BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS













LIBRARY BOARD MEETING

MAY 15, 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

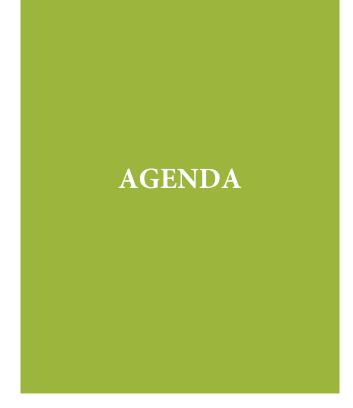
| Wheeler, Jennifer PRESIDENT 1665 Holland St. Birmingham, MI 48009 Cell: (248) 808-4495 e-mail: jennybwheeler@gmail.com | Term expires 2023 | Personnel Committee, Policy Committee |
|---|----------------------------|---|
| Rock, Karen VICE PRESIDENT 465 Pilgrim Ave. Birmingham, MI 48009 Home: (248) 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 | Term expires February 2024 | |

Smith, Titus III STUDENT REPRESENTATIVE

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

Term expires February 2024





Baldwin Public Library Board Meeting

Monday, May 15, 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 April 17, 2023 Board Meeting Minutes | p. 7 |
|----|---|-------|
| B. | Approval of May 2023 vendor payments in the amount of \$223,554.24, | |
| | including payments in excess of \$75,000. | p. 11 |
| C. | Approval of total expenses in the amount of \$309,580.52. | p. 17 |
| | | |

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 60

p. 80

D. Upcoming events of interest (Jaclyn Miller)

| IV. | Board | Committee Reports | |
|-------|---------|--|-------|
| | A. | Finance – Danielle Rumple | p. 16 |
| | В. | The Building Committee will meet on Monday, May 22 at 3:00 p.m. | |
| | C. | Policy – Karen Rock | p. 19 |
| | | Suggested Board action: To make a motion to adopt proposed changes to | |
| | | the Library Card Policy, Fines and Fees Policy, Electronic Device, Network, | |
| | | and Internet Use Policy, Collection Development Policy, Fund Balance | |
| | | Policy, Credit Card Policy, Financial Policy, Trust Investment Policy, and | |
| | | Staff Development Policy as found on pages 20 to 45 of the May 2023 | |
| | | Board packet. | |
| V. | Library | y Report – Rebekah Craft and Jaclyn Miller | p. 47 |
| VI. | Liaisor | ns | |
| | A. | Report from Friends of the Baldwin Public Library (Ryndee Carney) | p. 62 |
| | В. | | |
| | C. | Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission) | |
| | D. | Bingham Farms (Kathy Mechigian, Bingham Farms Village Council) | |
| VII. | Phase | 3: Renovation Update – Rebekah Craft | p. 63 |
| | A. | Suggested Board action: To make a motion to <u>remove/keep</u> the light fixture | |
| | | and ceiling cove in the new study room area in the Phase 3 Renovation at a | |
| | | savings/cost of \$10,000. | |
| | В. | Suggested Board action: To make a motion to select the rectangular or | |
| | | elliptical vending machine enclosure at a <u>savings/cost</u> of \$5,650. | |
| VIII. | New 8 | d Miscellaneous Business | |
| IX. | Unfini | shed Business | |
| X. | Items | removed from the Consent Agenda | |
| XI. | Inform | nation Only | |
| 7 | | Upcoming events of interest | p. 80 |
| | | Learn.Connect.Discover Summer 2023 Edition | p. 82 |
| | | Beverly Hills Villager article, "Around the Community: Baldwin Public | |
| | | Library" | p. 90 |
| | D. | Downtown Publications article, "Birmingham reviews proposed fiscal year | • |
| | | budget" | p. 91 |

| E. | Birmingham Public Schools press release, "West Maple named National | |
|----|---|-------|
| | School Library of the Year" | p. 93 |
| F. | Birmingham Youth Assistance and Birmingham Optimists Club program | |
| | excerpt, "12th Annual Celebration of Youth in Service" | p. 94 |
| G. | MLA Update from Executive Director Debbie Mikula | p. 97 |

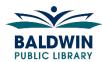
XII. Adjournment

The next regular meeting of the Library Board will be on Wednesday, June 21, 2023 at 7:30 p.m.

Motion: To adjourn the May 15, 2023 Board Meeting.

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las personas con incapacidad auditiva) por lo menos un dia 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⁻ April 17, 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, Danielle Rumple, Jim Suhay, Jennifer Wheeler, and Student Representative Titus Smith III.

Absent and excused: Karen Rock

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: None.

Members of the public present: One; and Steve Schneeman from Merritt Cieslak Design.

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

Rumple read aloud the Library's Mission Statement.

- 1. General Public Comment Period: None.
- 2. <u>Consent Agenda:</u>

Motion to approve the consent agenda.

1st Suhay 2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: Rock

The motion was approved unanimously.

3. <u>Board Reports and Special Announcements:</u>

President's report: Wheeler thanked the Building Committee, Merritt Cieslak Design, and PCI Dailey for their hard work on planning Phase 3 renovations.

Board comments: None.

Staff Anniversaries: Pisano recognized the following staff anniversaries: Elaine Asher (4 years of service), Cameron Crawford (8 years), Carri Gvozdich (14 years), Bob Glenn (11 years), Rosemary Isbell (5 years), George Kasparian (27 years), and Hannah Stoloff (1 year).

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

4. <u>Board Committee Reports</u>

Finance Committee:

Rumple reported that the Finance Committee met on April 10. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 14 of the April Board packet. The next meeting of the Finance Committee will take place on Monday, May 8, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported that the Building Committee met on April 17 at 1:00 p.m. Present were Mark, Suhay, Craft, Miller, Steve Dailey (PCI Dailey) and Paul Danko (PCI Dailey). The initial estimate PCI Dailey received from subcontractor bids is higher (\$3.947m) than the anticipated Phase 3 construction budget (\$2.832m). The Building Committee discussed deduct alternates and decided to remove the skylight and light cove, and downsize the snow melt system, to save an estimated \$258,600. PCI Dailey advised that the planter and vending enclosure designs can be simplified to further save on cost. PCI Dailey recommended that the Board establish a guaranteed maximum price (GMP) for construction costs so that they can begin placing orders for essential materials with longer lead times. The Building Committee agreed, and recommended the Board approve a GMP for construction costs of an amount not to exceed \$3,688,896.

Craft reported that, prior to the Board meeting, Steve Schneeman (Merritt Cieslak Design) recommended that the Board should delay this decision until he can review the accuracy of the subcontractor bids. Craft indicated that Schneeman intended to join the Board meeting to field questions and discuss.

The Board discussed this and agreed that the project could not be delayed further; that the removal of the deduct alternates did not reduce the functionality of the renovation environment; that the project was already over budget and deductions are necessary; and that the \$3,688,896 cap on construction costs was feasible based on available funding. The Board agreed to wait to make the GMP budget motion until after Schneeman joined the April Board meeting.

Outreach Committee:

Mark shared an update from the April 14 Outreach Committee meeting. The agenda from this meeting is on page 17 of the April Board packet. The next meeting of the Outreach Committee will take place on a later date.

Policy Committee:

The next meeting of the Policy Committee will take place on Wednesday, May 3, 2023, at 11:00 a.m. in the Delos Board Room.

5. <u>Library Report:</u>

Craft and Miller presented highlights from the Library Report. Full details are on pages 19-40 of the April Board packet.

Craft and Miller provided a 2023 Q1 Strategic Plan status report the Board. This information can be found on pages 22-30 of the April Board packet.

BPL continues to follow City of Birmingham's COVID guidelines. A traffic counter has been installed at the youth room terrace entrance. Beverly Park's Storybook Trail posts were damaged over the winter and will be repaired soon. A new artwork display made by Quarton Elementary students has been added to the bulletin boards on the south wall of the youth room. Battle of the Books 2023 winners were: Dragon Readers in 1st, Dog-Eared Destroyers in 2nd, and Team Suess in 3rd. Miller thanked Book Beat for providing the winners with gift cards.

Youth Services Librarian Alyssa Gudenburr attended, and Idea Lab Supervisor Jeff Jimison presented at, the MLA Spring Institute. Craft attended a media training with Hennes Communications as a part of a University of Michigan course called Public Library Impact, Communication, and Responsiveness in Times of Uncertainty.

Craft will present the FY2023-2024 budget to City Commission on Saturday, April 29.

