 2022-2023, for her contributions to the Library Board over the last year. Wheeler wished Danielle Rumble a happy birthday.

Board comments: Pisano thanked the Friends of the Library and their continued funding of Library programs.

Staff Anniversaries: Rock recognized the following staff anniversaries: Sofia Dabrowski (1 years of service), Carlton Elam (3 years), Theresa Hart (27 years), Dennis Kabel (10 years), Syntha Green (7 years), Angela Shinozaki (7 years), David Stewart (5 years), and Wesleyann Johnson (6 years).

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

Finance Committee:

Building Committee:

Outreach Committee:

Policy Committee:

Motion to adopt proposed changes to the Bylaws of the Board of Directors, as found on pages 21 to 23 of the February 2023 Board packet, with the inclusion of "Outreach Committee" in Article 4, Section 1.

The motion was approved unanimously.

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, with the inclusion under Rules of Use "K. A limited amount of 3D printing filament is offered per household, per month."

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

Motion to adopt proposed changes to the Purchasing Guidelines, as found on pages 28 to 31 of the February 2023 Board packet.

1st Rock

2nd Rumples

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

Personnel Committee:

Rock reported that the Personnel Committee reviewed edits to the Employee Handbook after review by the BPL management team and the City's labor attorney, Michael Gibbons. The Employee Handbook was last updated in 2019. Full minutes regarding the updates to the Employee Handbook are on page 32 of the February Board packet.

Craft submitted a change to Appendix A, which correctly prorate the Yearly Personal Leave column.

Motion to adopt proposed changes to the Employee Handbook, as found on pages 33 to 70 of the February 2023 Board packet, with the inclusion of the Yearly Personal Leave column update.

1st Rock

2nd Suhay

A roll call vote was taken.

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

Nays: None.

The motion was approved unanimously.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 71-81 of the February Board packet.

IT is upgrading the online catalog software, and the system will be shut down on the morning of February 22. This should help with slowdowns on weekends.

The Idea Lab will be closed this week, and should reopen Saturday.

Nays: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:28 p.m. The next regular meeting is scheduled for Monday, March 20, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Danielle Rumple, Secretary

Date

DRAFT

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	197.43
	009126	AMAZON CAPITAL SERVICES INC	1,136.17
	000843	BAKER & TAYLOR BOOKS	13.44
	005717	BSB COMMUNICATIONS, INC.	72.50
	MISC	CAPITAL AREA DISTRICT LIBRARY	12.99
	000443	CCH INCORPORATED	227.89
	MISC	CIDL	18.95
	000627	CONSUMERS ENERGY	2,010.00
	MISC	DBUSINESS	17.95
	MISC	EASTERN MICHIGAN UNIVERSITY	44.95
	000585	FARMINGTON COMM. LIBRARY	8,833.01
	008164	GARY EISELE	55.00
	001090	INGRAM LIBRARY SERVICES	7,763.86
	008827	KANOPY, INC	417.35
	007927	MICHELLE HOLLO	1,058.75
	002013	MIDWEST TAPE	7,899.78
	008336	NBS COMMERCIAL INTERIORS	792.00
	001194	NELSON BROTHERS SEWER	601.00
	009478	ODP BUSINESS SOLUTIONS, LLC	269.69
	006785	OVERDRIVE, INC.	14,996.46
	009612	PLAYAWAY PRODUCTS LLC	265.45
	MISC	RAWSON MEMORIAL DISTRICT LIBRARY	22.99
	MISC	SIGNY KLEIN	27.49
	009024	THE D.M. BURR GROUP	4,711.20
290595	009202	AQUARIUM DESIGN INC	240.00
290603	008355	BIRMINGHAM PUBLIC SCHOOLS	231.66
290622	009024	THE D.M. BURR GROUP	4,819.00
290646	000249	GUARDIAN ALARM	263.58
290665	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,667.60
290669	MISC	LAUREN GONZALEZ	4.99
290676	000797	THE LIBRARY NETWORK	1,660.27
290687	009351	MERRITT CIESLAK DESIGN PLC	11,880.00
290693	MISC	MICHIGAN GARDENER	135.00
290699	009596	WP COMPANY LLC	2,205.00
290700	006723	NEWMIND GROUP, INC	216.00
290706	000678	OCLC, INC.	319.87
290734	002524	SIGNGRAPHIX INC.	824.00
290753	009026	WELLS FARGO VENDOR FIN SERV	677.87
290760	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
290769	000408	BALDWIN PUBLIC LIBRARY	35.94
290778	009319	COMPTON PRESS INDUSTRIES LLC	3,148.96
290787	004493	ELITE IMAGING SYSTEMS, INC	906.27
290796	001090	INGRAM LIBRARY SERVICES	2,182.92
290805	000797	THE LIBRARY NETWORK	559.30
290817	009478	ODP BUSINESS SOLUTIONS, LLC	92.78
290821	008783	PRESIDIO NETWORKED SOLUTIONS GROUP	2,791.94
290826	006347	SOUTHERN COMPUTER WAREHOUSE	1,650.00
290843	009440	ALLIANCE ENTERTAINMENT, LLC	497.72

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

Page: 2/2

Check Number	Vendor #	Vendor	Amount
290846	000843	BAKER & TAYLOR BOOKS	17.24
290852	003904	CAPITAL ONE BANK	2,063.13
290857	000605	CINTAS CORPORATION	227.60
290870	000179	DTE ENERGY	4,959.41
290892	004493	ELITE IMAGING SYSTEMS, INC	450.00
290899	009612	PLAYAWAY PRODUCTS LLC	911.85
290907	006666	GRID 4 COMMUNICATIONS INC.	223.69
290909	007211	HOME DEPOT CREDIT SERVICES	22.96
290913	001090	INGRAM LIBRARY SERVICES	4,172.68
290932	MISC	MCMASTER-CARR	14.25
290955	007907	SP+ CORPORATION	3,114.00
7235	009126	AMAZON CAPITAL SERVICES INC	79.99
7236	009126	AMAZON CAPITAL SERVICES INC	33.01
7277	005861	UNIQUE MGMT SERVICE, INC	51.50
7289	009126	AMAZON CAPITAL SERVICES INC	25.99
7290	009126	AMAZON CAPITAL SERVICES INC	61.99
7291	009126	AMAZON CAPITAL SERVICES INC	9.98
7305	000517	BEIER HOWLETT P.C. MIDWEST	1,971.75
7329	002013	TAPE	1,615.55
7341	009126	AMAZON CAPITAL SERVICES INC	164.97
7342	009126	AMAZON CAPITAL SERVICES INC	6.99
7343	009126	AMAZON CAPITAL SERVICES INC	209.86
7344	009126	AMAZON CAPITAL SERVICES INC	21.57
7346	009126	AMAZON CAPITAL SERVICES INC	20.98
7347	009126	AMAZON CAPITAL SERVICES INC	15.30
7348	009126	AMAZON CAPITAL SERVICES INC	20.86
7349	009126	AMAZON CAPITAL SERVICES INC	69.99
7350	009126	AMAZON CAPITAL SERVICES INC	129.99
7356	009126	AMAZON CAPITAL SERVICES INC	82.51
7374	005550	LEE & ASSOCIATES CO., INC.	415.44
7375	002013	MIDWEST TAPE	587.13

Total: 111,319.85

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

_____, 20____

Executive Library Director

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

Hours of Service Policy

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

In order to be accessible to as many patrons as possible and to comply with state regulations, the Baldwin Public Library (BPL) maintains regular service hours.

1. BPL is open seven days per week.
2. BPL is closed on New Year's Day, Dr. Martin Luther King, Jr. Day, Easter Sunday, Memorial Day weekend, ~~Juneteenth~~, Fourth of July, Labor Day weekend, ~~staff in-service day~~ **Staff Development Day** (one Friday in September), Thanksgiving Day, ~~the day after Thanksgiving~~, Christmas Eve Day, ~~and~~ Christmas Day, ~~and~~ **New Year's Eve**.
3. BPL closes at 5:30 p.m. on the Wednesday before Thanksgiving.
~~BPL closes at 5:30 p.m. on New Year's Eve.~~
4. BPL may be closed when weather conditions deteriorate to the point where emergency situations prevail, when vital equipment in the building fails, when there is a general emergency impacting the library facility, or when mandated by the State of Michigan.

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

March 2023 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, March 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 eight months, the budget is tracking well.
 - There were two payroll periods in February
 - Revenue from room rentals is higher than anticipated
 - Contract payments have been received
 - Personnel expenses are lower than budgeted
 - Contracted Services will be higher than anticipated due to architectural fees
- Miller discussed expenditures with funds from the Friends of the Baldwin Public Library. The Friends collected \$1,214 in February at the in-lobby book sale.
- Craft reviewed the 2023-2024 Proposed Budget report for the hearing on March 20.
- Pisano did not attend any meetings
- The trust audit has been completed and will be filed in April.
- The next meeting will be held on Monday, April 10 at 4:00 p.m.

FINANCIAL REPORT: February 2023

This report references the Revenue and Expense Report 2022-23, found on the following page. At 66.7% of the way through fiscal year 2022-2023, the Library has spent 62.8% of its budget and received 88.8% of its revenue. By this point of the year, the Library was budgeted to have spent 66.7% of its budget and to have received 92.4% of its revenue.

Two pay periods were recorded in February.

Vendor payments in excess of \$75,000:

Total vendor payments in excess of \$75,000	\$	-
Balance of vendor payments less than \$75,000	\$	111,319.85
Total vendor payments	\$	111,319.85

City of Birmingham allocations:

Payroll Period Ending 02/04/23	\$	110,304.66
Payroll Period Ending 02/18/23	\$	93,627.11
Employee Health Care Payroll Deduction 02/18/23	\$	(641.44)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$	7,744.58
Total Payroll	\$	214,503.91

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	\$	224,086.41

Reconciling adjustments:

Plante & Moran Audit Charges	\$	170.00
Book Fine Refunds	\$	(32.48)
Total Recon Adjustments	\$	137.52

Total expenses for the month	\$	335,543.78
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2022-23
February 2023

	Approved 2022-2023 Budget	Current Month Budget February 2023	Current Month Actual February 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	8th Month of the year 66.67%
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	(\$10,000)	(\$2,086)	\$7,914	13.9%	(\$1,412)	9.4%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$0	(\$8,833)	\$70,667	\$7,052	(\$63,614)	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	\$83,254	\$555	\$661,593	\$498,709	(\$162,884)	50.3%	\$612,351	63.4%
PATRON USE REVENUE	\$27,000	\$2,250	\$1,586	(\$664)	\$18,000	\$22,281	\$4,281	82.5%	\$19,221	89.8%
INVESTMENT INCOME	\$30,000	\$2,500	(\$335)	(\$2,835)	\$20,000	\$35,724	\$15,724	119.1%	\$15,168	50.6%
TOTAL REVENUE	\$5,010,270	\$95,033	\$84,504	(\$10,528)	\$4,630,140	\$4,447,967	(\$182,173)	88.8%	\$4,330,666	90.6%
EXPENSES										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$214,504	(\$22,681)	\$1,897,480	\$1,687,490	(\$209,990)	59.3%	\$1,590,110	59.5%
SUPPLIES	\$143,000	\$11,917	\$8,510	(\$3,406)	\$95,333	\$76,323	(\$19,010)	53.4%	\$79,037	66.1%
CONTRACTED SERVICES	\$499,590	\$41,633	\$42,502	\$870	\$333,060	\$385,701.36	\$52,641	77.2%	\$217,130	56.6%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$1,552	(\$10,031)	\$92,667	\$88,421	(\$4,246)	63.6%	\$80,194	53.5%
UTILITIES	\$105,000	\$8,750	\$6,969	(\$1,781)	\$70,000	\$70,587	\$587	67.2%	\$65,874	68.6%
OTHER CHARGES	\$81,480	\$6,790	\$7,175	\$385	\$54,320	\$48,844	(\$5,476)	59.9%	\$40,679	49.5%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$0	(\$5,608)	\$44,867	\$37,745	(\$7,121)	56.1%	\$10,194	15.9%
COLLECTIONS	\$649,750	\$54,146	\$54,330	\$184	\$433,167	\$451,035	\$17,868	69.4%	\$403,385	62.3%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$335,544	(\$42,068)	\$3,020,893	\$2,846,146	(\$174,747)	62.8%	\$2,486,602	59.1%
VARIANCE	\$478,930	(\$282,579)	(\$251,040)	\$31,540	\$1,609,247	\$1,601,821	(\$7,426)			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$3,470,354.05				

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.

Phase 3 Renovation - Update

Project Bidding

PCI Dailey issued bid packages on Monday, March 13. A construction walk through for bidders will be held on Tuesday, March 21 from 2:00 to 3:30pm at the library. All bids are due to Duane Bernard at PCI Dailey on Tuesday, March 28 at 2:00 p.m.

The bid packages have been posted on the Michigan Intergovernmental Trade Network and on the library's renovation webpage: www.baldwinlib.org/renovation.

Café and Collaboration Space

At the February board meeting, we reviewed the new design options for the new café and collaboration space. A representative from Merritt Cieslak Design will attend an upcoming board meeting to help the board make the final design decisions about the café. Here is feedback from MCD based on your questions at the meeting:

- MCD will talk with Dailey to provide approximate estimates between the orthogonal concept and the concept with the curved vending machine surround.
- It is true that the design of the cafe has lagged behind the design of the other portions of the project. This is due to the fact that the design requirements for this space continued to change over the course of the project, including staffed vs. unstaffed, vending machine vs. no vending machine, one vending machine vs. two vending machines, family toilet room vs. no family toilet room, etc. Because of these ongoing changes, we have had to spend far more time, late in the project, to work with the board to find viable options that incorporated the changes. So, the final design development of that space was definitely later than the other portions of the project and feels "last minute."
- It should be noted that the "layout" that was previously shown was only that, a layout. It had not yet had the benefit of design development that the other portions of the project, particularly the millwork, had gotten. Once we received approval for the layout and were able to spend more time developing it to bring it up to the level of design that the other portions of the project were at, it became very apparent that there needed to be a level of sophistication included that was not there in the original "layout." The original layout that was shown to the building committee was very utilitarian and generic, and would not provide the level of design pedigree that this space warrants.