6. Liaisons

<u>Friends</u>: Ryndee Carney reported that May 5-8 book sale postcards were mailed out to members. The annual FOL meeting will be held in person on May 16. The March 25 pop-up book sale brought in \$1150, with all items sold for \$1. Phase 3 renovation will likely interfere with the regular November sale, and the Friends will improvise alternatives.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

- 7. New & Miscellaneous Business: None.
- 8. Unfinished Business:

Phase 3 Expansion:

Steve Schneeman (MCD) joined the meeting via Zoom. Craft indicated the Board had a discussion during the Building Committee report, and wants to set the maximum construction budget at \$3,688,896. Schneeman said he received the bid document that afternoon, and was not in a position to make a comment about the numbers until he discusses the accuracy of it with PCI Dailey.

Mark expressed that voting on a guaranteed maximum price would allow PCI Dailey to place orders on essential items with extended lead times, and would provide flexibility with the other items where there are questions. Schneeman agreed with that rationale.

Mark asked Schneeman if the financial impact from a skylight could be reduced in any way. Schneeman replied that reducing the size of the skylight would still carry a significant cost. Suhay noted that even with the removals of aforementioned deduct alternates, the project still exceeds the anticipated cost, and will use 75% of available Trust funds. The light cove, planter, and vending counter were also brought up. Schneeman lost connection to Zoom but indicated he would pursue more information from Dailey about these items.

Mark made the following motion. A member of the public asked if the skylight could be added at a later time. Craft explained that would miss the financial benefit of being combined with the larger project, but is a possibility.

Motion to authorize PCI Dailey to set the Guaranteed Maximum Price for the Phase 3 Construction Project at an amount not to exceed \$3,688,896.

1st Mark 2nd Wheeler

A roll call vote was taken.

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

| 9. | Items Removed from Co | nsent Agenda: None. | | |
|-------|---|--|--|--|
| 10. | Information Only: See pa | ages 43-53 of the April 2023 Board packet. | | |
| 11. | Adjournment: | | | |
| | Motion to adjourn th | e meeting. | | |
| | 1st | Rumple | | |
| | 2nd | Suhay | | |
| | Yeas: Mark, Pisano, Rumple, Suhay, Wheeler. | | | |
| | Nays: None. | | | |
| | Absent and excused: F | Rock | | |
| | The motion was appro | · · · · · · · · · · · · · · · · · · · | | |
| | The motion was appro | ved difaminously. | | |
| | | imously. The meeting was adjourned at 9:04 p.m. The next regular meeting is 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room. | | |
| | | | | |
| Danie | lle Rumple, Secretary | Date | | |

Nays: None. Absent and excused: Rock

The motion was approved unanimously.

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Register of Claims

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

| | | Birmingham, MI 48009 | |
|--------------|----------|-----------------------------------|-----------|
| Check Number | Vendor # | Vendor | Amount |
| | 009440 | ALLIANCE ENTERTAINMENT, LLC | 360.18 |
| | 009126 | AMAZON CAPITAL SERVICES INC | 546.19 |
| | 000843 | BAKER & TAYLOR BOOKS | 149.99 |
| | 005717 | BSB COMMUNICATIONS, INC. | 435.00 |
| | 000902 | CENGAGE LEARNING INC | 30.39 |
| | 004269 | CENTER POINT LARGE PRINT | 111.88 |
| | 000627 | CONSUMERS ENERGY | 2,010.00 |
| | 000575 | DEMCO, INC | 145.78 |
| | 001090 | INGRAM LIBRARY SERVICES | 4,826.01 |
| | 008827 | KANOPY, INC | 346.80 |
| | 007927 | MICHELLE HOLLO | 1,041.25 |
| | 002013 | MIDWEST TAPE | 7,860.11 |
| | 009478 | ODP BUSINESS SOLUTIONS, LLC | 196.03 |
| | 006785 | OVERDRIVE, INC. | 10,730.42 |
| | 009612 | PLAYAWAY PRODUCTS LLC | 934.42 |
| | 000158 | VERIZON WIRELESS | 102.97 |
| 291545 | 009202 | AQUARIUM DESIGN INC | 240.00 |
| 291554 | 008355 | BIRMINGHAM PUBLIC SCHOOLS | 270.36 |
| 291570 | 009024 | THE D.M. BURR GROUP | 4,819.00 |
| 291594 | 000249 | GUARDIAN ALARM | 263.58 |
| 291623 | 009351 | MERRITT CIESLAK DESIGN PLC | 2,560.00 |
| 291630 | 009478 | ODP BUSINESS SOLUTIONS, LLC | 254.76 |
| 291645 | 007408 | T-MOBILE | 711.76 |
| 291656 | 009026 | WELLS FARGO VENDOR FIN SERV | 677.87 |
| 291661 | 008751 | ADOBE INC | 5,911.68 |
| 291664 | 009440 | ALLIANCE ENTERTAINMENT, LLC | 209.46 |
| 291669 | 000843 | BAKER & TAYLOR BOOKS | 48.48 |
| 291676 | 000902 | CENGAGE LEARNING INC | 119.94 |
| 291684 | MISC | EDMONDO CASTILLO | 25.95 |
| 291685 | 004493 | ELITE IMAGING SYSTEMS, INC | 1,120.13 |
| 291689 | 003150 | H.W. WILSON | 432.50 |
| 291695 | 001090 | INGRAM LIBRARY SERVICES | 3,144.78 |
| 291700 | 004904 | KONICA MINOLTA BUSINESS SOLUTIONS | 2,654.00 |
| 291711 | 000639 | MICHIGAN LIBRARY ASSN | 2,088.00 |
| 291717 | 000678 | OCLC, INC. | 319.87 |
| 291720 | 000676 | PLAYAWAY PRODUCTS LLC | 323.95 |
| 291729 | | | 944.44 |
| | 007115 | TERMINIX PROCESSING CENTER | |
| 291739 | 009463 | ZOOBEAN | 1,595.00 |
| 291742 | 009126 | AMAZON CAPITAL SERVICES INC | 70.24 |
| 291754 | 008355 | BIRMINGHAM PUBLIC SCHOOLS | 32.60 |
| 291763 | 004269 | CENTER POINT LARGE PRINT | 57.34 |
| 291782 | MISC | ERIKA MCCLOSKEY | 14.95 |
| 291783 | 000585 | FARMINGTON COMM. LIBRARY | 4,334.36 |
| 291793 | 006666 | GRID 4 COMMUNICATIONS INC. | 225.04 |
| 291804 | 001090 | INGRAM LIBRARY SERVICES | 5,284.69 |
| 291815 | MISC | LAURA C PHILLIPS | 19.99 |
| 291825 | MISC | MICHAEL CASEY | 14.99 |
| 291827 | 006349 | MIDWEST COLLABORATIVE 11 | 100.00 |

Register of Claims

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

| Check Number | Vendor # | Vendor | Amount |
|--------------|----------|--------------------------------|----------|
| 291836 | MISC | NARUDEE PHONGADULYASOOK | 15.99 |
| 291837 | MISC | NATALIE FORD | 22.49 |
| 291839 | 008336 | NBS COMMERCIAL INTERIORS | 792.00 |
| 291845 | 009478 | ODP BUSINESS SOLUTIONS, LLC | 158.70 |
| 291864 | 007907 | SP+ CORPORATION | 3,618.00 |
| 291892 | 006638 | ACTION MAT & TOWEL RENTAL, INC | 70.72 |
| 291895 | 009126 | AMAZON CAPITAL SERVICES INC | 30.33 |
| 291897 | 006759 | AT&T | 721.33 |
| 291904 | 003904 | CAPITAL ONE BANK | 909.16 |
| 291913 | 000575 | DEMCO, INC | 188.87 |
| 291915 | 000179 | DTE ENERGY | 6,487.45 |
| 291936 | 008164 | GARY EISELE | 58.75 |
| 291947 | 007211 | HOME DEPOT CREDIT SERVICES | 239.00 |
| 291948 | 001090 | INGRAM LIBRARY SERVICES | 1,647.13 |
| 291958 | 000797 | THE LIBRARY NETWORK | 624.00 |
| 7735 | 009126 | AMAZON CAPITAL SERVICES INC | 31.01 |
| 7736 | 009126 | AMAZON CAPITAL SERVICES INC | 43.03 |
| 7738 | 009126 | AMAZON CAPITAL SERVICES INC | 55.96 |
| 7739 | 009126 | AMAZON CAPITAL SERVICES INC | 76.64 |
| 7740 | 009126 | AMAZON CAPITAL SERVICES INC | 134.27 |
| 7741 | 009126 | AMAZON CAPITAL SERVICES INC | 119.50 |
| 7765 | 003527 | LOWER HURON SUPPLY CO INC | 28.16 |
| 7790 | 009126 | AMAZON CAPITAL SERVICES INC | 166.70 |
| 7791 | 009126 | AMAZON CAPITAL SERVICES INC | 28.99 |
| 7792 | 009126 | AMAZON CAPITAL SERVICES INC | 90.20 |
| 7802 | 000517 | BEIER HOWLETT P.C. | 264.00 |
| 7833 | 002013 | MIDWEST TAPE | 204.67 |
| 7843 | 005861 | UNIQUE MGMT SERVICE, INC | 41.20 |
| 7862 | 009126 | AMAZON CAPITAL SERVICES INC | 20.98 |
| 7881 | 000605 | CINTAS CORPORATION | 227.60 |
| 7901 | 002013 | MIDWEST TAPE | 722.91 |
| 7919 | 009126 | AMAZON CAPITAL SERVICES INC | 49.48 |
| 7921 | 009126 | AMAZON CAPITAL SERVICES INC | 50.22 |
| 7923 | 009126 | AMAZON CAPITAL SERVICES INC | 69.99 |
| 7963 | 002013 | MIDWEST TAPE | 585.34 |

Register of Claims

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Page:

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

Check Number Vendor # Vendor Amount

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee
Building Committee
Outreach Committee

May 2023 Finance Committee Agenda

The Baldwin Public Library Board's Finance Committee met on Monday, May 8, 2023 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumple, Rebekah Craft, and Jaclyn Miller.