- The vending machine width and height that can be accommodated is identical for both versions. It is based on the largest dimensions of each of the machine specifications provided to us. The width is 46" and the height is 75" and the depth is 33".
- The difference in price between both design options is probably a few thousand dollars, max. The materials are the same in each version, with only the addition of the curve of the vending surround (in plan only) and the small curves of the corners of the millwork (in elevation only) along the wall.
- If there is ongoing uncertainty about the design of the cafe space, we would like the opportunity to discuss this with the board directly. It is such an important and visible aspect of the project that we want to be sure that we have given it the same level of consideration and scrutiny as the other parts of the project.

Name selection for Café and Collaboration Space

After surveying staff and board members, here are the finalists for the official name of the café and collaboration space:

- Bookend Cafe - 30%
- Merrill Commons - 18.3%
- Baldwin Beanery - 15%
- The Bookmark - 13.3%
- Book Nook - 11.7%
- Martha's Cafe - 11.7%

Our human nature will be to shorten the name of the space to a one-word title, so I'm hesitant to name the space "_____ café" as it will be shortened to just café. Calling the new space a café is misleading because it will just have vending machines and tables. We will need to determine the new name for the space so that it can be incorporated into the signage design by MCD.



Instructions to Bidders / General Requirements
Phase 3 Addition & Renovation for
BALDWIN PUBLIC LIBRARY
Bidding / Construction 3-13-2023

The **PCI-Dailey Company** has been selected by The Baldwin Public Library as the Construction Manager for the Phase 3 Addition & Renovation for the Baldwin Public Library located at 300 W. Merrill St., Birmingham, MI 48009

PROJECT DESCRIPTION: Partial interior renovation and a 1,950sf Addition

DUE DATE: Tuesday, March 28, 2023, by 2:00PM

Email to: Duane Bernard (dbernard@pcidailey.com) & estimating@pcidailey.com

PRE-BID MEETING: Tuesday, March 21, 2023, 2:00 – 3:30PM

QUESTIONS: To Duane Bernard (dbernard@pcidailey.com) by March 22, 2023, by 2:00 PM

INSTRUCTION TO BIDDERS - All bids shall be quoted in accordance with the following:

- **BID FORM:** See accompanying form. Include separate sheet on your letterhead outlining any Clarifications, Exceptions and Voluntary Alternates.
- **SCHEDULE:** PRELIMINARY SCHEDULE POSTED IN PLAN ROOM. CONSTRUCTION START JULY 2023
- **BID TRADE PACKAGES:** - SEE FOLDER WITH BID DOCUMENTS. Bids on Combination of packages are acceptable, but a breakdown should be provided for bookkeeping purposes.
- **BID OPENING:** Bids to be opened and evaluated privately by the PCI-Dailey Company.
- **LABOR / WAGES:** Union and Non-Union trades / bids are acceptable. Prevailing wages not required.
- **SALES & USE TAX:** Required.
- **BID BOND:** Not Required.
- **BID DOCUMENTS:** Plans & Specifications (Merritt Cieslak Design, PLC "BPL Permit 3.07.23 (Phase 3 Drawings Dated 3-6-2023)" with accompanying Site Photos for reference, Bid Trade Packages, Geotechnical Report, Preliminary Site Logistics Plan, Preliminary Construction Schedule, etc.

- Use this link to bidding folder:

• https://pcionesource-my.sharepoint.com/:f/g/personal/swheeler_pcidailey_com/EuDT6ifiCqxOkGSTV00SjngBcTJekqIIFTC4xul4TJalzQ?e=6HIQNt

- Or use FTP Site
- <http://ftp.daileyco.com>
- Folder Name: **Baldwin Public Library Phase 3**
 - Username: **2300BPL3**
 - Password: **bidtdc**

<u>PACKAGE</u>	<u>DESCRIPTION</u>
• A	SELECTIVE INTERIOR DEMO
• B	EARTHWORK, SITE DEMO, & UTILITIES
• C	LANDSCAPE AND IRRIGATION
• D	CONCRETE (ALL) (Foundations, Flatwork & Site)
• E	POLISHED CONCRETE
• F	UNIT MASONRY & LIMESTONE
• G	STRUCTURAL STEEL & MISC. IRON
• H	STAINLESS RAILINGS
• J	MILLWORK & RUNNING TRIM
• K	ROOFING & SHEET METAL
• L	Not Used
• M	DOORS, FRAMES & HARDWARE (fob)
• N	GLAZING, WINDOW WALL, AUTO SLIDERS
• P	DRYWALL, ACOUSTICAL, ROUGH CARPENTRY
• Q	PLASTER VENEER
• R	Not Used
• S	CARPET & RESILIENT FLOORING
• T	PAINTING
• U	Signage by Owner
• V	FIRE EXTINGUISHERS
• W	MOTORIZED SHADES
• X	LULA ELEVATOR
• Y	FIRE PROTECTION
• Z	PLUMBING
• AA	HVAC
• BB	ELECTRICAL
• CC	FLAGPOLE RELOCATION
• DD	BOOK RETURN DOOR
• EE	Not Used

GENERAL REQUIREMENTS:

All Bidder / Subcontractors shall include in their bids the cost to accommodate the following:

1. **Site Logistics / Phasing Plan** – Preliminary Plan Dated 2-19-23.
2. **Tight Site** - Lay down space; space for trailers / tool cribs; parking and material storage is **not available**. Deliveries will need to be limited in quantity and / or provided on an as needed / daily basis.
3. **Parking** – Each bidder is responsible for the arrangement and payment of off-site parking. Chester Street Parking Garage is one block away.
https://www.bhamgov.org/about_birmingham/city_departments/police_department/parking_infor

4. **Library Operations** – The Library will remain in operation and open during normal working hours. Any work outside the area of construction is to be coordinated with the PCI-Dailey superintendent.
5. **Birmingham Community House / Shain Park** – Weddings and other events are often schedule outside at these immediately adjacent venue. Loud, disturbing outside activities should not be planned on Friday afternoons or at anytime on Saturday or Sunday.
6. **Dust Control** must be provided by each contractor on an as required basis
7. **Hours of work** – Erection, excavation, cutting, drilling, demolition, remodeling, alteration or repair and all other construction activities shall only be permitted Monday through Saturday, except legal holidays, between the hours of 7:00 a.m. and 7:00 p.m., which does not produce a sound level exceeding 100 DBA at or beyond the projects property line. Prohibited, unless a permit is first obtained.
8. **Traffic and pedestrian controls** including flagmen, barricades, flashers, signage and warning devices. PCI-Dailey will provide perimeter fencing and gates.
9. **Field Offices will not be allowed on site.**
10. **Construction Documents** - All construction documents will be available in **electronic format** only. PCI-Dailey shall provide electronic backgrounds for shop drawings at no cost to the trades needing them.
11. **Sales & Use Taxes** are applicable to the project.
12. **Project Schedule dated 3-9-2022 to be accounted for in the sub bids.**
10. **Resources** - Manpower to be provided as needed with supervision, tools, and equipment to meet schedule.
11. **Work of multiple subcontractors / trades** will be done concurrently. All work and construction operations at the site may need to be phased to accommodate other trades. Cost of this type of coordination and phasing is included.
12. **Meetings** – Each subcontractor shall have their assigned project manager and / or superintendent attend weekly construction coordination meetings.
13. **Superintendents and Project Management personnel** (subcontractor's) will not be changed without PCI-Dailey's approval.
14. **Layout and engineering** for all work shall be provided by each subcontractor from existing walls and slab and / or from controls (column lines, corners, benchmark, & similar) provide by PCI-Dailey.
15. **Current Construction drawings** - On site field personnel must have their own current construction drawings and approved shop drawings and shall not rely on PCI-Dailey's field docs.
16. **As-Built of the Completed Work** to be documented on a daily basis by the subcontractor. This information will be provided to the site superintendent each day for general coordination only. Each subcontractor is responsible to submit a complete set of as-builts upon completion of their work.
17. **Submittals, Substitutions, Coordination Drawings, RFIs, References, Product Requirements and Closeout Materials to be provided per Merritt Cieslak Design's requirements.**
18. **Superintendents and Project Management personnel** (subcontractor's) will not be changed without PCI-Dailey's approval.
19. **Lien waivers** from lower tier subs and suppliers will be required with each monthly sworn statement. All lower tier suppliers and subcontractors who have a financial interest in the project of \$10,000 or more will appear on the Sworn Statement and are to provide Lien Waivers each month.
20. **Phones and drinking water** are to be provided by each subcontractor.
21. **Stored materials** are to be covered and protected from environmental conditions and supported off the ground.
22. **Deliveries** of materials, scaffolding, equipment and any other plant to be coordinated with the PCI-Dailey superintend the day prior. Each subcontractor to provide their own lifts, hoisting, operators, laborers and flagmen for each delivery.

23. **Installation of Items Furnished By Others** – Should the scope of work for a subcontractor include the installation of items furnished by others, the subcontractor will receive, unload and verify the delivery is complete as part of the installation scope of work.
24. **Non-Smoking** - This is a non-smoking site (not just building)
25. **Street cleaning** of any dirt and debris generated by the contractor's work.
26. **Debris and trash** generated by subcontractors to be placed in a dumpster provided at no cost to the sub (with the exception of the Demolition, Roofing and Landscaping scopes of work)
27. **LEED Requirements** – NOT APPLICABLE.
28. **Pre-Award** may be held with the low bidders and selected subcontractors prior to award or scope will be discussed prior an issuance of a subcontract. A Pre-Award Form reiterating the final agreed scope particulars, general conditions, scheduling, wage rates, unit prices and other pertinent requirements will be completed from these discussions, and it will become Exhibit A to the formal subcontract.
29. **Mark-up** (inclusive of job site overhead, supervision, layout, home office expense and profit) allowed to be added to the cost of the work for additional scope:
 - a. Self-Performed Work (materials and installation): **10%**
 - b. Subcontracted Work: **5%**
 - c. Lower Tiered subs allowed same mark-ups.
30. **Safety** - All work to be completed in accordance with PCI-Dailey Safety Procedures which will include but not be limited to the requirement for task specific safety procedures to be completed by the subcontractors.
31. **ROW Work** – NOT APPLICABLE
32. **Permits** – All trade permit costs to be included in bids with the exception of that work covered under the Building Permit.
33. **Inspections** will be coordinated and called in directly by the subcontractors who has pulled the applicable permit. Scheduling of inspections to be coordinated with the on-site PCI-Dailey superintendent.
34. **Underground Utility Identification** - Each subcontractor is responsible to identify potential underground utilities via a private utility location firm (e.g., Power plus Engineering) as well as Miss Dig before any site disturbance or excavation of any kind commences.
35. **Materials in transport** to the site to be insured at their full value.
36. **Insurance Coverage** should include per the sample certificate on the ftp site:
 - a. General Liability – \$2,000,000
 - b. Automobile – \$1,000,000
 - c. Umbrella - \$5,000,000
 - d. Additional Insureds will be required. Number and names to be determined.
37. **Builders Risk / Property Insurance** will be provided by others; however, the subcontractors will be responsible for any deductibles. Subcontractors responsible for **loss or vandalism to tools and equipment**.
38. **Testing and Special Inspections:** By Others
39. **All Unit Prices** to be inclusive of overhead, and profit.
40. **Temporary power and light** provided by others unless noted otherwise in your scope. Task lighting and chords to be provided as required by the individual contractors.
41. **Protect Existing** – Each trade shall protect existing walks, pavement, site improvements, trees, interior partitions, doors, finishes from dirt and damage.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

February 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q3 Target
Financials					
Revenues	\$ 84,504	\$ 135,098	\$ 4,447,967	\$ 4,329,764	
Expenses	\$ 335,544	\$ 321,228	\$ 2,846,146	\$ 2,485,854	
Circulation					
Circ (Charges & Renewals)	45,953	44,345	363,484	378,919	405,000
Self-Check Usage	48.7%	50.5%	48.9%	48.8%	
% of Circ by Residents*	91.4%	92.7%	91.9%	92.9%	92.0%
% of Circ by Non-Residents	8.6%	7.3%	8.0%	7.2%	8.0%
Interlibrary Loans					
Items borrowed	704	745	5,853	6,559	
Items loaned	792	808	6,463	6,297	
Technology Usage					
Database Sessions	4,527	3,222	36,119	22,393	25,500
Downloadable Content	12,415	12,172	99,715	92,654	96,000
Public Computer Usage	534	225	3,785	2,270	
Wireless Sessions	5,218	4,244	37,288	34,994	48,750
Program Attendance					
Program Attendance for Adults	364	387	1,635	2,642	
# of Programs for Adults	19	20	108	137	
Program Attendance for Teens	74	148	579	1,220	
# of Programs for Teens	6	4	41	38	
Program Attendance for Youth	1,342	633	11,152	5,864	
# of Programs for Youth	56	22	319	208	
Computer Classes	32	18	236	182	
# of Computer Programs	7	5	42	40	
Online Video Views	111	102	519	1,549	
Idea Lab Visits	142	154	1,460	154	
Total Program Attendance	2,065	1,442	15,581	11,611	21,000
Total # of Programs	88	51	510	423	263
Outreach Attendance	173	108	3,401	1,222	
# of Outreach Programs	8	5	87	123	
Visitors	15,953	11,632	125,654	102,858	135,000
Volunteer Hours	119	14	887	231	900
Social Media New Users					
Website Hits/Pageviews	25,974	19,675	188,495	173,258	195,000
e-Newsletter Subscribers**	-29	-33	11,111	11,406	11000
Facebook Page Followers	0	3	3,266	2,673	2800
TikTok Followers^	134	0	377	-	
Twitter Followers	6	5	1,350	1,328	1475
Instagram Followers	26	11	2,142	1,966	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 February 20, two staff members have tested positive for COVID.