- Reviewed the potential withdrawal from the trust, and will recommend the disbursement of \$59,703.96 be approved by the full Trust Board.
- Huntington Bank has increased the interest rate on our money market account to 3.56%.
- FY 2022-23 budget: Report after ten months
 - Tracking as expected
 - Provision for tax loss will be less than estimated
 - We received a Michigan Architectural Foundation Grant for \$2,000 for the Idea
 Lab
 - o Room rentals are above the annual estimate
 - o Investment income should be positive this year
 - o Contracted services will be higher than budgeted due to the architectural fee
 - Utilities will be over the estimated budget
- Miller: April Trust expenditures with Friends of the Library funds
 - Added a line to the report to show Idea Lab spending, as the FOL agreed to fund an additional request for supplies for take and make crafts and supplies
 - Outreach balance is high, but will see two quick disbursements for the book bike and the summer LCD newsletter
- Pisano: no meetings attended
- Items not on agenda Trust policy suggestions to be considered for approval at the full board meeting on May 15.
- Confirm date of next meeting: Monday, June 12, at 4:00 p.m. To be held in the Delos Board Room.

FINANCIAL REPORT: April 2023

This report references the Revenue and Expense Report 2022-23, found on the following page. At 83.3% of the way through fiscal year 2022-2023, the Library has spent 77.2% of its budget and received 94.7% of its revenue. By this point of the year, the Library was budgeted to have spent 83.3% of its budget and to have received 96.2% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

| Total vendor payments in excess of \$75,000 | \$ | - |
|--|-----------------|------------|
| Balance of vendor payments less than \$75,000 | \$ \$ | 87,311.90 |
| Total vendor payments | \$ | 87,311.90 |
| City of Birmingham allocations: | | |
| Payroll Period Ending 04/01/23 | \$ | 110,411.76 |
| Payroll Period Ending 04/15/23 | \$ | 93,037.46 |
| Employee Health Care Payroll Deduction 04/15/23 | \$ | (691.06) |
| Fixed Past Retirement Health Care Cost (acct 711.0004) | \$ \$ | 3,469.00 |
| Retirement Cost (acct 711.0010) | \$ | 7,744.58 |
| Total Payroll | \$ | 213,971.74 |
| 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 | \$ | 223,554.24 |
| Reconciling adjustments: | | |
| Refund from Dow Jones On Line Services) | \$ | (1,285.00) |
| Book/Bag Fine Refunds | | (114.36) |
| Credit Card Fees | \$ \$ | 113.74 |
| Total Recon Adjustments | \$ | (1,285.62) |
| Total expenses for the month | \$ | 309,580.52 |

| BALDWIN PUBLIC LIBRARY |
|------------------------------------|
| REVENUE AND EXPENSE REPORT 2022-23 |
| April 2023 |

10th Month 83.33% of the year

| REVENUES | Approved 2022-2023 Budget | Current Month Budget <u>April 2023</u> | Current Month Actual <u>April 2023</u> | Variance For Month | Y-T-D Budget 2022-2023 | Y-T-D Actual 2022-2023 | Variance For Y-T-D | % Received/ | Prior year Y-T-D 2021-2022 | % Received/ Spent Prior Y-T-D |
|------------------------------------|---------------------------------|--|--|-----------------------|------------------------------|------------------------------|-----------------------|-------------|----------------------------------|-------------------------------------|
| 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 | (\$12,500) | (\$2,086) | \$10,414 | 13.9% | (\$1,450) | 9.7% |
| COUNTY AND STATE REVENUE | \$106,000 | \$8,833 | 0\$ | (\$8,833) | \$88,333 | \$26,175 | (\$62,158) | 24.7% | \$25,592 | 25.6% |
| GRANTS | 0 \$ | 0\$ | 0 \$ | 0 \$ | 0\$ | \$16,407 | \$16,407 | 100.0% | 9 | %0.0 |
| COMMUNITY CONTRACTS | \$992,390 | \$82,699 | \$114,582 | \$31,883 | \$826,992 | \$749,276 | (\$77,715) | 75.5% | \$723,595 | 74.9% |
| PATRON USE REVENUE | \$27,000 | \$2,250 | \$3,818 | \$1,568 | \$22,500 | \$30,754 | \$8,254 | 113.9% | \$26,393 | 123.3% |
| INVESTMENT INCOME | \$30,000 | \$2,500 | \$6,097 | \$3,597 | \$25,000 | \$52,315 | \$27,315 | 174.4% | \$17,734 | 59.1% |
| TOTAL REVENUE | \$5,010,270 | \$95,033 | \$124,497 | \$29,465 | \$4,820,205 96.2% | \$4,742,721 | (\$77,484) | 94.7% | \$4,470,143 | 93.5% |
| EXPENSES | | | | | | | | | | |
| PERSONNEL SERVICES | \$2,846,220 | \$237,185 | \$213,972 | (\$23,213) | \$2,371,850 | \$2,126,441 | (\$245,409) | 74.7% | \$1,985,105 | 74.3% |
| SUPPLIES | \$143,000 | \$11,917 | \$10,698 | (\$1,219) | \$119,167 | \$105,542 | (\$13,624) | 73.8% | \$96,141 | 80.5% |
| CONTRACTED SERVICES | \$499,590 | \$41,633 | \$23,802 | (\$17,831) | \$416,325 | \$438,366.09 | \$22,041 | 87.7% | \$261,868 | 68.2% |
| TECHNOLOGY & MAINTENANCE | \$139,000 | \$11,583 | \$2,947 | (\$8,636) | \$115,833 | \$93,594 | (\$22,239) | 67.3% | \$98,162 | 65.5% |
| UTILITIES | \$105,000 | \$8,750 | \$8,497 | (\$253) | \$87,500 | \$87,437 | (\$63) | 83.3% | \$78,440 | 81.7% |
| OTHER CHARGES | \$81,480 | \$6,790 | \$6,338 | (\$452) | \$67,900 | \$59,216 | (\$8,684) | 72.7% | \$55,586 | %9'.29 |
| BUILDING IMPROVEMENTS & FURNISHING | \$67,300 | \$5,608 | 0 \$ | (\$5,608) | \$56,083 | \$37,745 | (\$18,338) | 56.1% | \$10,194 | 15.9% |
| COLLECTIONS | \$649,750 | \$54,146 | \$43,327 | (\$10,819) | \$541,458 | \$550,478 | \$9,019 | 84.7% | \$511,119 | 79.0% |
| TOTAL EXPENSES | \$4,531,340 | \$377,612 | \$309,581 | (\$68,031) | \$3,776,117 83.3% | \$3,498,819 | (\$277,297) | 77.2% | \$3,096,615 | 73.6% |
| VARIANCE | \$478,930 | (\$282,579) | (\$185,083) | \$97,496 | \$1,044,088 | \$1,243,902 | \$199,813 | | | |
| FUND BALANCE-BEGINNING OF YEAR | | | | | | \$1,868,532.90 | | | | |
| FUND BALANCE-CURRENT | | | | | | \$3,112,434.45 | | | | |

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.

May 2023 Policy Committee Minutes

The Baldwin Public Library Board's Policy Committee met on Wednesday, May 3, 2023 at 11:00 a.m. in the Delos Board Room. Present were Karen Rock, Jennifer Wheeler, Rebekah Craft, and Jaclyn Miller.

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

- Library Card Policy
- Fines and Fees Policy
- Electronic Device, Network, and Internet Use Policy
- Collection Development Policy
- Fund Balance Policy
- Credit Card Policy
- Financial Policy
- Trust Investment Policy
- Staff Development Policy

The next meeting of the Policy Committee will take place in October 2023. The Committee will review the following policies at that time: Naming Rights Policy, Gift and Donation Policy, Code of Conduct Policy, Privacy Policy, Hours of Services Policy, Library Displays Policy, Group Study Rooms Policy, Public Comment Policy, Unattended Children Policy



Library Card Policy

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

Baldwin Public Library (BPL) library cards are available to individuals people who reside, own property, attend school, or work in the service area of Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills.