College Prep Series

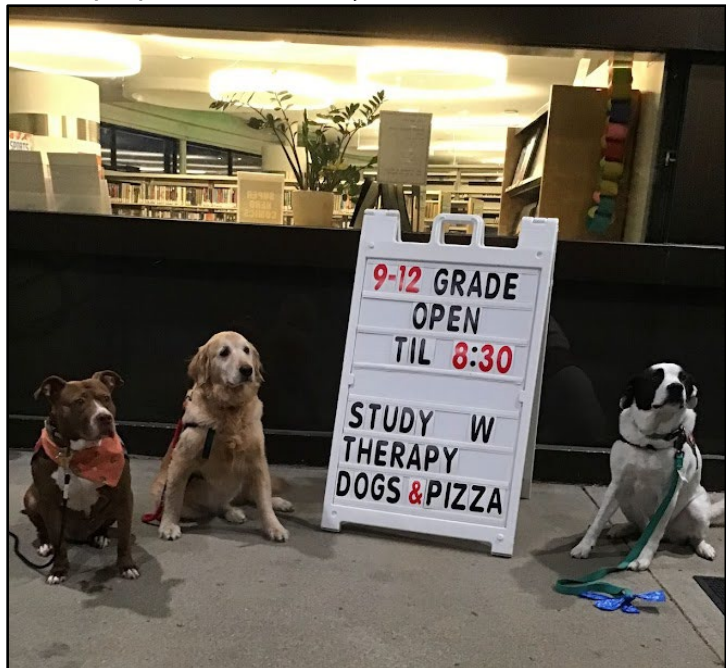
During the first of a new series of college prep courses for high school students, Sam Joustra from Collegewise led attendees through evaluation and selection of the right schools for applicants. AS Librarian Ethan Cronkite hosted the event, and reports that the presenter was kind, dynamic, and personable, and she came prepared with a very informative and well-organized presentation. She got some great feedback, with participants thanking her and saying that they found the program helpful.

Electronic Resources Renewal

Financial Times Online was renewed for another year of service.

Exam Cram

Teen Librarian Elisabeth Phou hosted 60 students at this after-hours study session. They enjoyed pizza and stress-reducing interactions with the therapy dogs who came to visit.

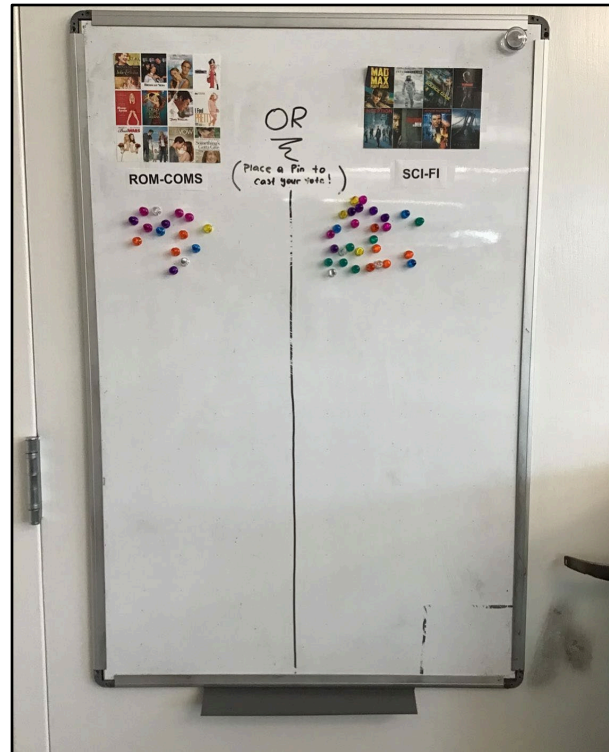


Video Gaming Club

YS Librarian Alyssa Gudenburr kicked off her new program for gamers in grades 4 to 6 with “Mario Kart” on March 13. Ten gamers of varying abilities showed up to play and had a great time! In April, they’ll take on “Just Dance.”

Whiteboard Wars!

Teen Librarian Elisabeth Phou, and Teen Library Assistant Faith are offering teens the chance to weigh in on a different debate each week, and sharing the (sometimes surprising!) results on our social media feeds. They’ve asked people about genres, formats, characters, hot beverages, pizza toppings, and social media platforms.



Facility

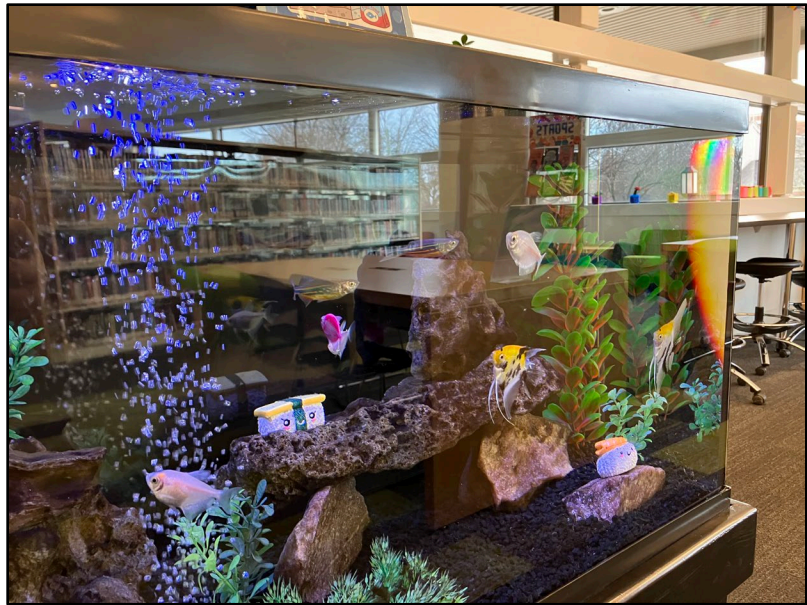
Strategic goal: Create a welcoming, safe, and accessible building that meets the needs of our staff and users.

Bed Bug Screening

The Library was screened for the presence of bed bugs during our regularly scheduled appointment. No bug activity was detected.

Teen Scene Aquarium

After the recent loss of long-time resident, Larry, five new fish were added to the tank in the Teen Scene.



Warming Center

The Library served as a warming center in the aftermath of a February ice storm on February 25 and 26. With help from other city departments, the building was kept open overnight on Saturday and late on Sunday to give folks a chance to charge devices and get warm while power outages were resolved. Director Craft has received several compliments and thanks from people who were grateful for a place to go, and who hope to see this offering in the future.

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. Due to a closure caused by inclement weather, the staff book discussion of *Dancing in the street: Motown and the cultural politics of Detroit* by Suzanne E. Smith was rescheduled for March 22, 2023 at 3:00 p.m.

Project READY

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

Community Outreach and Partnerships

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

All Seasons Book Club

Library staff are providing a book club set and a discussion guide for a monthly discussion at All Seasons.

City of Birmingham

Craft has attended weekly City of Birmingham staff meetings. The meetings are being held via Zoom. Miller submits content for the monthly and quarterly newsletter and Craft submits an update to the City Manager to be discussed as part of his report during the last Commission meeting of each month.

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club 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 and Ethan Cronkite are leading the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the meeting.

Birmingham Schools

- Battle of the Books: This event took place at Groves High School on Saturday, March 18. A full report on participants and winners will be featured in the April Library Report.
- First Grade First Card Visits: Susan Dion and Rosemary Isbell of the YS Department continued their First Grade First Card visits, sharing information, a good story, and golden bananas from the Idea Lab with 128 students at Quarton and Beverly Elementary Schools.

FAR Therapeutic Arts & Recreation Group Tour

On March 14, Jaclyn Miller welcomed a tour group of 15 local adults to the Library, and showed them around behind the scenes during their monthly outing.

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 February, the Friends received \$1,214 in donations at the lobby tables and \$1,500 at their popup sale on February 18.

The Friends Board held their monthly meeting on March 14, where they discussed and approved updates to their bylaws and finalized plans for their next pop up sale, which will be on March 25, from 10am to 4pm; all books, DVDs and CDs will be priced at \$1.



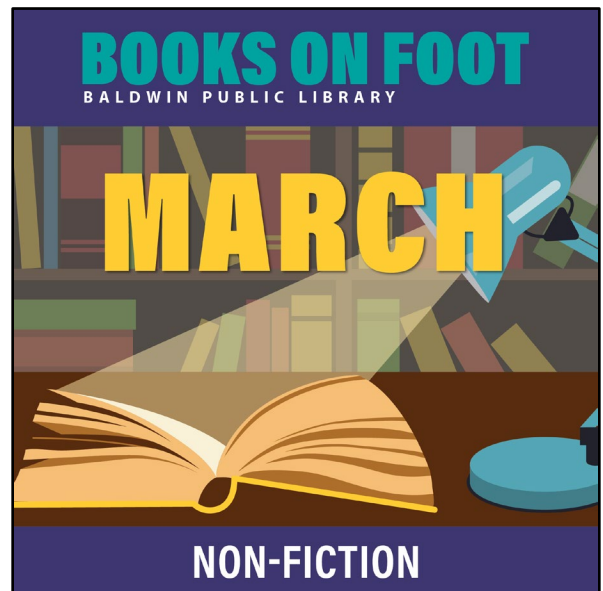
Student Interviews

Director Craft was interviewed by both a potential MLIS student and a local high school student and shared information about library operations, collections, and budgeting.

Marketing

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

- *Learn.Connect.Discover* summer newsletter drafts
- Display and directional signage
- Youth Program posters and fliers
- Adult Services program fliers
- Teen bulletin board poster
- Summer reading marketing
- Books on Foot monthly badges



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.

Press Release

A notice was placed in the March 12 Oakland Press, announcing the annual Budget Hearing.

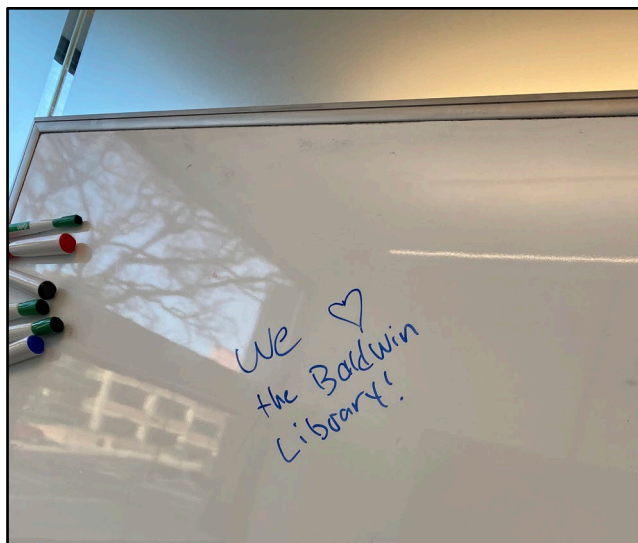
Personnel and Organization

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, March 22. We continue to meet monthly, after the Library Board meeting, to share updates with all attendees. Recordings of each meeting are sent to all staff.

We were grateful to find this kind and supportive message on one of the whiteboards in the study rooms, during a particularly busy stretch of finals week!



Staff Anniversaries

Julie Beckwell, Circulation Supervisor, reached 4 years of service on March 3.

Lisa Christie, Circulation Assistant I, reached 17 years of service on March 6.

Andrew Forbes, Information Technology Assistant, reached 1 year of service on March 7

Sue Kalisky, Substitute Youth Librarian, reached 7 years of service on March 6.

Elisabeth Phou, Teen Services Librarian, will reach 18 years of service on March 28.

Erin Springer, Substitute Librarian, will reach 4 years of service on March 31.

Maggie Weddell, Substitute Librarian, will reach 4 years of service on March 31.

Staffing Updates:

Adult Services have welcomed one familiar and two new Substitute Librarians in February and March.

Hannah Stoloff interned at BPL in 2019, has been subbing in Youth, works at Clinton-Macomb Public Library as a Teen & Youth Librarian, and subs at Novi Public Library. She is a lover of cats and enjoys trying to track down obscure yodeling folktales for friends.

Suzanne Hathon first interned and now subs at Sterling Heights Public Library. She works on both AS & YS desks, helps with archival questions and local history programs. Previously she was a Media Specialist for the Utica High School library. She speaks Japanese.

Jessica DeGriek first was a Page and now a Public Services Librarian at Sterling Heights Public Library. She works on the AS desk, provides technology assistance, and runs Geek Time and Crafter's Corner, which are two of SHL's more popular adult programs.

Volunteer Hours

119 volunteer hours were utilized in the month of February.

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 reviewed the 2023-24 Budget Proposal with the Finance Committee on March 13, and will share the presentation at the March 2023 Board meeting during the public hearing for the FY2023-24 budget and millage approval.

Craft is working with Idea Lab Supervisor Jeff Jimison to submit a grant to the Michigan Architectural Foundation to purchase items to stock an Idea Lab booth at upcoming STEAM Nights in Harlan Elementary, Quarton Elementary, Pembroke Elementary, and Derby Middle schools.

Baldwin Public Library: Friends Funds	
February 2023 Expenditures	
Adult Services	
Speaker Fee	\$ 250.00
Books Unshelved	\$ 478.86
Winter Reading Prize	\$ 50.00
Total	\$ 778.86
Teen Services	
Filament	\$ 30.59
Cupcake Wars supplies	\$ 89.44
Winter Reading Prizes	\$ 50.00
Anime Club snacks & supplies	\$ 33.06
Pizza - TAB, Book Club	\$ 83.96
Total	\$ 287.05
Youth Services	
Winter Reading Prizes	\$ 50.00
Books Unboxed	\$ 107.41
Kids Library Society	\$ 30.00
Program Supplies	\$ 247.13
Total	\$ 434.54
Outreach & Equipment	
	\$ -
Total	\$ -
Total Expenditures	\$ 1,500.45
February 2023 Balances	
Adult Services	\$ 8,115.99
Teen Services	\$ 3,612.65
Youth Services	\$ 8,420.38
Outreach & Equipment	\$ 9,163.98
Total Balance	\$ 29,313.00
February In-Library Book Sale Donations	\$1,214.67
Submitted by Jaclyn Miller for March 13, 2023	



NEW BUSINESS

Proposed Budgets Fiscal Years 2023-24, 2024-25 & 2025-26

Library Board

Jennifer Wheeler, President

Karen Rock, Vice President

Danielle Rumble, Secretary

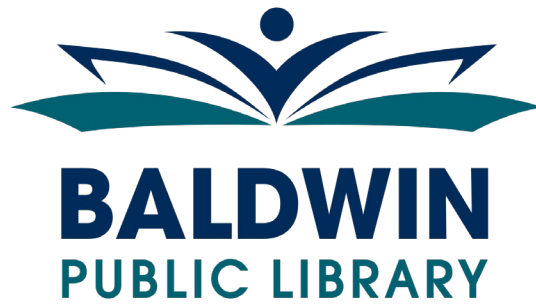
Melissa Mark

Frank Pisano

James W. Suhay

Library Director

Rebekah Craft



Budget Narrative for FY 2023-24

INTRODUCTION

The Baldwin Public Library is **financially stable** and provides **exemplary services, programs, and collections** to the citizens of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

As part of its **long-range plan for building improvements**, the Library renovated its Adult Services area in FY 2016-17 and expanded and renovated the Youth Room in FY2019-20. The Front Entrance and Circulation expansion and renovation is planned this summer in FY2023-24. This final phase is currently estimated to cost \$3.526 million in 2023 dollars.