A BPL Baldwin library card entitles the holder to borrow materials eligible for loan from the BPL Baldwin Public Library collection and to utilize the services, programs, and equipment of the library for which a card is required.

Library Card Responsibilities

A BPL Baldwin Public Library Cardholder or reciprocal library user:

- Must Agrees to abide by the rules and regulations of the library and accept full responsibility for all materials checked out on the card (including all charges fines and damages charged).
 - Cards issued to individuals under age 18 minors are the responsibility of the parent or guardian whose name is associated with the library account
- Must present their his or her library card or valid photo identification to BPL Library staff at the time of checkout. Cardholders not wishing to carry a physical library card may present a digital version of their library card barcode on a mobile device.
- Agrees to report changes in name, street address, telephone number, and email address as soon as possible.
- Agrees to report a lost, stolen, or damaged card to BPL the Library as soon as possible.
 A cardholder continues to be responsible for the use of the card until BPL the Library has been notified of a theft or loss.
- Will be blocked from using BPL Library services if library account charges card fines reach \$10 or more.
- Understands that BPL the Library staff do not act in the place of parents/guardians regarding selection of materials and the adherence to BPL Library rules in the case of minor use.

Types of Library Cards

Residents

To apply for a BPL library card, individuals who live in Birmingham, Beverly Hills, Bingham Farms, or the City of Bloomfield Hills residents are required to provide valid photo identification (driver's license, passport, state identification) listing their current address. If the identification does not reflect a qualifying their current address, they must supply an official, current piece of mail with their name and current address along with photo identification. Resident cards expire every three years and must be renewed in person by showing proof of current address, when BPL the Library is fully open for service. Alternate renewal methods are at the discretion of BPL Library staff.

Individuals under age 18 Minors wishing to apply for a resident card must be accompanied in person by a parent or guardian. BPL The Library requires the parent or guardian to present valid photo identification in order to obtain a card when BPL the Library is fully open for service. Alternate confirmation methods are at the discretion of BPL Library staff.

Employees

Employees who work in BPL's the Library's service area (Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills) are eligible for a BPL Baldwin library card. To apply for a library card, employees are required to provide current proof of employment (e.g. paycheck stub or letter from their employer) and valid photo identification (driver's license, passport, state ID card) that lists their current home address. Please note that Baldwin cards are issued only to the individual employed in our service area. Employee cards expire every 12 months and must be renewed in person by showing proof of current employment, when BPL the Library is fully open for service. Alternate renewal methods are at the discretion of BPL Library staff.

Property Owners

Patrons who own property in BPL the Library's service area (Birmingham, Beverly Hills, Bingham Farms and the City of Bloomfield Hills) are eligible for a Baldwin card. To apply, property owners are required to provide current proof of property ownership (e.g. tax receipt for property or deed) and valid photo identification (driver's license, passport, state ID card identification) that lists their current home address. BPL Baldwin Library cards are issued only to the individual(s) named on the document showing property ownership. Property owner cards expire every three years and must be renewed in person by showing proof of current property ownership, when BPL the Library is fully open for service. Alternate renewal methods are at the discretion of BPL Library staff.

Birmingham Students

Students who do not live within but who attend a school within the BPL the Library service area are eligible for a BPL Baldwin library card. To apply, students and/or their parent or guardian must should provide proof of enrollment (e.g. a student ID or confirmation via Powerschool). BPL Baldwin Library cards are issued to the student who is registered in school, and must be co-signed by a parent or guardian. Student cards must be renewed every 12 months by showing proof of current enrollment. Electronic applications and renewals may require secondary verification with the parent or guardian by BPL Library staff.

Home Delivery Card

BPL The Library offers Home Delivery service to residents who meet the library card eligibility requirements. Those wishing to use this service must should complete an application for Home Delivery service and a library card application in order to receive

a BPL Library Card. Certain special considerations apply to Home Delivery cardholders. Find more information at www.baldwinlib.org/home-delivery.

Computer users

Patrons who do not live, work, or own property in BPL the Library's service area are eligible for a computer user account at BPL the Library. This account may only be used to access the Library's computers inside BPL. Valid photo identification must be presented at the circulation desk in order to obtain this account. Computer user accounts will be removed after twelve (12) months of inactivity expire every 12 months and must be renewed in person.

Cardholders from Other Libraries

Patrons who are not eligible for a BPL card may be able to use the card issued by their home library to check out physical materials at Baldwin. Baldwin participates in the The Library Network (TLN) cooperative. Patrons whose home library is part of TLN and offers reciprocal borrowing privileges can use their card at Baldwin. Troy residents with a Troy Public Library card are also able to register their cards at Baldwin. A complete list of reciprocal libraries is available upon request.

To register, patrons must provide their home library card and valid photo identification showing their current address. Reciprocal cards expire every three years and must be renewed in person by showing proof of current address, when BPL the Library is fully open for service. Alternate renewal methods are at the discretion of BPL Library staff.

Reciprocal cardholders may check are limited to checking out physical materials available within the library, use library computers, and place holds for physical BPL materials.

Use of Library Cards by Persons Other Than the Owner

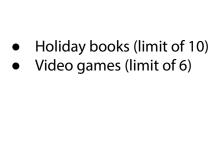
Borrowers are discouraged from lending their library cards for use by others. Cardholders who allow their library cards to be used by others continue to be responsible for the care and safety of all BPL Library materials charged to their cards, as well as for paying fines, replacement charges and other financial assessments that result from the use of the library card.

A BPL Library cardholder may allow another person to pick up materials using the cardholder's account. To do so, the BPL Library cardholder must contact BPL the Library and provide the name of the person who is authorized to pick up materials on behalf of the cardholder. Permission may be revoked by the cardholder at any time by contacting BPL Library staff. Cardholders agree to notify BPL immediately upon discovery that their card may be in use by someone who does not have permission, so that the card can be suspended.

Item Limits

All cardholders may check out a limited number of the following items:

Library Card Policy adopted by the BPL Board November 21, 2016. Revised June 18, 2018, March 15, 2021, May 15, 2023





Fines and Fees Policy

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

In keeping with the Baldwin Public Library's (BPL) core values of equitable service and barrier-free access to information and services, BPL will no longer impose or collect fines for the late return of materials.

Regulations

- 1. BPL does not charge overdue fines for borrowed materials are available to use free of charge.
- 2. Once available renewals have been utilized, BPL will notify a patron that an item is overdue. Notifications will be sent to the email address, cell phone, or mailing address listed on the patron's account. It is the patron's responsibility to notify the Library of any changes in their contact information or notification method. The following notices and bills will be sent to patrons when an item is:
 - a. Seven (7) and fourteen (14) days overdue: email or text notice
 - b. Fourteen (14) and Twenty-one (21) days overdue: mailed notice
 - c. Thirty (30) days overdue: bill for the replacement cost of the item emailed to the address on file.
 - d. Sixty (60) days overdue: collection notice for the replacement cost of the item will be mailed to the address on file. Accounts owing more than fifty dollars (\$50) will be sent to collections if the materials are not returned or paid for after thirty (30) days from the billing date. This information is not reported to credit bureaus.
- 3. A ten dollar (\$10) nonrefundable collection agency processing fee will be added to the patron's account for items sixty (60) days overdue.
- 4. Replacement Cost fees payments are refundable (if paid) or waived (if unpaid) only until the items are one hundred twenty (120) days overdue.
- 5. Any patron with an item that is not returned within ten (10) days of the due date shall forfeit all account privileges borrowing new items or using public computers until the item is returned.
- 6. Any patron with an account balance of ten dollars (\$10) or more shall forfeit borrowing new items or using public computers until the charge is below ten dollars (\$10).
- 7. Patrons have the option of paying fines by credit card, cash, or check at the Library. Patrons may also pay from their online Library accounts.
- 8. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Library Director.



Electronic Device, Network, and Internet Use Policy

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

The Baldwin Public Library (BPL) provides Internet access through loaned computers and through its affiliated network. Users may bring their own devices or borrow BPL's devices, such as laptops, workstations, or hot spots.

Use of Library Computing Resources and Network

Users are granted a specified amount of access time per day; additional time may be given if there are no users waiting. Some workstations are limited to children, parents and guardians of children, and/or young adults.

All computer resources must be used in a responsible manner, respecting the rights of others and taking care of the equipment.

Accessing Information

BPL does not monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content. The Internet and its resources may contain material that may be deemed controversial or inappropriate by certain users. BPL does not restrict access or protect users from information that they may find offensive, except as provided by law or specifically delineated in this Policy. Users access the Internet at their own discretion and are expected to abide by this Policy's rules and regulations.

Parents and guardians of minor children under the age of 18, not BPL staff, are responsible for their children's use of the Internet through BPL's connection. Filtered Internet access is available only on the computers located within the Youth Room that are designated for public access to the Internet. This is only a partial solution in limiting access to web sites which some parents might find objectionable.

Users who believe that a site has been mistakenly filtered in the Youth Room can submit a request to the Library Director to have the site filter removed. If the administrative staff determines that the site does not contain obscene matter or sexually explicit matter that is harmful to minors, then the administrative staff may authorize the system wide unblocking of the site. The user will be informed of the decision in writing. The decision may be appealed by submitting a written request to BPL staff. BPL staff shall then schedule a hearing before the Library Board and shall notify the user requesting the hearing in writing at least seven days before the hearing.

Prohibited Activities

Users may not produce profane or loud noises while using electronic devices. Noises must not be louder than the general noise level for the area.

Users may not use any electronic device to create, send, receive or display images that are obscene, illegal or sexually explicit. (Refer to <u>BPL's Code of Conduct</u>.)

Users must abide by copyright laws pertaining to the Internet. Activities like uploading, downloading or copyrighted materials may infringe on copyright law unless permission is granted by a copyright owner. Unless an exception is granted, the transmission of copyrighted materials is prohibited.

Users are prohibited from using identification other than their own to access the Internet. This includes the unauthorized use of another's Library card and PIN, and usernames and passwords on websites.

Any activities that are intended to disrupt the network, services on the network, or physical equipment are prohibited.

Violation

BPL's computers, network, and Internet connection may not be used for any illegal activity or in any manner in violation of <u>BPL's Code of Conduct</u>. Anyone committing illegal acts will be prosecuted to the full extent of the law.

Users violating this Policy will be asked to comply by staff. In response to serious or repeated violations of this Policy, BPL reserves the right to terminate a user's session, ask a user to leave the BPL building, and/or prevent a user from using BPL's computers, network, or Internet connection at any time.

BPL reserves the right to remotely monitor and access all public access computers for customer support, maintenance, and security purposes.

Precautions

Files downloaded from the Internet, through BPL's network, or from BPL computers may contain malware that may infect other computers. BPL is not responsible for damage or loss that may occur from the use of BPL's computers, network, or Internet connection, and users use these resources at their own risk.

Users are responsible for ensuring that their personal data is not compromised when using BPL's computers, network, or Internet connection. Accessing, sending, or connecting information to BPL's computers, network, or Internet connection is done at the sole risk of the user. The Library has no control over the security of a user's data.



Collection Development & Maintenance Policy

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

Policy Statement

The purpose of this policy is to serve as a guide for the librarians of the Baldwin Public Library (BPL) in the process of materials selection and to inform the public of the principles upon which BPL selections and deselections are made. Basic to this policy is the American Library Association's Library Bill of Rights, Freedom to Read Statement, and Freedom to View Statement, as affirmed by the BPL Board.

Objectives

BPL strives to achieve the following goals with its materials collections:

- 1. Provide materials that are of interest and relevance to the members of its community
- 2. Balance collections to incorporate both popular materials and those of lasting value
- 3. Offer materials in a variety of formats to meet the needs of the community
- 4. Represent a broad spectrum of interests to appeal to individuals of all ages and backgrounds
- 5. Give all relevant perspectives on topics of interest to its community and support intellectual freedom
- 6. Create and maintain a special collection that highlights knowledge and information about BPL's history
- 7. Consider the value of each item, the needs of the community, the existing collection, future trends, and BPL's budget when adding materials to the collection

Scope of the collection

BPL provides materials and services that reflect the diverse educational, information, and recreational needs of its users, though BPL may be unable to meet every need with on-site materials due to space and affordability constraints. BPL provides collections to support a wide audience, including the needs of specific populations.

BPL recognizes that content and medium should be suitably matched, and that BPL patrons have different learning styles and preferences for how they receive information. Therefore, BPL provides materials in a variety of formats, including, when appropriate:

- **Print** such as hardcover books, paperbacks, magazines, and newspapers
- Audiovisual such as Blu-Rays, DVDs, books on CD, and other audio and visual formats
- **Digital Resources** such as online databases, digital books, recordings, images, and software programs
- **Equipment** such as toys, magnifiers, bike locks, Internet to Go Kits, etc.

Selection Guidelines

Selection of all materials shall be the responsibility of the Library Director, who operates within the framework of policies determined by the Library Board of Directors. Under the Director's guidance, a staff of librarians with professional education and training selects materials in accordance with state law and the principles and practices of collection development and maintenance. Materials are selected to meet patron needs and reflect a variety of viewpoints and opinions. Criteria for consideration include popular demand, literary merit, enduring value, accuracy, authoritativeness, local interest, cultural significance, importance of subject matter to the collection, timeliness, cost, scarcity of information on the subject, availability elsewhere, and the quality and suitability of the format.

- Reference Materials Items are purchased if they are authoritative works of general interest
- Popular Materials BPL is a popular materials library and therefore collects current, timely materials to satisfy popular demand; these items include fiction and non-fiction materials
- **Textbooks** Textbooks and curriculum-specific material are added to the collection only when such materials also serve the general public. BPL's collection is designed to complement, but not duplicate, school district resources
- Periodicals Items are added to the collection on the basis of relevance and community interest
- **Audiovisual materials** BPL recognizes its responsibility to provide access to information, cultural enrichment, and recreation through as wide a variety of media as possible. As new technologies are developed, BPL will investigate the appropriateness of new media formats and will select popularly adopted formats for the collection
- **Self-published works** BPL generally does not select self-published materials unless they meet the same guidelines as other materials purchased for the collection, have received positive professional reviews, or are in particularly high demand
- **Gifts** BPL accepts gift donations of materials which meet the same criteria as purchased materials. BPL accepts commemorative requests, places a bookplate in each item and integrates the item into the appropriate collection. *See Gift and Donation Policy*
- Toys Toys are evaluated based on developmental appropriateness for the intended user, current popular interests, literacy-based connections, and the level of active play involved. High priority is given to toys with educational value. Materials in this collection are non-toxic, designed to withstand heavy use, and have strong appeal to the intended audience
- **Databases** BPL makes available a variety of online resources purchased to supplement and enhance BPL's collection. These resources are evaluated on the basis of timeliness, ease of use, accuracy, and ability to meet patrons' information needs
- **Electronic Resources** BPL will monitor advances in technology, future trends, and the emergence of new formats and will adjust the emphasis within collections to reflect the changing times

Collection Maintenance

In order to provide the best service to our community, the collection is regularly evaluated. BPL has limited space and therefore a limited collection size. To keep the collection updated, relevant, in good condition, and contained to its present space, BPL maintains a schedule of evaluation. Items are withdrawn from the collection if:

- The item is worn, stained, or damaged beyond repair
- The item is out of date, contains inaccurate data or is not historically significant
- A new, more current, or more comprehensive resource is available
- A more desirable format of the content is available
- Duplicates of the item exist in the collection
- The item has low circulation

Items removed from the collection are to be either sold with proceeds to benefit BPL, or disposed of properly. Items withdrawn by reason of condition, loss, or damage will be considered for replacement. Items that cannot be easily replaced, yet can be repaired, may be repaired.

Patron Suggestions

BPL welcomes and considers all requests from BPL cardholders. Librarians use the same selection criteria for requests as BPL uses for the collection. If an item is unavailable for purchase, BPL will make every attempt to obtain the item via interlibrary loan for BPL cardholders.

Controversial Materials and Intellectual Freedom

It should be noted that inclusion of an item or resource in BPL's collections is not an endorsement of a particular point of view or philosophy and that BPL holds censorship to be a purely individual matter. While anyone is free to personally reject books and other materials of which they do not approve, they may not exercise censorship to restrict the freedom of others.

Also, responsibilities for materials selected/read/or viewed by children and adolescents rests with their parent(s) or legal guardian(s). Selection decisions are not influenced by the possibility that materials may be accessible to minors.

Because strong feelings and emotions can develop over items in BPL's collection, patrons are welcome to fill out a *Request for Reconsideration of Library Materials* form. When this form is completed, it is given to the Library Director for response. The item will be reviewed in accordance with BPL's Collection Development Policy, the Library Bill of Rights, and the American Library Association guidelines on intellectual freedom.

The Library Director and Library Board of Directors will review these written challenges and the patron will be is-informed of the Board's decision regarding the challenged material. The decision of the Library Board is final.