To cover its operating expenses, the Library is proposing the continued collection of its current 1.1 mills, which will allow the Library to run a balanced operating budget for the next three years.

On top of that, in order to fund the expansion and renovation of the Front Entrance and Circulation Area, the Library is proposing the collection of an additional 0.2143 mills in FY 2023-24 and 0.2079 mills in FY 2024-25. Therefore, the Library's total proposed total millage request is 1.3143 mills for FY 2023-24 and 1.3079 mills for FY 2024-25. Note that the additional millage will need to extend one year beyond to FY 2025-26 in order to provide full financing for Phase 3. These additional millages are the maximum under the approved Headlee millage.

The Library's total proposed total millage request is 1.3143 mills for FY 2023-24, 1.3079 mills for FY 2024-25, and 1.3015 mills for FY 2025-26.

MILLAGE RATE

In 1998 the voters of Birmingham reinstated a millage rate of 1.75 mills for the Baldwin Library. In the past 25 years, the Headlee cap has reduced Baldwin's maximum millage rate to 1.3143 mills in FY 2023-24.

Below is a chart showing the **Library's estimated maximum millage rate** for the next three years:

FY 2019-20	1.3714 mills	ACTUAL
FY 2020-21	1.3554 mills	ACTUAL
FY 2021-22	1.3380 mills	ACTUAL
FY 2022-23	1.2142 mills	ACTUAL
FY 2023-24	1.3143 mills	ESTIMATED
FY 2024-25	1.3079 mills	ESTIMATED
FY 2025-26	1.3015 mills	ESTIMATED
FY 2026-27	1.1 mills	Return to operating expenses only

Since FY 2012-13 the Library has confined its operational expenses to the revenue raised by a millage rate of 1.1 mills.

The Library requested an additional 0.2380 mills in FY 2021-22 and 0.2142 mills in FY2022-23 to prefund the Phase 3 building project. For FY 2023-24, the Library will request an additional 0.2143 support the project as construction begins. Following completion of the project, the Library will also be requesting 0.2079 mills in FY 2024-25 and 0.2015 mills in FY 2025-26 to fully fund the project.

FUND BALANCE

The Library wishes to maintain an adequate fund balance in order to cover its \$125,000 insurance deductible, allow for a major equipment expenditure in case of an emergency, and permit the Library to weather a financial emergency, such as would occur if one of the Library's contract communities gave notice to withdraw from its agreement with Baldwin.

On September 21, 2015, the Library Board approved the following Fund Balance Policy:

To ensure the prudent financial management of the Baldwin Public Library ("Library"), the Library Board of Directors shall maintain an unassigned fund balance of not less than 25% of annual expenditures and of not more than 35% of annual expenditures, except where it is building its fund balance in support of specific non-recurring projects, which will be assigned as such. These percentages are based on the Library's previous fiscal year-end financial statement.

By the end of FY 2022-23, with the revenue from the first two years of the Library's additional millage for the Phase 3 renovation included, the Fund Balance is expected to be \$2,332,497, which would be 52% of annual operating expenditures. In the next three fiscal years, with additional millage collected for the Phase 3 renovation, the Fund Balance is expected to change in the following manner:

FY 2023-24	\$ 128,628
FY 2024-25	\$1,139,188
FY 2025-26	\$2,224,905

During Phase 3 renovations in FY 2023-24, the Fund Balance will fall to a deficit and the Library will need to transfer \$260,000 from the Library's Trust funds marked for building expenses in order to meet the minimum fund balance threshold.

GRANTS AND OTHER FUNDRAISING

In FY 2022-23, the Library received grants for professional development and technology improvements. Staff members Stephanie Klimmek, Rosemary Isbell, Kristen Tait, and Syntha Green each received a \$1,600 grant from the State of Michigan to attend national library conferences. The Library also received a \$10,000 grant from the Birmingham Area Cable Board to pay for upgrades to the projector and technology in the Jeanne Lloyd Room.

BALDWIN PUBLIC LIBRARY TRUST

The Baldwin Public Library Trust is a **501(c)(3) organization** that provides support for the Library.

- Gifts and tribute funds under \$10,000 donated to the Library are added to the Trust. They are then spent as requested or in general support of the Library's mission and goals.
- Donations made by the Friends of the Library to the Library are divided into separate line items that relate to approved spending areas: Youth, Teen, Adult, and Outreach & Equipment. Expenditures and balances are reported to the Friends on a monthly basis.
- A named Endowment fund may be established for large gifts that are intended for the continuing support of the Library. These funds are established in perpetuity with the annual income used in accordance with the fund restrictions. A minimum of \$10,000 is needed to establish an Endowment fund. Baldwin currently has 27 such Endowment funds.

In FY 2021-22, which ended in June 2022, the Trust received \$79,629 in revenue, and spent \$200,512. Of those donations, \$48,956 came from the Friends of the Baldwin Public and \$30,673 came from general donations to the Trust.

As of February 28, 2023, the total value of the Trust stood at \$2,065,500. Much of that money consists of endowment investments and various kinds of restricted funds. **A total of \$364,105 is available as unrestricted general funds. In addition, \$322,151 has been earmarked for building renovations.**

Gift donations and Friends money are spent as they are received. **Earnings from the Endowment**, on the other hand, are withdrawn only once a year in accordance with the Library's Trust Investment Policy. The policy states that the Trustees of the Baldwin Public Library Trust may approve the transfer of up to 5% of the Endowment's market value, as it stands at the end of April each year, so long as such a transfer does not reduce the endowment below its principal amount plus 5%. The formula uses a trailing five-year weighted average. **In May 2022, the Trustees approved the transfer of**

\$61,124.82 for expenditures according to the various guidelines defined when the individual Endowment funds had been established. Given the current rate of return in the stock market, we expect to be able to transfer money out of the Endowment this year.

The Directors of the Baldwin Public Library also serve as Trustees of the Baldwin Public Library Trust. *Trust donations and expenditures are not included in the Library's regular budget*, but all donations and expenditures are approved by the Trustees at the Trust's monthly meetings, and detailed information about the activities of the Trust can be found at the Library Board's page on Baldwin's website at www.baldwinlib.org/staff-board.

CONTRACTS WITH NEIGHBORING COMMUNITIES

The Library has provided library services to the Villages of Beverly Hills and Bingham Farms through contractual arrangements since the 1960s. The contract with Beverly Hills was approved by voters in the November 3, 2020 election and the contract extends through 2030.

Since November 2011, Baldwin has also served the City of Bloomfield Hills through a contract, which was renewed in 2020 and extends through November 14, 2026.

Baldwin's three contract communities will provide \$1,028,141 in revenue in FY 2023-24. That is 22% of Baldwin total operating budget and equivalent to approximately 0.32 mills in Birmingham property tax revenue.

ASSUMPTIONS AND REQUESTS FOR THE FY 2021-22 BUDGET

The **revenue** side of the proposed fiscal year 2023-24 budget includes the following assumptions and requests:

- **For operating expenses, the Library is requesting that the millage rate remain at 1.1 mills.** This will bring in more money than during the current fiscal year because of increased property values.
- **State aid and Oakland County penal fines** will remain roughly the same.
- The Library's **contractual agreements with Beverly Hills, Bingham Farms, and Bloomfield Hills** will bring in 3% more revenue next year than this year, according to the stipulations of the individual contracts.
- **Patron use revenue** has increased, mostly due to popular room rentals.
- **Investment revenue**, which is the earnings on the Library's fund balance, will be lower this year as the fund balance is depleted to pay for the Phase 3 project.
- Whenever applicable, the Library has used information from the City of Birmingham and from our contract communities to generate these revenue numbers.

The **expense** side of the proposed fiscal year 2023-24 budget includes the following requests and assumptions:

- **Personnel expenses include up to a 4% salary increase for all library staff.** Personnel expenses account for 65.5% of the operating expenses budget, which is within the range considered acceptable by public library best practices. The Library will increase the Page pay rate from \$10.68 to \$12.00 per hour in anticipation of changes to Michigan's minimum wage increase. The Library will also provide sick time to all part-time staff working 25-28 hours per week per Michigan's Paid Medical Leave Act.
- **The Library will remain open 67 hours per week, 347 days a year.**
- The Library will continue to provide a wide variety of materials, programs and services to the residents of our service area. **The collections budget for FY 2023-24 will account for 15% of the operating expenses budget,** which conforms to public library best practices. The Library will continue to devote more of its materials budget to online services (e-books, e-audiobooks, streaming music, streaming video, databases, online learning programs, etc.), the area where the Library is experiencing the strongest increase in circulation.
- Baldwin will add a **Library of Things** collection for users to borrow. The contents of this collection has not been finalized, but it will include items such as blood pressure monitors, radon detectors, lawn games, a microscope, small hand tools, a metal detector, etc.
- **The Library will continue to offer a mix of virtual and in person programming.**
- The budget includes money for **keeping computer equipment and technology up to date,** including upgrading the security camera system with a new server, software, and additional strategically placed cameras.
- The **Idea Lab** remains popular with patrons and an extra \$5,000 has been included in the budget to support more equipment and supply purchases. A higher grade embroidery machine will be purchased next year.
- Additional money has been added to the Training budget for **staff continuing education and out-of-state conference attendance.**
- A significant portion of the budget is set aside for **capital outlays related to Phase 3,** including \$3,277,000 for construction costs, \$50,000 for sorter reconfiguration and moving, and \$20,000 for architectural services.
- Whenever applicable, the Library used City of Birmingham information and tools to generate its expense numbers.

CITY GOALS

As a department of the City of Birmingham, we have been asked to tailor our strategic goals to fit the City's new strategic plan. Here are the projects and improvements we plan to make to the Library in FY 2023-24 to help support and improve City services.

Goal: Engaged and Connected Community

- Objective: Create a welcoming, safe, and accessible building that meets the needs of our staff and users (*Baldwin Public Library – Strategic Goal #2*)
 - Baldwin will install a temporary ramp during Phase 3 construction project so that all users can safely access the library
 - Baldwin will install a street level entrance with indoor ramp and elevator during Phase 3 renovation and expansion
 - During the Phase 3 renovation, Baldwin will add additional lighting to the library's front entrance so that it is more safely lit during early morning and evening hours
- Objective: Provide and promote equitable and inclusive resources and opportunities for all populations (*Baldwin Public Library – Strategic Goal #3*)
 - Baldwin staff will work with diversity, equity, and inclusion consultants to identify areas for improvement and staff will attend training sessions on working with people of all ages, abilities, and backgrounds
 - Baldwin will update its existing website to be fully accessible to all users
 - Improve and expand home delivery options for patrons
- Objective: Develop and strengthen BPL connections within the community (*Baldwin Public Library – Strategic Goal #4*)
 - Baldwin staff will continue to attend community events to promote library programs and services
 - Baldwin will work with community groups and local organizations to cross-promote programs and services

Goal: Environmental Sustainability

- Objective: Maintain and upgrade infrastructure to prepare for future climate conditions (*Baldwin Public Library – Strategic Goal #2*)
 - A new underground water detention system will be installed on the southeast corner of the library during Phase 3 renovation and expansion
 - Three new Hornbeam trees and a variety of native perennials will be planted in new garden beds on southeast corner of the library during Phase 3 renovation and expansion
 - Native pollinator plants will be planted in Children's garden on north side of the building

Goal: Efficient and Effective Services

- Objective: Train, empower, and equip members of the organization to best support users and each other (*Baldwin Public Library – Strategic Goal #5*)
 - Baldwin will develop a Library of Things to provide non-traditional items for checkout

- Baldwin will provide funding to for 8 staff members to attend the Public Library Association annual conference in March 2024 in Columbus, Ohio.
- Baldwin will improve its employee onboarding program to familiarize new staff members with the organization
- Baldwin will host a staff development day in September 2023
- Baldwin will update its security cameras with a new operating system and more strategically posted cameras

SUMMARY

The Library appreciates the strong support it receives from Birmingham and its contract communities.

The 1.1 mills it collects for operating expenses—along with its other revenue sources, such as income from its three contract communities—is currently adequate to fund the Library’s services, programs, and collections.

With the success of the Adult Services and Youth Services projects, the Library is on track to begin construction on the final phase of its long-range building plan in FY2023-24. The Library wishes to continue funding Phase 3 with an additional millage of 0.2143 mills in FY 2023-24.

The City is scheduled to review the Library’s millage request at its budget hearing on May 6, 2023.

Baldwin Public Library: Budget Summary
FY 2021-22 through FY 2025-26
Budget Hearing: March 20, 2023

FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Changes to Budget	FY 2022-23 Projected Year-End Revenue	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget
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REVENUE

Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$3,196,977	\$0	\$3,196,977	\$3,498,976	\$3,707,603	\$3,868,907
Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23; 0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$589,100	\$672,833	\$0	\$672,833	\$681,664	\$700,737	\$708,713
Provision for Tax Loss	-\$7,004	-\$15,000	\$0	-\$15,000	-\$15,000	-\$15,000	-\$15,000
County/State Revenue	\$101,368	\$106,000	\$0	\$106,000	\$107,000	\$107,000	\$107,000
Local Grants	\$3,200	\$0	\$16,407	\$16,407	\$0	\$0	\$0
Bev Hills, Bing Farms & Blm Hills Contracts	\$965,579	\$992,393	\$0	\$992,393	\$1,028,141	\$1,058,430	\$1,089,606
Patron use revenue	\$32,254	\$27,000	\$2,100	\$29,100	\$25,650	\$30,950	\$30,950
Investment income	-\$80,958	\$30,000	\$0	\$30,000	\$5,000	\$12,000	\$15,000
Total Revenue	\$4,692,535	\$5,010,203	\$18,507	\$5,028,710	\$5,331,431	\$5,601,720	\$5,805,176

EXPENSES

Personnel	\$2,618,978	\$2,846,220	\$0	\$2,846,220	\$2,962,180	\$3,044,630	\$3,136,170
Supplies	\$115,615	\$143,000	\$0	\$143,000	\$151,150	\$156,380	\$161,720
Contracted Services	\$346,608	\$499,586	\$51,464	\$551,050	\$303,450	\$285,670	\$287,690
Technology & Maintenance	\$107,681	\$139,000	\$0	\$139,000	\$161,500	\$144,500	\$145,020
Utilities	\$95,207	\$106,000	\$6,000	\$112,000	\$117,600	\$123,480	\$129,650
Fees & Dues; Communication; Other Charges	\$70,571	\$81,480	-\$3,250	\$78,230	\$93,170	\$85,750	\$88,460
Capital Outlays (Bldg/Furn/Equip)	\$651,479	\$67,300	\$7,500	\$74,800	\$3,346,000	\$75,000	\$75,000
Collections	\$624,121	\$649,750	\$0	\$649,750	\$660,250	\$675,750	\$695,750
Total Expenses	\$4,630,261	\$4,532,336	\$61,714	\$4,594,050	\$7,795,300	\$4,591,160	\$4,719,460

GENERAL FUND

Total Revenue	\$4,692,535	\$5,010,203	\$18,507	\$5,028,710	\$5,331,431	\$5,601,720	\$5,805,176
Total Expenses	\$4,630,261	\$4,532,336	\$61,714	\$4,594,050	\$7,795,300	\$4,591,160	\$4,719,460
Variance Between Revenue and Expenses	\$62,274	\$477,867	-\$43,207	\$434,660	-\$2,463,869	\$1,010,560	\$1,085,717
Transfer from Baldwin Public Library Trust	\$0	\$0		\$0	\$260,000	\$0	\$0

NET CHANGE IN FUND BALANCE

Beginning Fund Balance	\$1,219,311	\$1,897,837		\$1,897,837	\$2,332,497	\$128,628	\$1,139,188
End Fund Balance	\$1,897,837	\$2,375,704		\$2,332,497	\$128,628	\$1,139,188	\$2,224,905

Baldwin Public Library: Revenue Budget
FY 2021-22 through FY 2025-26
Budget Hearing: March 20, 2023

		FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Changes to Budget	FY 2022-23 Projected Year-End Revenue	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget
402.0001	Birmingham Tax Revenue (1.1 mills)	\$3,088,997	\$ 3,196,977		\$3,196,977	\$3,498,976	\$3,707,603	\$3,868,907
402.0001	Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23; 0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$589,100	\$ 672,833		\$672,833	\$681,664	\$700,737	\$708,713
402.004	Provision for Tax Loss	-\$7,004	-\$15,000		-\$15,000	-\$15,000	-\$15,000	-\$15,000
	Total B'ham Tax Rev.	\$3,671,093	\$3,854,810	\$0	\$3,854,810	\$4,165,640	\$4,393,340	\$4,562,620
564.0000	State Grant	\$37,329	\$29,000		\$29,000	\$35,000	\$35,000	\$35,000
569.0000	Local Community Stabilization Authority	\$7,286	\$7,000		\$7,000	\$7,000	\$7,000	\$7,000
581.0001	Penal Fines - County	\$56,754	\$70,000		\$70,000	\$65,000	\$65,000	\$65,000
	Total County/State Rev.	\$101,368	\$106,000	\$0	\$106,000	\$107,000	\$107,000	\$107,000
599.0000	Local Grants	\$3,200	\$0	\$16,407	\$16,407	\$0	\$0	\$0
585.0001	Beverly Hills Contract	\$522,954	\$543,940		\$543,940	\$561,059	\$577,336	\$594,079
585.0002	Bingham Farms Contract	\$121,663	\$125,313		\$125,313	\$129,072	\$132,944	\$136,932
585.0003	Bloomfield Hills Contract	\$320,962	\$323,140		\$323,140	\$338,010	\$348,150	\$358,595
	Total Contract Revenue	\$965,579	\$992,393	\$0	\$992,393	\$1,028,141	\$1,058,430	\$1,089,606
648.0001	Sale of Items	\$1,260	\$1,000		\$1,000	\$1,000	\$1,000	\$1,000
648.0002	Vending machine fees	\$0	\$200		\$200	\$200	\$500	\$500
653.0006	Fines	\$5,196	\$6,000		\$6,000	\$5,000	\$5,000	\$5,000
653.0007	Room Rentals	\$20,515	\$16,000		\$16,000	\$15,000	\$20,000	\$20,000
653.0009	Proctor fees	\$80	\$200		\$200	\$100	\$100	\$100
653.0010	Program fees	\$219	\$100		\$100	\$100	\$100	\$100
653.0011	Copy machine fees	\$1,282	\$800	\$375	\$1,175	\$1,200	\$1,200	\$1,200
653.0012	Computer printer fees	\$3,640	\$2,600	\$1,755	\$4,355	\$3,000	\$3,000	\$3,000
653.0013	Fax fees	\$62	\$100	-\$30	\$70	\$50	\$50	\$50
	Total Patron Use Rev.	\$32,254	\$27,000	\$2,100	\$29,100	\$25,650	\$30,950	\$30,950
664.0000	Investment income	-\$80,958	\$30,000		\$30,000	\$5,000	\$12,000	\$15,000
	Total revenue	\$ 4,692,535	\$ 5,010,203	\$18,507	\$ 5,028,710	\$ 5,331,431	\$ 5,601,720	\$ 5,805,176

Baldwin Public Library: Expense Budget
FY 2021-22 through FY 2025-26
Budget Hearing: March 20, 2023

		FY 2021-22	FY 2022-23	FY 2022-23	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26
PERSONNEL		Actual	Budget	Changes to Budget	Projected Year-End Revenue	Proposed Budget	Proposed Budget	Proposed Budget
702.0001	Salaries & Wages	\$1,874,208	\$2,082,660	\$0	\$2,082,660	\$2,224,150	\$2,290,870	\$2,359,600
702.0002	Overtime Pay	\$0	\$0	\$0	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$140,081	\$159,320	\$0	\$159,320	\$170,150	\$175,250	\$180,510
706.0002	Hospitalization	\$279,705	\$285,130	\$0	\$285,130	\$241,260	\$253,320	\$265,990
706.0003	Life Insurance	\$6,897	\$8,000	\$0	\$8,000	\$8,000	\$7,660	\$7,660
706.0004	Retirement Health Care	\$48,636	\$55,310	\$0	\$55,310	\$38,090	\$36,920	\$37,160
706.0005	Dental/Optical Insurance	\$14,715	\$18,090	\$0	\$18,090	\$19,090	\$18,040	\$19,400
706.0006	Long/Short Term Disability	\$10,304	\$11,850	\$0	\$11,850	\$12,510	\$12,390	\$12,760
706.0007	Worker's Compensation	\$6,834	\$7,850	\$0	\$7,850	\$8,350	\$8,480	\$8,730
706.0010	Retirement Employer Contrb.	\$128,014	\$102,600	\$0	\$102,600	\$108,380	\$109,650	\$109,160
706.0011	HRA Benefit	\$1,500	\$1,500	\$0	\$1,500	\$1,000	\$1,000	\$1,000
706.0012	Retirement-Def. Contr. Emplr.	\$82,034	\$89,210	\$0	\$89,210	\$105,200	\$105,050	\$108,200
706.0013	Ret Hlth Svgs Contr Emplr.	\$26,052	\$24,700	\$0	\$24,700	\$26,000	\$26,000	\$26,000
Subtotal		\$2,618,978	\$2,846,220	\$0	\$2,846,220	\$2,962,180	\$3,044,630	\$3,136,170

SUPPLIES

727.0000	Postage	\$10,284	\$16,500	\$0	\$16,500	\$16,500	\$16,500	\$16,500
729.0000	Operating Supplies	\$23,588	\$25,000	\$0	\$25,000	\$25,000	\$25,000	\$25,000
742.0000	Computer Software	\$9,542	\$33,000	\$0	\$33,000	\$34,650	\$36,380	\$38,200
746.0000	Maintenance Supplies	\$4,901	\$8,500	\$0	\$8,500	\$10,000	\$10,500	\$11,020
748.0000	Technical Services Supplies	\$29,847	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
753.0000	Idea Lab Supplies	\$22,944	\$30,000	\$0	\$30,000	\$35,000	\$38,000	\$41,000
799.0000	Equipment Under \$5,000	\$14,510	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
Subtotal		\$115,615	\$143,000	\$0	\$143,000	\$151,150	\$156,380	\$161,720

CONTRACTED SERVICES

801.0200	Legal	\$5,090	\$10,000	\$0	\$10,000	\$10,500	\$11,020	\$11,580
802.0100	Audit	\$11,501	\$3,910	\$0	\$3,910	\$3,990	\$4,070	\$4,150
805.0100	Landscape Services	\$2,215	\$2,500	\$0	\$2,500	\$3,500	\$4,000	\$4,500
901.0600	Architectural Services	\$86,580	\$192,536	\$51,464	\$244,000	\$20,000	\$0	\$0
811.0000	Other Contracted Services	\$76,078	\$98,500	\$0	\$98,500	\$70,000	\$70,000	\$70,000
813.0000	Administrative Services	\$104,890	\$104,890	\$0	\$104,890	\$104,890	\$104,890	\$104,890
901.0200	Marketing & Design Services	\$14,806	\$17,250	\$0	\$17,250	\$17,250	\$17,500	\$17,500
816.0100	Janitorial Contract	\$45,448	\$70,000	\$0	\$70,000	\$73,320	\$74,190	\$75,070
Subtotal		\$346,608	\$499,586	\$51,464	\$551,050	\$303,450	\$285,670	\$287,690

Baldwin Public Library: Expense Budget

FY 2021-22 through FY 2025-26

Budget Hearing: March 20, 2023

		FY 2021-22 Actual	FY 2022-23 Budget	FY 2022-23 Changes to Budget	FY 2022-23 Projected Year-End Revenue	FY 2023-24 Proposed Budget	FY 2024-25 Proposed Budget	FY 2025-26 Proposed Budget
TECHNOLOGY & MAINTENANCE								
830.0200	ILS Services	\$56,542	\$59,000	\$0	\$59,000	\$59,000	\$59,000	\$59,000
830.0300	Cataloging & ILL Services	\$8,447	\$15,000	\$0	\$15,000	\$15,000	\$15,000	\$15,000
851.0000	Telephone	\$4,985	\$7,000	\$0	\$7,000	\$10,000	\$10,500	\$11,020
933.0200	Equipment Maintenance	\$37,706	\$58,000	\$0	\$58,000	\$77,500	\$60,000	\$60,000
	Subtotal	\$107,681	\$139,000	\$0	\$139,000	\$161,500	\$144,500	\$145,020

UTILITIES

920.0000	Electricity	\$75,178	\$80,000	\$0	\$80,000	\$84,000	\$88,200	\$92,610
921.0000	Gas	\$12,696	\$14,000	\$6,000	\$20,000	\$21,000	\$22,050	\$23,150
922.0000	Water & Sewage	\$7,333	\$12,000	\$0	\$12,000	\$12,600	\$13,230	\$13,890
	Subtotal	\$95,207	\$106,000	\$6,000	\$112,000	\$117,600	\$123,480	\$129,650

FEES & DUES; COMMUNICATION; OTHER CHARGES

861.0000	Transportation	\$1,252	\$2,500	\$0	\$2,500	\$2,500	\$2,500	\$2,500
901.0000	Printing	\$6,015	\$11,000	\$0	\$11,000	\$11,000	\$11,000	\$11,000
907.0000	Programs	\$217	\$1,000	-\$750	\$250	\$250	\$250	\$250
955.0100	Training	\$11,910	\$15,000	\$0	\$15,000	\$25,000	\$15,000	\$15,000
955.0300	Memberships & Dues	\$9,078	\$8,100	\$0	\$8,100	\$8,500	\$8,930	\$9,380
956.0200	Parking	\$35,776	\$35,000	\$0	\$35,000	\$36,750	\$38,590	\$40,520
957.0400	MML Insurance	\$5,600	\$5,880	\$0	\$5,880	\$6,170	\$6,480	\$6,810
957.0600	Unemployment Insurance	-\$6	\$1,000	-\$1,000	\$0	\$1,000	\$1,000	\$1,000
962.0000	Miscellaneous	\$728	\$2,000	-\$1,500	\$500	\$2,000	\$2,000	\$2,000
	Subtotal	\$70,571	\$81,480	-\$3,250	\$78,230	\$93,170	\$85,750	\$88,460

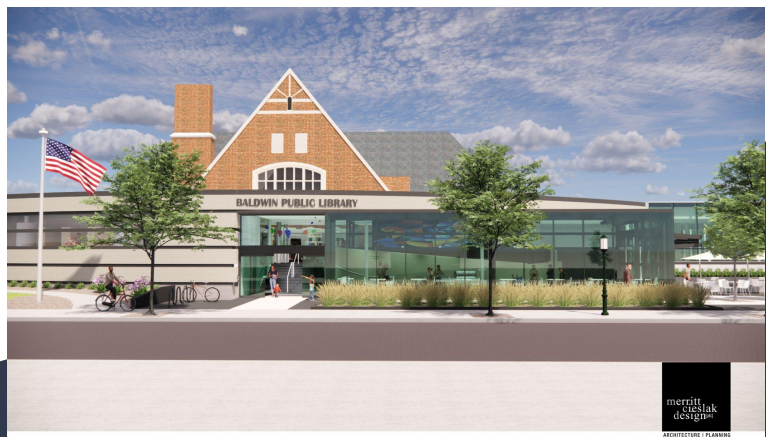
CAPITAL OUTLAYS

971.0100	Equipment	\$72,104	\$62,300	\$0	\$62,300	\$64,000	\$65,000	\$65,000
972.0000	Furniture	\$2,315	\$2,500	\$0	\$2,500	\$5,000	\$5,000	\$5,000
977.0000	Building Improvements	\$577,060	\$2,500	\$7,500	\$10,000	\$3,277,000	\$5,000	\$5,000
	Subtotal	\$651,479	\$67,300	\$7,500	\$74,800	\$3,346,000	\$75,000	\$75,000