Request for Reconsideration of Library Materials

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

The Baldwin Public Library in Birmingham, Michigan enriches lives Birmingham and the communities it serves by providing opportunities and resources for everyone individuals of all ages and backgrounds to learn, connect, and discover.

| Your name: | | Date: |
|--|----------------------------------|--|
| Library Barcode: | | |
| | | |
| City | Zip code | Phone |
| Are you a BPL cardhol | der or do you live, work, own p | property, or attend school in our service |
| area?Ye | s No | |
| TITLE | | |
| AUTHOR(Artist, Composer, etc.) | | MATERIAL |
| (Artist, Composer, etc.) | | |
| Have you read, viewed to have their challenge co | | equestors must read, hear, or view the entire workYes No |
| For what age group is | this work intended? | |
| · | s the theme and/or major inte | nt of this work? |
| Have you read any pro | ofessional reviews of this work | .?Yes No |
| If yes, please list the p | ublications here: | |
| What is your objection | n to this work? Please be specif | fic |
| • | | d you recommend the library purchase |
| | | |

Thank you. Your request will be referred to the Library Director.



Fund Balance Policy

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

To ensure the prudent financial management of the Baldwin Public Library (BPL) ("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 BPL's the Library's previous fiscal year-end financial statement.



Credit Card Policy

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

The purpose of the credit card policy of the Baldwin Public Library (BPL) is to facilitate purchases for the library.

- 1. The Director will be responsible for the issuance, account monitoring, retrieval of the credit card, and staff compliance with the credit card policy.
- The Director or a BPL Library employee designated by the Director may use the credit card, only for goods or services for the official business of BPL the Library. Documentation detailing the goods and services to be purchased must be submitted before payment can be approved.
- 3. The Director is responsible for the protection of the credit card and will immediately notify the financial institution issuing the card if the card is lost or stolen.
- 4. BPL The Library will use disciplinary measures consistent with current law for unauthorized use.
- The balance due on the credit card account will be paid within the balance period indicated on the monthly statement. BPL The Baldwin Public Library accepts full responsibility for the debt incurred on the credit card.
- 6. Only credit cards that have no annual or monthly fees will be used. All credit card rewards accumulated are property of BPL the Library.
- 7. The Director must immediately surrender the credit card upon leaving the employ BPL the Library.
- 8. The credit card shall be used only when no other payment methods are available.

GUIDELINES

CARD USE - A credit card will only be issued to the Library Director. It will be honored for BPL Library business by any vendor or merchant who accepts the card. The card has an authorized maximum spending limit of \$25,000. Purchases made via the credit card must comply with BPL's the Library's Financial Policy and Purchasing Guidelines. This card in no way changes such policies. It merely provides a method for making certain payments. Violations of the Library Credit Card Policies and Guidelines may result in revocation of use privileges and termination of employment and/or legal action. Anyone who has inappropriately used the credit card will be required to reimburse BPL the Library for all costs associated with such improper use.

TAX EXEMPTION – The Director or authorized staff member must notify the vendor or merchant that the credit card transaction should be tax exempt if it is for goods or services.

ITEMS THAT CAN BE PURCHASED WITH THE CREDIT CARD - The credit card may be used for any of the following expenses:

- 1. Travel expenses
- 2. Conference registration fees
- 3. Library Materials, Equipment, Supplies, Contracted Services, and Operating Expenses.

The credit card may not be used for personal or non-BPL Library use.

CREDIT CARD SECURITY

- 1. The credit card must be kept in a secure location.
- 2. **Credit Card Account Number -** The Bookkeeper will keep a permanent record of the card, the credit limit established, the date issued, and the date returned.
- 3. **Use by someone other than the cardholder** -The only person entitled to use the credit card is the Director whose name appears on the face of the card or someone authorized by the Director.
- 4. **Lost or Stolen Cards** If the credit card is lost or stolen, the bookkeeper is to be immediately notified. The Director will notify the issuing agency.

INTERNAL CONTROL GUIDELINES

BOOKKEEPER'S RESPONSIBILITIES

- 1. Upon receipt of the credit card statement, the bookkeeper is responsible for reviewing the statement for accuracy. This will include reconciling original receipts to the statement transactions.
- 2. The Bookkeeper will prepare the statement for payment on the next available bill listing. All charge slips must be given to the bookkeeper and attached to the credit card bill when it arrives. The bookkeeper will verify that the expenditure and the bill are accurate. The receipt should contain information certifying the appropriate use of the card.
- 3. The Bookkeeper will be responsible for alerting the Director about any and all annual fees and/or finance charges.
- 4. The Bookkeeper must retain the approved credit card statements and accompanying receipts on file for seven years.

LIBRARY DIRECTOR'S RESPONSIBILITIES

The Director is responsible for ensuring activity and account information is noted on the accounts payable voucher. The Library Director or Associate Director will sign the statement for approval of payment. The approval will attest to the appropriateness of the expenditures.

- 1. Will use the credit card in compliance with BPL's the Library Financial Policy and Purchasing Guidelines.
- 2. Ensure that the credit card guidelines defined by BPL's the Baldwin Public Library's Credit Card Policy Policies and Guidelines are met.
- 3. Report lost or stolen cards to the issuing agency.



Financial Policy

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

The financial resources of Baldwin Public Library (BPL) are the responsibility of the BPL Board of Directors (Board). The Board will:

- provide guidelines for management and allocation of financial resources which will produce optimum benefit for those we serve.
- monitor and evaluate the financial plans and Purchasing Guidelines of BPL to ensure the financial integrity of BPL.

BUDGET

The BPL fiscal year starts on the first day of July and ends on the last day of June. An annual operating budget will be prepared by the Director and presented to the Board for approval at the regularly scheduled March Board meeting, prior to the start of the next fiscal year. The budget will reflect the cost of carrying out the programs and services of BPL for the next fiscal year. This budget will also reflect the anticipated revenues of BPL.

The budget will be viewed by the Board as its financial plan for BPL, and approval of the budget by the Board will be authority for the Director to manage BPL's finances according to the plan and within the parameters of the Charter, the Financial Policy and the Purchasing Guidelines. The Director will keep the Board well informed of the ongoing status of the financial plan, and will not make expenditures outside of the budget plan without seeking Board approval to amend the budget, except in the case of an emergency as indicated below. Amendments to the budget will be presented to the Board for approval if there are significant unanticipated changes in revenues or costs.

Taxes levied for BPL use taken together with fines, state aid monies and other public money paid to BPL will be deposited to the treasury of the City to the credit of the BPL Fund. The City will keep the BPL Fund separate and apart from other monies of the City and the Treasurer will disburse only upon properly authenticated vouchers or other BPL authorization by the Board in compliance with the Charter and all applicable state laws. All payments checks for expenses will be issued by the City of Birmingham's Finance Department in accordance with its rules and procedures.

FINANCIAL MANAGEMENT

The accounting practices and procedures used by BPL will allow for proper management of BPL's revenues and expenses, and will provide adequate systems of monitoring by the Board and its outside auditors. An annual audit of BPL's finances will be conducted by the independent auditor appointed by the City of Birmingham.

Reports reflecting the financial condition of BPL will be presented to the Board monthly. These reports will include:

- monthly revenue and expense statement for the month and year-to-date with comparison to the budget.
- monthly Register of Claims

BPL credit cards will be used only for appropriate BPL business, and all uses will be documented. The BPL credit card will not be used for non-BPL related expenditures. Staff purchases will be made following the <u>Credit Card Policy</u> in accordance with the Purchasing Guidelines.

Consistent with the City of Birmingham policy, the Director may approve any annual Contract having a cost that does not exceed \$75,000 \$6,000 over the Contract life or for more than one year. The Board must approve all other Contracts having a cost in excess of \$75,000 \$6,000. Consistent with City of Birmingham policy, All contracts totaling \$2,500 or more will be reviewed by the City Attorney to assure that the Contract is legally sound and that BPL's interests are protected. Contracts will be awarded on the basis of the purchasing considerations in the Purchasing Guidelines. No Contracts may be awarded which are not in compliance with BPL's Code of Ethics and Conflict of Interest policy. At a minimum, all Contracts must contain the purpose, effective dates, authorized signatures, amount to be paid, how liability risks are covered or met, and services to be provided.

The Director may not risk financial losses to BPL beyond those that may occur in the normal course of business. The Director will take steps to:

- prevent embezzlement,
- protect against casualty losses to full replacement value,
- protect against liability losses (to Board members, BPL or to BPL funds),
- provide that all personnel with access to more than \$1,500 cash of the Library's money are appropriately bonded,
- provide that facilities and equipment are properly maintained,
- limit exposure of BPL, the Board, and the staff to claims of liability,
- ensure funds are disbursed only in compliance with Board authorization and the City Charter and applicable state laws,
- provide there is periodic backup of all computer and other financial records necessary for uninterrupted operation of BPL.

Unbudgeted emergency repairs to the physical plant or equipment that must be completed immediately, and cannot be practically submitted to the Board for approval, may be authorized by the Director or in the absence of the Director, an Associate Director. The Director will advise the Board of the emergency expenditures as soon as possible.

The Board is the ultimate spending authority for BPL. To more efficiently conduct BPL business, the Director will serve as Purchasing Agent with the authority to authorize appropriate staff using the Purchasing Guidelines to make purchasing decisions, following internal controls. In the absence of the Director, the authorized Associate Director within the scope of their authority will make financial transactions that are within the scope of the Director's authority.

Approval of travel, dining, accommodation or similar expenses will always be at the next highest level of authority for every employee. Director expenses will be approved by the Board President or in the absence of the President by the Vice President. Board member expenses will be approved by the full Board.

No employee will knowingly approve a transaction which is in violation with BPL's Code of Ethics and Conflict of Interest policy. If there is any doubt about the propriety of the expense, the employee should not approve the expenditure, but rather refer the expense to a higher authority within BPL.

Because the purpose of BPL as a Public Library is to use the taxpayer provided funds for BPL purposes only, such funds may not be distributed to any other charitable purpose. All purchases made under a cooperative program with another governmental entity, including, but not limited to, the City, another public library, a library cooperative, Oakland County or the State of Michigan, in which prices have been previously determined by competitive bidding, are exempt from the requirements for competitive quotes or competitive bidding.



Trust Investment Policy

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

Purpose

The purpose of this policy is to establish investment parameters for all investment assets designated as Endowment under control of the members of the Baldwin Public Library (BPL) Board serving as Trustees of the Baldwin Public Library Trust (BPLT), which exists to support the operations of BPL.

The parameters established will serve to set investment objectives for all applicable assets as defined by this policy; to limit investment risk associated with managing these assets; to create sound operating procedures in order to assure prudent, safe and legal investment practices; and to establish clear lines of investment authority, for the control and review of such investment assets.

This Policy is meant to accurately convey BPLT's investment objectives, strategies and restrictions in light of its financial needs. Furthermore, it is meant to be flexible and reflective of the current as well as longer term financial needs of BPL. As such, it will be reviewed, at a minimum, on an annual basis by the Finance Committee of the Baldwin Public Library Board (hereinafter the "Committee") and revised if necessary.

Finally, this Policy establishes standards by which the BPL Finance Committee can judge the investment performance of BPLT's various financial assets.

Overview of Investment Philosophy and Strategy

Philosophy

It is the philosophy of BPLT that its Endowment assets exist to provide long-term benefits to BPL to assist it in achieving its overall goals of providing a first class library to its users.

Because the philosophy stresses long-term benefits, BPLT believes it is responsible, to the best of its abilities, to protect, nurture, and increase the corpus of these assets rather than use them for any short term benefits that may be inconsistent with its long range objectives.

It is the investment strategy policy of BPLT to manage its Endowment in a manner consistent with optimizing its long term value with a focus on total return (capital appreciation plus dividend and interest income). Asset management will be conservative by nature in order to protect BPLT's long term objectives. It will emphasize the control of investment risk; comply with safe, sound, and legal investment practices; and maintain strict accountability for investment activity.

Accepted Forms of Investment Management

The financial assets will be managed by a specialized investment manager and/or financial custodian interviewed selected by the BPL Finance Committee and approved by the Trustees of BPLT. BPLT may obtain such services from a commercial bank, a trust company, an investment advisory firm or other financial professionals. In choosing such an outside

manager/advisor, the BPL Finance Committee will perform a prudent due-diligence review as to expenses, performance history, and general professional reputation. The BPL Finance Committee will review the expenses and performance of such manager/advisor biannually.

Responsibility of External Investment Manager

An external investment manager retained by BPLT will be expected to use investment strategies and investment vehicles consistent with this Policy. Each element of the Policy is of equal importance. If any conflict or inconsistency is perceived by the investment manager, it shall be his or her responsibility to discuss and resolve it with the BPL Finance Committee as soon as possible.

BPLT expects the investment manager to actively and prudently manage its assets in order to obtain stated investment goals and objectives. Such management will include ongoing review of methods as-well as recurring evaluation of investment opportunities.

BPLT and the BPL Finance Committee grant investment discretion to the investment manager within stated Policy restrictions. It will be the specific responsibility of the investment manager to adhere to all Policy parameters and restrictions.

General Investment Goals & Objectives

BPLT's overall goal is total return (capital appreciation plus dividends and interest income). Specific investment objectives of BPLT include capital preservation, growth of principal, and liquidity.

Appropriate investment performance indices will be established against which to measure overall Trust return and the returns of the various financial assets. These investment targets will be pursued while strictly adhering to all statutory and institutional guidelines.

Endowment Spending Policy

It is the general intent of and policy of BPLT to promote the internal growth of its Endowment assets in such a manner so that the potential income which can be generated from the increased size of this portfolio will represent a significant contribution to BPL's fiscal well-being. This internal portfolio growth will be reinforced whenever possible by the appropriate reinvestment of income and capital gains.

It is the policy of BPLT to approve the transfer of up to 5% of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market value a 15 percent weighting, the third market value a 20 percent weighting, the fourth market period a 25 percent weighting, and the latest a 30 percent weighting. Any gifts or additional deposits received during the latest valuation year will be added to the prior four years' market values

Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022, May 15, 2023

in order to be given full weight in the payout calculation.

In no way is this general policy meant to unduly deplete portfolio assets or to impair the preservation of the purchasing power of the invested funds. In order to protect against this asset depletion, it shall be the responsibility of the BPL Finance Committee to, at a minimum, annually review and adjust this policy to fit current budgetary conditions, actual returns of the portfolio, and the needs of BPL.

Specifically Designated Endowment Assets

Nothing in this investment policy for BPLT's general endowment funds shall be deemed to detract from specific spending guidelines which pertain to designated or restricted donations to BPL.

It must be noted that regarding the Endowment, only dividend, interest income and market appreciation may be withdrawn and spent—provided, however, that if a distribution from a separately named Endowment fund is required by the terms of the gift agreement and such gift agreement permits the withdrawal of the principal to satisfy the required distribution, then principal may also be withdrawn from such fund and spent.

Spending of Endowment and Other BPLT Assets

All BPLT assets must be spent strictly to support the operations of BPL. Trust expenditures will be reported monthly to the Committee and to the Trustees of BPLT.

Investment Quality and Asset Allocation Criteria

It shall be the policy of BPLT to protect the value of its investment assets. Toward this end, it will establish parameters limiting the nature of its investments. These parameters include the following asset allocations:

Equities: 50% to 75% Fixed Income, Cash and Cash Equivalents: 25% to 50%

A separate account for general spendable funds may be established with different investment allocations.

Because BPLT's objectives are conservative in nature, it will not initially invest in or sustain investments in assets the credit rating of which is below investment grade. Furthermore, all investments will be limited to securities that can be liquidated into a ready market without causing noticeable market distortions.

It is the intent of BPLT that, as endowment portfolio asset growth occurs, the practicality and advisability of alternative asset allocation structures be regularly examined and presented to the Trustees of BPLT Committee for consideration.

Prohibited Investments

Approved investments are limited to those specifically listed below. None other are currently authorized. While this Investment Policy is meant to be flexible and reflective of the changing needs of BPL as well as new developments in financial market conditions, no changes may be

Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022, May 15, 2023

made to the approved list of investments without prior consideration and authorization by the Trustees of BPLT Committee.

Investments in real estate, issues denominated in foreign exchange, and issues tied to futures, options and derivatives contracts are currently deemed inappropriate and are specifically prohibited by this Policy, except mortgage derivative securities that are not classified as high risk securities as defined by the Federal Financial Institution Examination Council ("FFIEC") high risk mortgage securities test.

Investment Performance Evaluation

Investment objectives are intended to provide quantified benchmarks against which the progress toward long-range investment goals can be measured. Primary and secondary objectives have been established.

Primary objectives are those which should be attained if the assets are well invested. Well invested means that, within the framework of BPLT's Investment Policy, the assets are generating returns sufficient to ensure that long range goals will be met.

Secondary objectives are measured over a shorter time span than primary objectives. BPLT recognizes the short time horizon provided by the secondary objectives. The investment manager should not infer this is an appropriate time frame in which to develop and implement investment strategy. Secondary objectives are not considered of equal importance and for this reason have been prioritized.

Meeting secondary objectives will not necessarily ensure all long range goals will be met. However, these objectives can serve as an early indication of the progress toward meeting the more fundamental primary objectives. Meeting long-term investment objectives is of first concern.

The total fund returns should equal or exceed a composite market index comprised of equity, fixed income and cash equivalent indices weighted in the same monthly proportions as the portfolio or a comparable measurement.

Endowment Assets

Qualifying Investments:

U.S. Treasury Securities

U.S. Agency Securities

Commercial Paper (rated A-1/P-1)

Certificates of Deposit (not to exceed \$250,000 in value from any one institution)

Bankers Acceptances (from qualifying \$2 billion commercial banks)

Money Market Mutual Funds

Repurchase Agreements

Corporate Debt Securities (investment grade)

Equity Securities (listed on N.Y.S.E. or N.A.S.D.A.Q.)