COLLECTIONS

987.0500	Books: Adult	\$131,363	\$130,000	\$0	\$130,000	\$120,000	\$120,000	\$120,000
987.0700	Books: Youth	\$78,617	\$80,000	\$0	\$80,000	\$80,000	\$80,000	\$80,000
987.0900	Subscriptions: Adult	\$23,539	\$24,000	\$0	\$24,000	\$24,000	\$24,000	\$24,000
987.1000	Subscriptions: Youth	\$1,729	\$1,750	\$0	\$1,750	\$1,750	\$1,750	\$1,750
987.1100	Audiovisual: Adult	\$53,873	\$60,000	\$0	\$60,000	\$60,000	\$55,000	\$50,000
987.1200	Audiovisual: Youth	\$31,684	\$24,000	\$0	\$24,000	\$24,500	\$25,000	\$25,000
987.1800	Online Services	\$303,316	\$330,000	\$0	\$330,000	\$350,000	\$370,000	\$395,000
	Subtotal	\$624,121	\$649,750	\$0	\$649,750	\$660,250	\$675,750	\$695,750

Total expenses	\$4,630,261	\$4,532,336	\$61,714	\$4,594,050	\$7,795,300	\$4,591,160	\$4,719,460
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Budget Hearing

Monday, March 20, 2023

MISSION:

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

Budgetary Goals

Baldwin serves the residents of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

Offer high-quality materials, programs & services

Provide inclusive and equitable customer service

Hire, train, and retain high-quality personnel

Keep technology current & effective

Improve aesthetics & functionality of building

Last year's usage

171,016

Annual Visitors

26,199

Cardholders

660

Volunteer Hours

147,009

Items in Circulation

142,513

eMaterials Circulation

564,794

Total Circulation

24,505

Program Attendance

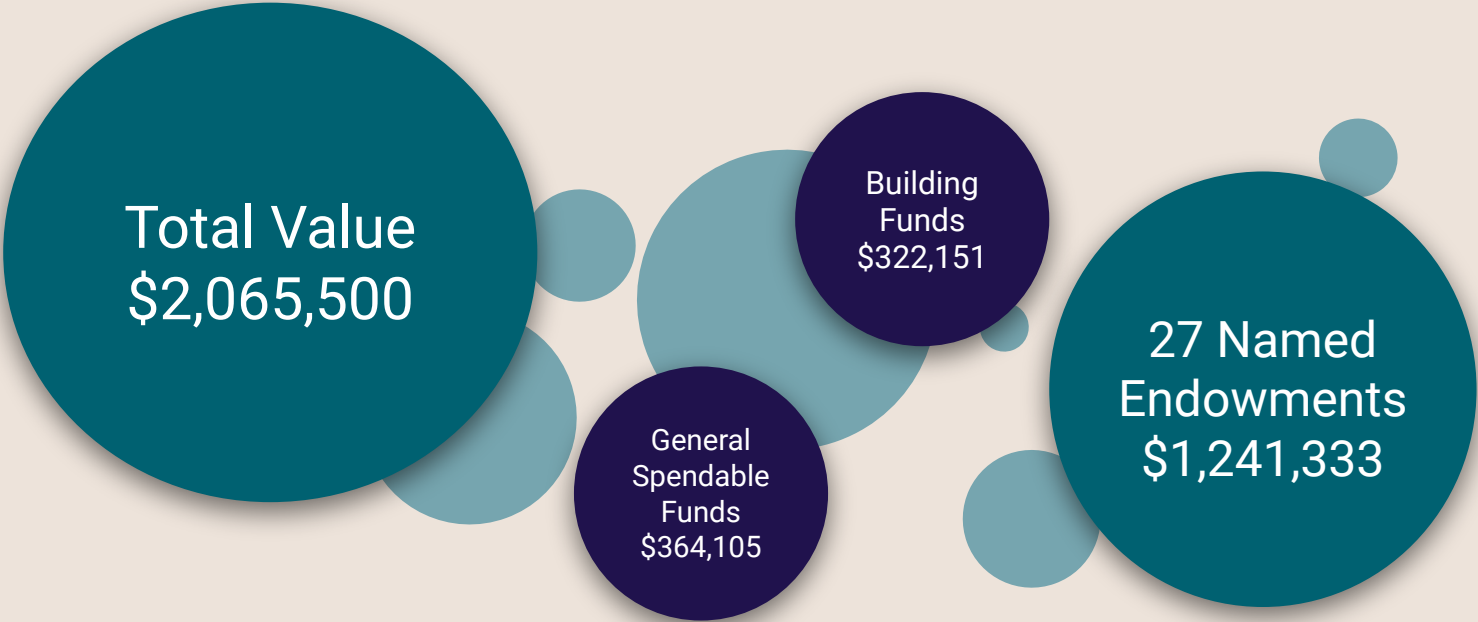
34,229

Database Sessions

\$48,956

Friends Contributions

Baldwin Public Library Trust



Additional Contributions Last Fiscal Year

Baldwin supplements its general operating expenses with these generous donations

\$61,124

Distribution from Endowment Funds

\$30,673

Donations to the Trust

\$48,956

Friends of the Baldwin Public Library

FY 2023-2024 Financials

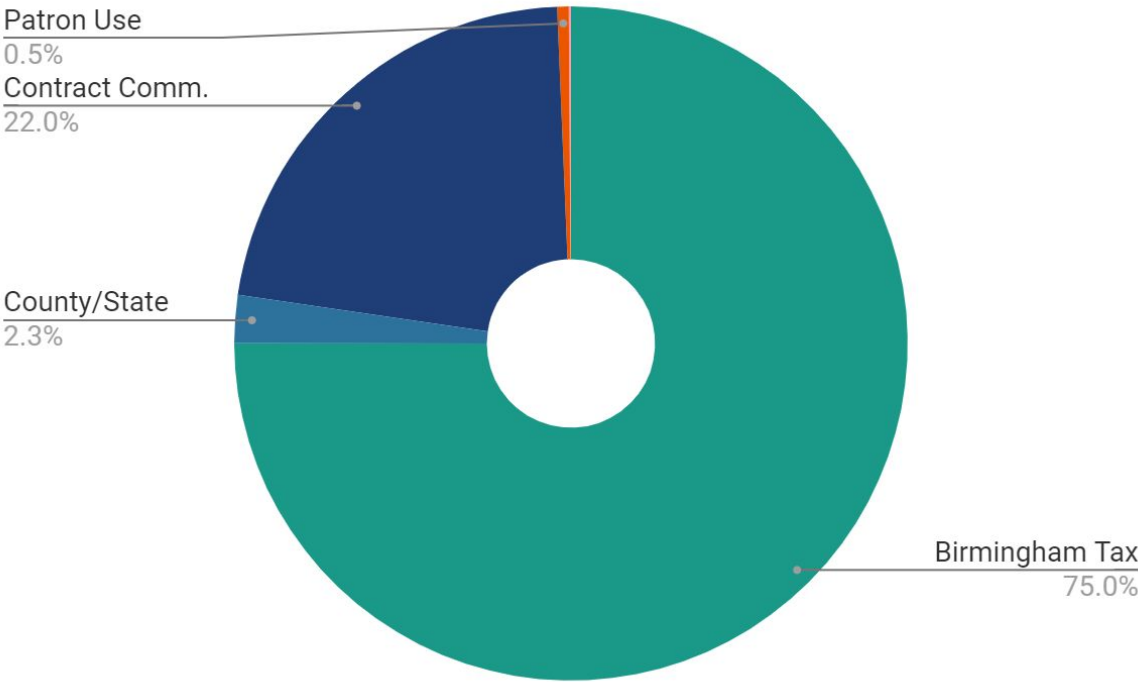
REVENUE

Birmingham Tax Revenue	\$3,498,976
Phase 3 Revenue	\$681,664
Provision for Tax Loss	-\$15,000
County/State Revenue	\$107,000
Local Grants	\$0
Contract Communities	\$1,028,141
Patron Use	\$25,650
Investment Income	\$5,000
TOTAL	\$5,331,431

EXPENSES

Personnel	\$2,962,180
Supplies	\$151,150
Contracted Services	\$303,450
Technology & Maintenance	\$161,500
Utilities	\$117,600
Other Charges	\$93,170
Capital Outlays	\$3,346,000
Collections	\$660,250
TOTAL	\$7,795,300

Operating Revenue



Revenue Summary

Maintain **1.1 mills** for **operating expenses**

0.2143 mills for **Phase 3 Project**

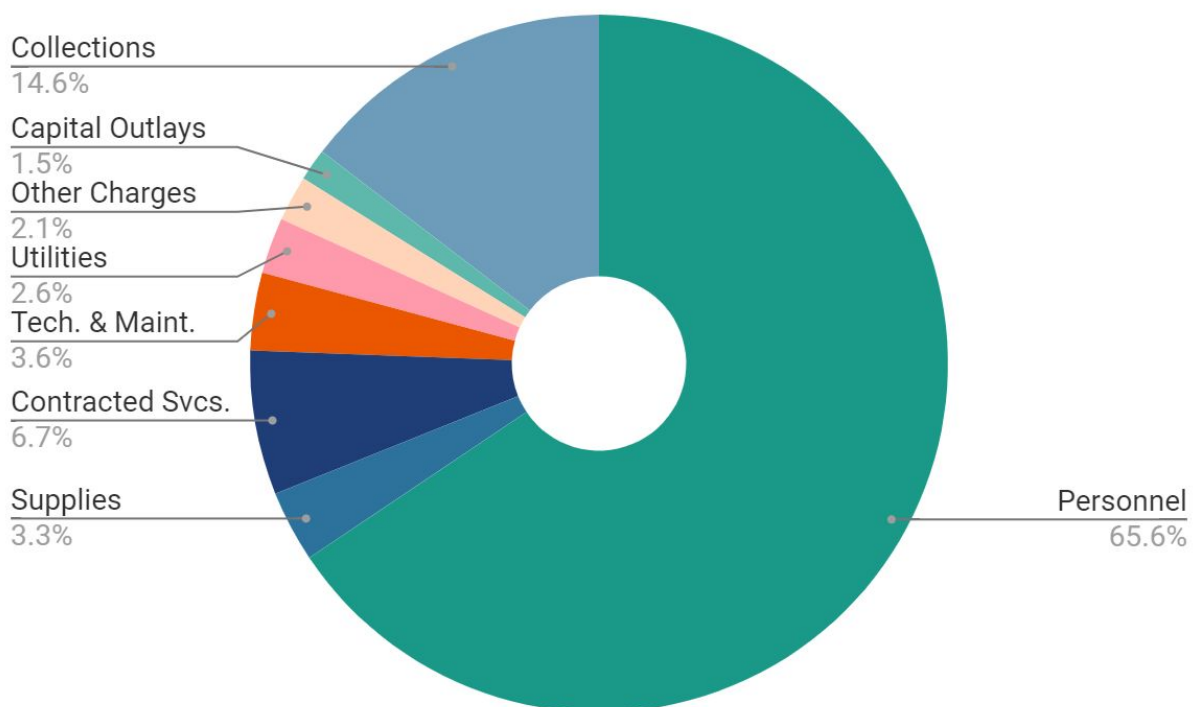
22% of revenue provided by

contract communities

Penal fines & state aid will increase

Investment income lower due to fund balance depletion for **Phase 3 Project**

Operating Expenses



Personnel Expenditures

\$2,962,180

22 Full-Time employees

42.7 Full-Time Equivalent Staff

Proposed **4% wage increase**

65.6% of operating expenses

Page increase from \$10.68 to \$12.00/hr

Sick time for staff working 25-28 hrs/wk

Expense Summary

- **18%** Increase in **Janitorial Supplies**
- **11%** Increase in **Utilities**
- **\$5,000** more for **Idea Lab**
- **\$10,000** more for Staff **continuing education**
- **\$25,000** for upgraded **security cameras**
- **15%** of budget for **collections** + adding Library of Things

Capital Outlays for Phase 3 Project

\$3,277,000

Construction Costs

\$50,000

Sorter reconfiguration

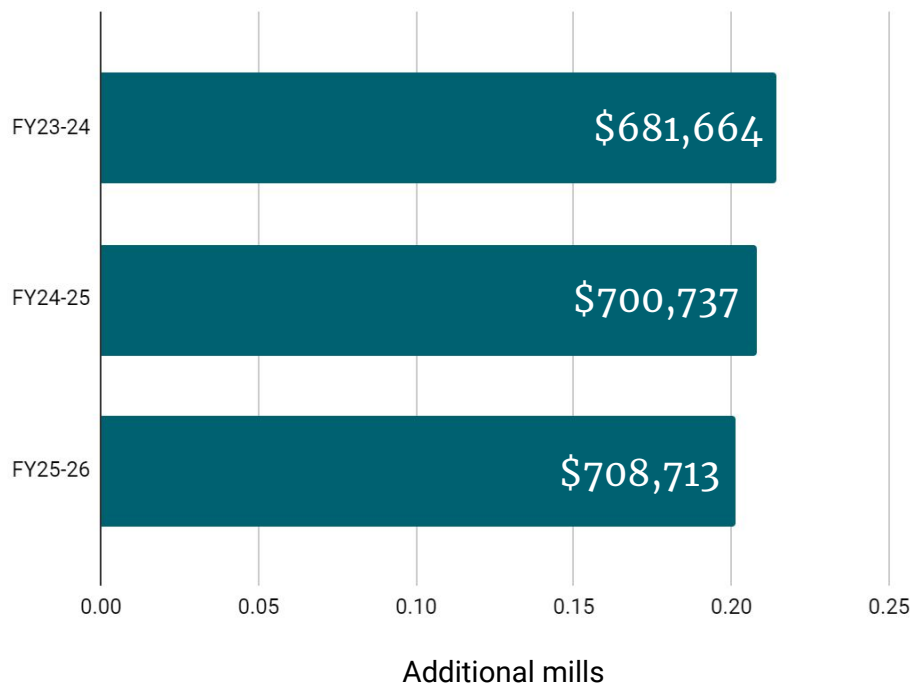
\$20,000

Architectural Services

Additional Millage for Phase 3

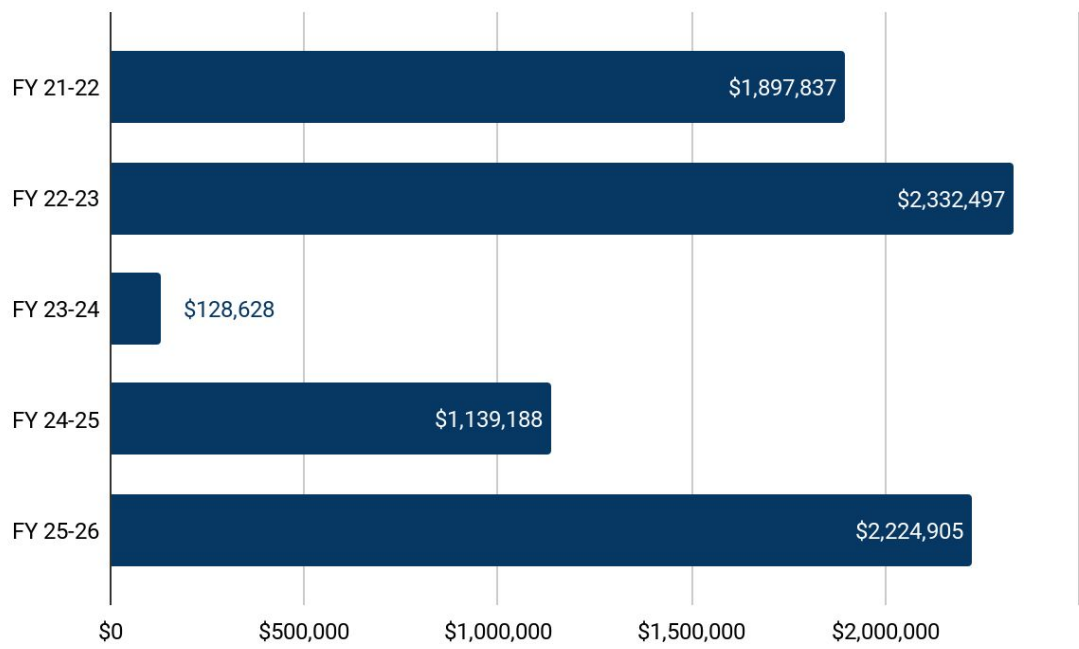
Each year, Baldwin uses any extra mills beyond its 1.1 mills operating rate for building improvements

As taxable value and income increases, the millage rate decreases



Fund Balance

Unassigned fund balance should not be less than 25% or more than 35% of annual expenditures



The fund balance at the end of FY 2023-24 and FY2024-25 will be lower than the prescribed minimum because the Library will be paying for the Phase 3 renovations.

Next Steps

- Receipt of **Phase 3 Construction Quotes**: April 2023
- City **Budget Hearing**: May 6, 2023
- Vote to take **disbursement from Trust**: May 15, 2023

**BUDGET RESOLUTION
OF
THE BOARD OF DIRECTORS
OF THE BALDWIN PUBLIC LIBRARY
ADOPTED THIS 20th DAY OF MARCH, 2023**

WHEREAS, The Baldwin Public Library Board of Directors has been presented with the proposed budget for the Library for the 2023-2024 fiscal year; and

WHEREAS, a public hearing on the proposed budget was held on March 20, 2023, in accordance with the provisions of Act 43 of 1963 (the Budget Hearings of Local Governments Act); and

WHEREAS, notice of that public hearing was duly published in the *Oakland Press* newspaper on March 12, 2023; and

WHEREAS, a copy of the proposed budget was made available for public inspection at the Library on and after March 17, 2023; and

WHEREAS, the Board of Directors has considered the proposed budget, and has heard and considered the public input on the proposed budget; and

WHEREAS, the Board of Directors has determined that the proposed budget accurately represents the amount of money necessary for the support and maintenance of the Library for the ensuing year.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board of Directors of the Baldwin Public Library hereby approves and adopts the budget, as proposed and amended, and attached hereto, and hereby declares the total amount of the budget as reported, to be necessary for the support and maintenance of the Library for fiscal year 2023-2024.
2. The Board of Directors authorizes and directs its President to report the estimate to the City Commission for the City of Birmingham, for assessment and collection as provided by law.

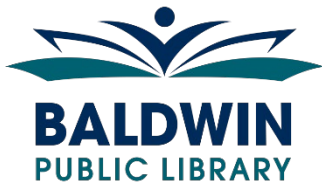
AYES: _____

NAYS: _____

ABSENT: _____

RESOLUTION DECLARED ADOPTED THIS 20th DAY OF MARCH, 2023.

Danielle Rumble, Secretary, Board of Directors, Baldwin Public Library



MEMORANDUM

DATE:	March 17, 2023
TO:	Baldwin Public Library Board of Directors
FROM:	Rebekah Craft, Library Director
SUBJECT:	Martha Baldwin Award for Good Character

INTRODUCTION:

City Manager Tom Markus approached me in January and suggested that the library establish a new community award in honor of Martha Baldwin. The *Birmingham Eccentric* and the Birmingham Bloomfield Chamber used to award an annual First Citizen Award, however that award was last issued in 2014. Joe Bauman of the Chamber has expressed interest in collaborating with the library to offer this award jointly.

After gathering feedback from several libraries in the area, Jaclyn Miller and I have developed a new annual award, the Martha Baldwin Award for Good Character, that will honor outstanding members of our community. The details of the proposed award can be found on the following page.

FISCAL IMPACT:

The introduction of this award would require the purchase of a plaque to be displayed in the Legacy Room. The cost of the plaque would be around \$100 and would be paid for by the Library's Trust. The Idea Lab would be responsible for engraving the plaque each year using its laser cutter.

SUMMARY:

This award would be advertised on our website and via a community press release. It not only would honor a person in our service area each year, but it would also bring more awareness to Martha Baldwin's life and work in the Birmingham community.

ATTACHMENTS:

- Martha Baldwin Award for Good Citizenship Guidelines

SUGGESTED BOARD ACTION:

Provide feedback on the award as proposed.

The Martha Baldwin Award for Good Character

Guidelines

In memory of Martha Baldwin, the founder of the Baldwin Public Library, a community award has been created to honor citizens who improve the quality of life in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills.

Martha Baldwin's Legacy

Martha Baldwin (1840-1913) was committed to education and worked diligently to improve her community. She pushed the village council to make progressive changes, formed a beautification society and worked toward women's suffrage. One of Martha's greatest contributions to Birmingham is the Baldwin Public Library, which she founded and helped financially support. The Library was named for Martha after her death in 1913 by the City Commission, in appreciation for her work. Her estate also allocated funds for a new school with a locker room for females to encourage their participation in athletics.

Purpose

The winner(s) of the Martha Baldwin Award for Good Character will be recognized at the regularly scheduled Library Board meeting in September of each year and their name will be etched on a plaque that is displayed in the Baldwin Public Library Legacy Room.

Criteria

To be considered, the nominee(s) should exhibit traits and behavior that meet one or more of the following criteria:

- Be involved in actively supporting (through time, talent, or financial support) an organization that improves our community. Examples of impact should show a community benefit, delivered with integrity and perseverance
- Demonstrate character, commitment and/or leadership qualities
- Be a role model for citizens

The person(s) selected for this honor shall live or work or go to school in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills. Co-nominees will be accepted for efforts benefitting the same organization/cause.

Selection

The nomination period opens April 1 and closes July 31 of each year. A selection committee comprised of two library board members will select and notify the winner(s). Applications will remain on file and be reviewed annually for up to three years.

Non-Discrimination

All awards will be made without regard to race, color, religion, sex (including pregnancy, sexual orientation, or gender identity), national origin, disability, age (40 or older) or genetic information (including family medical history)

Application requirements

1. Name(s)
2. Which of the criteria does their performance exhibit?
3. Please explain how they exhibit these criteria with specific examples (250-word limit)

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.

Cerealism

Tuesday, March 21 — 7:00 p.m. to 8:00 p.m.

Grades 3 to 6. Create your own art collage using cereal boxes and other printed material. All materials provided. Registration required. In-person event.

Idea Lab Class: Audio Recording Basics

Wednesday, March 22 — 7:00 p.m. to 8:00 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. Virtual event.

Teens Intro to Sewing with MP Fashion

Thursday, March 23 — 6:00 p.m. 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. In-person event.

DIY Prank Program Grades 3 to 6

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

Grades 3 to 6. April Fools! Prepare for April Fools Day with some lighthearted DIY pranks that will be sure to trick your family and friends. Registration required. In-person event.

Peppa Pig Party

Monday, March 27 — 10:30 a.m. to 12:00 p.m.

Family program. Celebrate Peppa Pig with a story, crafts, and activities that feature her family and friends. Registration required. In-person event.

Poetry Night

Tuesday, April 4 — 7:00 p.m. to 8:00 p.m.

Grades 4 to 6. Do you like to write? Do you like to be creative? Poetry loves unite - we have an exciting evening just for you. Registration required. In-person event.

Idea Lab Kit: Laser Cut Clock

Thursday, April 6 — Pick-up All Day

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.

Read to Seed

Monday, April 10 — 4:30 p.m. to 5:30 p.m.

Grades 1 to 3. 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. In-person event.

College Info Series: Myth-Busting, College Admissions Edition

Wednesday, April 12 — 7:00 p.m. to 8:00 p.m.

There is a lot of information in the media about college admissions—some of it is fact, some of it is fiction, and a lot of it is exaggeration. Hear from a college-admissions-counselor-turned-college-counselor about some of the top myths about the college admissions process, as well as tips to be the best applicant you can be. Teens and parents are welcome. You may attend these sessions in-person or on Zoom. Registration required. Hybrid event.

Genealogy Series: Navigating Ancestry.com

Thursday, April 13 — 7:00 p.m. to 8:00 p.m.

Ancestry.com is one of the most common genealogy websites (and free library resource!) 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. Hybrid event.

Baldwin's Digital Library

Saturday, April 15 — 3:00 p.m. to 4:15 p.m.

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



Baldwin Public Library
300 W. Merrill Street
Birmingham, MI 48009
248-647-1700

NOTICE OF PUBLIC HEARING

Monday, March 20, 2023 at 7:30 p.m.
2023-2024 Budget Hearing

The Baldwin Public Library Board of Directors will hold a public hearing on Monday, March 20, 2023, at 7:30 p.m., in the Rotary Tribute and Donor Rooms of the Baldwin Public Library, 300 W. Merrill, Birmingham, MI. Members of the public may attend in person or via Zoom.

This public hearing is being held to consider the 2023-2024 budget for the Baldwin Public Library.
The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

Topic: Baldwin Public Library 2023-2024 Budget Hearing
Time: Mar 20, 2023 07:30 PM Eastern Time

The public may participate via Zoom:

Join Zoom Meeting: <https://us02web.zoom.us/j/88033156263>
Meeting ID: 880 3315 6263

One tap mobile: +13017158592,,88033156263# US (Washington DC)
+13126266799,,88033156263# US (Chicago)

Public comments may be presented either in person or in writing.

By 5:00 p.m. on Friday, March 17, 2023 you may obtain a copy of the proposed budget by going to the Library's website (www.baldwinlib.org), asking at the Library's Adult Services Reference Desk (248-554-4650), or contacting Robert Stratton (248-554-4684).

Approved minutes of this hearing may be reviewed on the Library's website or at its Business Office.

THIS NOTICE IS GIVEN in accordance with Act 261,
1968 Public Act 267.

DATE POSTED: March 7, 2023

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).



Birmingham

PUBLIC SCHOOLS

Be Bold. Be Brilliant. Be Birmingham.

BPS eNews | February 24, 2023

UPCOMING EVENTS

Girls in STEM

Tuesday, Feb. 28 | 3 p.m.

Oakland Schools Technical Campus, 5055 Delemere St. - Royal Oak

Girls in STEM will host the first of three events at OSTC later this month. Middle-school aged girls may sign up for one of the three sessions (Welding, Auto Tech, Health Sciences) offered. Carpools will be formed by the school and will leave at 3 p.m. Parents are responsible for providing returning transportation for their student from OSTC at 5:30 p.m.

The sessions are geared towards providing fun and exciting STEM experiences outside of school. Interested girls can participate whenever it fits their respective schedule, as this is not a club. No prior experience is needed. [Get registered and learn more](#) about the upcoming OSTC events.

Trajectory of a Franco-American from Dearborn

Wednesday, March 1 | 7:30-8:30 p.m.

You are invited to join BPS Francophone Connections for a free virtual conference featuring **Dr. Claire-Marie Brisson**, a preceptor in French at Harvard University. A Dearborn native, Brisson has thrived in keeping up with her roots. To kick-off the Francophonie month, she will share her journey and thoughts on the American

Take part in this inspiring conversation mainly in French, followed by bilingual interactions. For additional information, please email event organizers at bpsfrancophoneconnections@gmail.com.

Be Smart for Kids

Monday, March 13 | 7 p.m.

Baldwin Public Library, 300 W. Merrill - Birmingham

Be SMART, a national nonprofit educational campaign designed for adults, emphasizes the life-saving importance of secure firearm storage to prevent unauthorized access to guns resulting in death or injury, and is appropriate for both gun owners and non-gun owners. Michigan School District Resolution Lead Jeff Bozell, who also serves as the South Oakland County Be SMART lead, will host the presentation.

The [presentation covers useful tips](#) for adults, gun owners and non-gun owners alike, on ways to mitigate gun violence such as talking to your kids about guns and gun violence, having conversations with gun-owners or with parents of your kids' friends who might own guns, and the lethality of firearms related to suicide. The framework is neutral and 2nd Amendment supporting - it neither rejects nor endorses gun ownership and does not discuss laws or proposed legislation regarding firearms.

Coffee with the Superintendent

Monday, March 13 | 8:30-10 a.m.

TBA

You're invited! Please drop in for coffee and casual conversation with BPS Superintendent **Dr. Embekka Roberson**. This informal gathering is open to everyone. Whether you have a specific question or idea, or simply want to hear more about the district's biggest priorities, challenges and successes, please consider joining us at an upcoming coffee chat.

"Coffee With the Superintendent" is a monthly event held until the end of June. Meetings are being held at varying times and locations around the district to accommodate differing schedules.

Board of Education meetings

Board meetings and Study Sessions are held monthly on Tuesdays. Board meetings begin at 7 p.m., while most study sessions are held throughout the year at 6 p.m. [Additional details can be discovered here.](#)

Regular Meeting

- **Tuesday, Feb. 28 | 7 p.m.**

Study Session

- **Tuesday, March 7 | 6 p.m.**

Regular Meeting

- **Tuesday, March 21 | 7 p.m.**

Study Session

- **Tuesday, April 4 | 6 p.m.**



Michigan libraries don't stock 'obscene' books GOP rep's bill would age-restrict, group says

Published on 2023 March 7 | MLive.com, by Jordyn Hermani



Inside the Patmos Library in Jamestown Township on Monday, Sept. 12, 2022. Voters turned down a millage request in the Aug. 2 election after a pushback from residents surrounding LGBTQ books on the library's shelves. (Cory Morse | MLive.com)

Public libraries would have to keep books deemed obscene in a separate part of their facilities, accessible only by those aged 18 and older, under legislation introduced in early March in the House.

[House Bill 4136](#), sponsored by Rep. Neil Friske, R-Charlevoix, would require the governing body of a library to create and enforce a policy addressing “obscene or sexually explicit matter,” which could be potentially available to children.

“This bill does not ban libraries from having specific books or genres of books, nor does it discriminate against any individuals,” he said. “The bill simply places content containing things like pornographic images to an area of the library reserved specifically for adults.

“This is common sense legislation. It is crucial that the children of Michigan be protected everywhere they go – obscenity in front of minors is traumatic and should never be permitted.”

Under the bill, should these books be available, that material must be kept in a “restricted area of the library” accessible to those 18-years of age or older. That material could similarly only be viewed in that restricted area or borrowed by someone at or over 18-years-old.

But Debbie Mikula, executive director of the nonprofit organization Michigan Library Association, said even if the bill had hopes of getting off the ground – unlikely, considering Democrats control both the House and Senate – what Friske proposes isn’t even feasible.

The group is the state’s oldest and largest library association, with a membership of more than 2,000 libraries and individuals throughout Michigan from public, academic, school and special libraries, and organizations supportive of libraries.

Public libraries do not have the ability to sequester specific books in an age-restricted area, Mikula said, and public libraries cannot buy materials legally considered obscene.

Despite not defining either obscene or sexually explicit, Friske said in a statement his legislation would use definitions from other sections of Michigan Compiled Law from [1978](#) and [1984](#) to flesh out those terms.

Under the 1978 law – which deals with disseminating, exhibiting or displaying sexually explicit matter to minors – sexually explicit matter is defined in three ways, either being considered sexually explicit visual or verbal material or a sexually explicit performance.

Each of those are then subsequently defined under Michigan law as the following:

- Sexually explicit visual material: “a picture, photograph, drawing, sculpture, motion picture film, video game, or similar visual representation that depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse, or a book, magazine, or pamphlet that contains such a visual representation. An undeveloped photograph, mold, or similar visual material may be sexually explicit material notwithstanding that processing or other acts may be required to make its sexually explicit content apparent.
- Sexually explicit verbal material: “a book, pamphlet, magazine, printed matter reproduced in any manner, or sound recording that contains an explicit and detailed verbal description or narrative account of sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse.”
- Sexually explicit performance: “a motion picture, video game, exhibition, show, representation, or other presentation that, in whole or in part, depicts nudity, sexual excitement, erotic fondling, sexual intercourse, or sadomasochistic abuse.”

Obscene is subsequently defined under a 1984 law to mean any material that meets all of the following criteria: Something the average individual “applying contemporary community standards, would find the material, taken as a whole, appeals to the prurient interest”; something that a reasonable person would find the material, taken as a whole “lacks serious literary, artistic, political or scientific value,” and; that the material depicts or describes sexual conduct in a patently offensive way.

Libraries determine the legality of books by the [Miller test](#).

Named after the court case from which it arose, *Miller v. California* (1973), the Miller test defines what criteria material must meet to legally be considered obscene.

Michigan law defines obscenity to the letter of the Miller test.

Additionally, in a [December 2021 memo](#) regarding book challenges, the state's Library of Michigan even acknowledged that material was not considered obscene "simply because it is depicting activity that is controversial or non-conforming to what is considered 'normal'."

"In a public library, parents are in charge of their children under 18," Mikula said. "This is different than a school library, but a parent is in charge of their children and what they check out. ... Public libraries do not take on the role of a parent, and it's a parent's responsibility to decide what materials they will allow their children to read."

Were Friske's bill signed into law, 90 days after its effective date a person could file a complaint "against the governing body of the library in a court of competent jurisdiction" should a library be at odds with the bill.

A court could order the library closed to the public unless it complies with the parameters of the bill, if found in violation of the legislation.

"It's the parent's responsibility to decide what materials they will allow their children to read," Mikula said. "A the parent is already in charge. So, why are we talking about a backroom for 18-and-olders?"

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 February 20, 2023 minutes p. 71

B. Acceptance of the February 2023 receipts of \$19,332.15 p. 78

C. Approval of the February 2023 disbursements of \$5,724.48 p. 79

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, April 17, 2023

Motion: To adjourn the March 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.

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**BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
February 20, 2023**

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 9:28 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, Office Administrator.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

1st Pisano

2nd Suhay

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:

Suhay suggested the Board invite members of the public to stay for the Trust meeting, as there are usually no members of the public present. Pisano noted positive gains against the investment benchmark for January. Craft thanked the recent donors to the library's trust.

4. 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 meeting was adjourned at 9:35 p.m. The next Trust Meeting will be on Monday, March 20, 2023, following the regular meeting in the Rotary Tribute and Donor Room.

Baldwin Public Library Trust: February 2023

February receipts totaled \$19,332.15. February disbursements totaled \$5,724.48.

The current value of the Trust is \$2,065,500.81, divided up in the following way:

	June 2022 - EOY	February 2023
Total endowment investments*	\$ 1,027,375.78	\$ 1,087,812.03
Endowment funds distributed for use	\$ 175,567.25	\$ 153,520.58
Total endowment funds	\$ 1,202,943.03	\$ 1,241,332.61
General spendable funds	\$ 343,568.43	\$ 364,105.20
Van Dragt fund	\$ 117,388.20	\$ 74,909.06
Building fund	\$ 309,523.78	\$ 322,150.72
Restricted funds**	\$ 32,226.33	\$ 38,279.68
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	\$ 824,168.20
Total endowment funds	\$ 1,202,943.03	\$ 1,241,332.61
Total non-endowment funds	\$ 827,430.28	\$ 824,168.20
Total of all Trust funds	\$ 2,030,373.31	\$ 2,065,500.81

* 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 \$753,146.50

Baldwin Public Library Trust
Endowment Funds Portfolio Performance Benchmarks
As of February 28, 2023

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	3.40%	-19.44%
U.S. Aggregate-Bond Benchmark	.16%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	2.59%	-17.69%
Baldwin Endowment Funds' Portfolio	2.92%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	0.33%	-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 February 28, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,101,644.03
Raymond James Building Mutual Funds Account	\$629,567.93
Huntington Bank Checking Account	\$3,721.96
Huntington Bank Money Market Account	<u>\$330,566.89</u>
Total	\$ 2,065,500.81

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
FEBRUARY 28, 2023**

Investment and Cash Report										
	Prior Month Balance 01/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/23	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,214.03	\$22,086.67	\$4,214.03			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$42,479.14	\$0.00			\$0.00	
Restricted Funds	\$3,721.85	\$0.11	\$1.02	\$1,500.45	\$13,467.67	\$1,500.45			\$3,721.96	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,721.85								\$3,721.96	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$1,430.53	\$0.00			\$0.00	
TOTAL	\$3,721.85	\$0.11	\$1.02	\$5,714.48	\$79,464.01	\$5,714.48	\$0.00		\$3,721.96	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$159,240.50	\$0.00	\$40.00	\$0.00		\$0.00	(\$4,214.03)		\$155,026.47	
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	\$25,607.39	\$19,320.00	\$19,520.00	\$0.00	\$0.00	\$0.00	(\$1,500.45)		\$43,426.94	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43	
General Spendable Funds	\$56,685.95	\$12.04	\$10,173.22	\$10.00	\$80.00	\$0.00	\$0.00		\$56,687.99	
TOTAL	\$316,959.33	\$19,332.04	\$29,733.22	\$10.00	\$80.00	\$0.00	(\$5,714.48)		\$330,566.89	
Raymond James & Associates:										
Endowment Fund Investments	\$1,114,104.07	\$0.00	\$0.00			\$0.00	\$0.00	(\$29,732.75)	\$1,084,371.32	
Endowment Cash	\$17,269.40	\$0.00	\$11,183.06			\$0.00	\$0.00	\$3.31	\$17,272.71	
Sub-total Endowment Funds	\$1,131,373.47	\$0.00	\$11,183.06			\$0.00	\$0.00	(\$29,729.44)	\$1,101,644.03	
General Spendable Funds Cash	\$376.41	\$0.00	\$0.00			\$0.00	\$0.00	\$1,000.26	\$1,376.67	
General Spendable Mutual Funds	\$314,837.35	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,796.81)	\$306,040.54	
General Spendable Building Mutual Funds	\$330,265.50	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,114.78)	\$322,150.72	
Sub-total General Spendable Funds	\$645,479.26	\$0.00	\$0.00			\$0.00	\$0.00	(\$15,911.33)	\$629,567.93	
TOTAL	\$1,776,852.73	\$0.00	\$11,183.06			\$0.00	\$0.00	(\$45,640.77)	\$1,731,211.96	
Total All Funds	\$2,097,533.91	\$19,332.15	\$40,917.30	\$5,724.48	\$79,544.01	\$5,714.48	(\$5,714.48)	(\$45,640.77)	\$2,065,500.81	

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
FEBRUARY 28, 2023**

		Prior Month Balance 01/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 02/28/23
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$371,899.71	\$12.04	\$10,173.22	\$10.00	\$1,510.53			(\$7,796.55)	\$364,105.20
Restricted Funds:										
Building Fund		\$330,265.50	\$0.00	\$1,000.00	\$0.00	\$0.00			(\$8,114.78)	\$322,150.72
Van Dragt Fund		\$74,909.06	\$0.00	\$0.00	\$0.00	\$42,479.14				\$74,909.06
Memorials/Tributes		\$9,075.37	\$0.11	\$201.02	\$0.00	\$62.81				\$9,075.48
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Friends	Adult Services Programs	\$2,644.85	\$6,250.00	\$6,250.00	\$778.86	\$4,162.00				\$8,115.99
	Young Adult Programs	\$0.66	\$3,375.00	\$3,375.00	\$287.05	\$5,091.47				\$3,088.61
	Youth Services Programs	\$2,659.92	\$6,195.00	\$6,195.00	\$434.54	\$3,778.36				\$8,420.38
	Outreach & Equipment	\$5,562.79	\$3,500.00	\$3,500.00	\$0.00	\$373.03				\$9,062.79
	Sub-total Restricted	\$425,634.58	\$19,320.11	\$20,521.02	\$1,500.45	\$55,946.81	\$0.00	\$0.00	(\$8,114.78)	\$435,339.46
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		\$822,257.83	\$19,332.15	\$30,694.24	\$1,510.45	\$57,457.34	\$0.00	\$0.00	(\$15,911.33)	\$824,168.20
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$69,985.95	\$0.00	\$40.00	\$3,095.37	\$7,149.29				\$66,890.58
	Adult Large Print	\$1,568.08	\$0.00	\$0.00	\$634.14	\$3,877.32				\$933.94
	Adult Services Department	\$25,658.28	\$0.00	\$0.00	\$0.00	\$150.00				\$25,658.28
	Adult Audio Visual	\$38.91	\$0.00	\$0.00	\$34.38	\$718.75				\$4.53
	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	\$450.14	\$3,039.72				\$6,278.34
	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	\$157,734.61	\$0.00	\$40.00	\$4,214.03	\$22,086.67	\$0.00	\$0.00	\$0.00	\$153,520.58
Total Endowment Investments	All Funds	\$1,117,541.47	\$0.00	\$10,183.06	\$0.00	\$0.00	\$0.00		(\$29,729.44)	\$1,087,812.03
Total Endowment Funds		\$1,275,276.08	\$0.00	\$10,223.06	\$4,214.03	\$22,086.67	\$0.00	\$0.00	(\$29,729.44)	\$1,241,332.61
Total All Trust Funds		\$2,097,533.91	\$19,332.15	\$40,917.30	\$5,724.48	\$79,544.01	\$0.00	\$0.00	(\$45,640.77)	\$2,065,500.81

TRUST RECEIPTS
February-23

Trust Money Mkt General Funds:

Money Market Interest Income	\$ 12.04	\$ 12.04
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Friends of BPL:

- Adult Programs	\$ 6,250.00	
- Teen Programs	\$ 3,375.00	
- Youth Programs	\$ 6,195.00	
- Outreach and Equipment	\$ 3,500.00	\$ 19,320.00

Memorial/Book Fund:

Checking Account Interest	\$ 0.11	\$ 0.11
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Trust Money Mkt Endowment Fund:

	\$ -	
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Total Receipts at Huntington Bank

	\$ 19,332.15	\$ 19,332.15
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Raymond James

\$0.00

Total Trust Receipts (Before Bank Fees)

	<u>\$19,332.15</u>	<u>\$19,332.15</u>
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Monthly Banking Fee on Money Market Account

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

	<u><u>\$19,322.15</u></u>	<u><u>\$19,322.15</u></u>
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02/27/2023 01:44 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 02/01/2023 - 02/28/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
02/10/2023	LIBRY	5893	009126	AMAZON CAPITAL SERVICES INC	828.97
02/10/2023	LIBRY	5894	009126	VOID	0.00 V
02/10/2023	LIBRY	5895	000902	CENGAGE LEARNING INC	335.88
02/10/2023	LIBRY	5896	MISC	DETROIT HISTORICAL SOCIETY	250.00
02/10/2023	LIBRY	5897	001090	INGRAM LIBRARY SERVICES	1,096.05
02/10/2023	LIBRY	5898	002013	MIDWEST TAPE	443.52
02/10/2023	LIBRY	5899	000673	NEW YORK TIMES, THE	2,100.80
02/10/2023	LIBRY	5900	000757	SCHOLASTIC INC	33.90
02/24/2023	LIBRY	5901	009315	FIRST NATIONAL BANK OF OMAHA	625.36

LIBRY TOTALS:

Total of 9 Checks:	5,714.48
Less 1 Void Checks:	0.00
Total of 8 Disbursements:	5,714.48