Mutual funds whose asset size exceeds \$250 million

Trust Investment Policy adopted by the BPL Board on December 21, 1998. Revised January 25, 2010, October 15, 2012, April 18, 2022, May 15, 2023

Mortgage Back Securities not classified as high risk securities by FFIEC

Maturity:

Maturities will be established to meet anticipated cash needs of the Endowment funds. In no instance will average maturity for all Endowment assets exceed 7 years. In no instance will final maturity of Endowment assets exceed 30 years.

Liquidity:

No investments will be made which are not liquid in nature and for which a secondary market does not exist at time of purchase.

Concentration:

No more than 10% of the assets taken at cost shall be invested in the securities of any one issuing corporation at the time of purchase.

No more than 30% of the assets taken at cost shall be invested in any one industry at the time of purchase.

No more than 15% of stocks taken at cost can be invested in companies with a market capitalization of less than \$250 million.

No limitations are placed on investments in U.S. Government guaranteed obligations.

No more than 10% of the assets taken at cost shall be invested in investments guaranteed by the Government National Mortgage Association, Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Housing Administration, or Veterans Administration.

Asset Allocation:

It is BPLT's intent to pursue an endowment portfolio mix of assets which generally targets:

Equities: 50% to 75% Fixed Income, Cash and Cash Equivalents: 25% to 50%

Administrative Items

Review of Policies: The BPL Finance Committee and BPL Policy Committee will review investment policies and investment management guidelines no less than once a year.

Review of Investment Performance: Investment manager(s) and the BPL Finance Committee will meet no less than once a year to review investment results. The BPL Finance Committee will determine if more frequent reviews are required.

Reporting: Investment advisors will provide a written report on investment results in a form acceptable to the Trustees of the BPLT Committee on a biannual quarterly basis.



Staff Development Policy

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

Purpose:

The Baldwin Public Library (BPL) realizes the importance of a knowledgeable staff and encourages their growth and development through participation in educational and training programs and conference attendance.

Staff members have a goal to continue to develop themselves professionally to enhance their excellence as library staff and to fulfill their roles as members of the professional library community. Attendance at and participation in professional library functions is recognized as beneficial to both BPL and to the public it serves.

BPL strives to offer an educational training day each year for all staff, organized around current library needs. All staff are encouraged to attend. Department and all-staff meetings will be regularly scheduled for training purposes and to update staff on library procedures and policy.

A budget is established at the beginning of each fiscal year to support training and conference expenditures. The Board of Directors will request that the Baldwin Library Trust pay out-of-state travel expenses for continuing education programs.

The Library Director will collect recommendations from Department Heads for conference attendance during the budget process. Those recommendations will be incorporated into the general budget. All professional development support for training and conferences is predicated on the availability of funding and can be decreased at any given time during a fiscal year due to a BPL budget decrease or to a change of budget priorities.

The two basic types of staff development include:

- Training -These types of sessions are job specific and necessary to obtain a specific subset of skills, to update previous skills, or to learn current techniques.
- Continuing Education -These are professional activities necessary to implement strategic planning and to develop a vision for future operations.

BPL staff who attend conferences will be expected to give a summary report and to share the information gained with other department members. Management or supervisory staff will incorporate the information into in-house training programs.

Guidelines for Attending a Conference or Training Session:

- 1. Prior approval must be received before attendance at any training session or conference.
- 2. Attendance at any outside training session or conference within the state of Michigan must be approved by the Director on recommendation of the Department Head.
- 3. Attendance at any national training session or conference outside the State of Michigan must be approved by the Board of Directors.

- 4. Employee-paid travel to a conference or workshop does not need approval aside from time off requests necessary for travel.
- 5. If staff interest for a conference or workshop is greater than the amount budgeted for professional development, the Director will select which staff members are eligible to attend.

There are two basic types of Travel:

- Administrative Travel Travel by staff for the purpose of conducting general library business. (e.g., attendance as official representative of BPL at meetings of associations, other organizations, etc.).
- Non-Administrative Travel Travel to a conference to present a session, to participate
 in a panel discussion, to serve as an elected/appointed officer or committee member
 of a professional library or scholarly organization or attendance to broaden a staff
 member's perspective and to stay abreast of developments in the library field. This
 also includes travel to participate in workshops, institutes, seminars, etc. in order to
 promote, improve, or enhance job-related skills.

Scope of Travel

- In-State Travel Travel within the state of Michigan.
- Out-of-State Travel Travel outside the state of Michigan but within the United States.

Procedures for Applying for Reimbursement:

Initiating travel request - Whether initiated by the Library Administration or by a staff member, individuals must obtain written approval from their Department Head as soon as they become aware of a conference, meeting, etc. that they would like to attend.

Travel requests for out-of-state travel must be submitted to the Library Board of Directors for Board approval.

Reimbursement

- As soon as possible upon their return, the staff member should fill out the City of Birmingham Advance Expense and/or Final Expense report, and submit it along with all itemized receipts to the Bookkeeper. The Bookkeeper will then prepare a check for the individual. Note that checks cannot be issued immediately as they must first be approved by the Library Board.
- Receipts must be submitted for the staff member to receive reimbursement. In lieu of receipts, only photocopies of registration forms and personal checks used in place of receipts will be accepted. Receipts that are not submitted within 15 work days may lose their eligibility for reimbursement.

Staff Development Policy adopted by the BPL Board November 21, 2005. Updated December 20, 2021, May 15, 2023

Payment

 BPL will only pay in advance for an event registration, conference, etc. with approval from the Director.

Additional Savings Opportunities

Staff shall take advantage of early registration, conference room rates and any other discounts associated with their travel (e.g., double-room occupancy, etc.).

Transportation

- Personal Automobile BPL will reimburse mileage at the current approved rate per mile set by the IRS. The Board of Directors may adjust this amount in the event of a BPL budget decrease. When two or more staff members attend the same event by personal automobile, staff members are expected to carpool unless a justifiable reason prevents it. When two or more staff members travel together, only the staff member who drove their vehicle will be reimbursed for the mileage allowance.
- Air Travel It is expected that staff members will have their flight arrangements made through a designated staff member. If the staff member is making their own reservations, the email confirmation from the airline is the accepted form of receipt. Reservations should be made for economy class fare. Reimbursement for business, first-class, or other equivalent airfare is not allowed.
- Other forms of transportation (Railroads, Buses, etc.) These forms of transportation
 are allowed but should not exceed the commercial airfare that would be reimbursable
 for the same trip.
- Rental Automobile A rental automobile may be used when renting in a specific situation is considered to be more advantageous than other means of transportation.

Ground Transportation

Costs for local transportation to and from destinations will be reimbursed. Transportation between the staff member's hotel and meeting sites will also be reimbursed. If free shuttles are available, staff member should use this mode of transportation in lieu of paid transportation.

Lodging

- The Library will reimburse the staff member the actual cost of accommodations within a reasonable level. When a staff member is attending a conference and conference rates are given at various hotels or motels, the staff member should make reservations at one of these locations. Other lodgings may be booked but should not exceed the cost of hotel or motel conference rates.
- Double occupancy should be considered in an effort to reduce lodging costs.

Meals

2023

Library staff members are expected to make reasonable selections when ordering food and non-alcoholic beverages meals. The Library does allow a per diem for food meals and non-alcoholic beverages of \$75.00 per day. In cities, where the cost-of-living is deemed higher, an Staff Development Policy adopted by the BPL Board November 21, 2005. Updated December 20, 2021, May 15,

increase of \$10 - \$20 will be allowed on a case-by-case basis. Charges for alcohol are not eligible for reimbursement.

Parking Fees

- Reasonable and necessary costs for automobile parking will be reimbursed.
- The least expensive parking at the airport is preferred unless there is a physical or business reason to justify an exception.

Tips

Tipping will be reimbursed. The amount of the tip should not exceed 20% of total meal cost, excluding charges for alcohol.

WiFi

If free wifi is not available, wifi charges associated with the trip will be reimbursed, but should be kept at a minimum.

Miscellaneous

- Other expenses will be reimbursed if determined to be reasonable and necessary and
 if supporting receipts, documents, etc. are provided as set forth in the above
 guidelines.
- Movies, exercise facilities, or other forms of entertainment are not reimbursable Library travel expenses.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

| April 2023 | | | | | | | |
|------------------------------------|------------------|-------------------------|--------------|------------------|-----------------------|------------------------------|---------------------------------------|
| | Current Month | This month last year | Current FYTD | Previous FYTD | FY 22-23 Q3 Target | Better/ (Worse) Target | Off Target Cautionary On Target |
| Financials | | | | | | | |
| Revenues | \$ 124,497 | \$ 21,466 | \$ 4,742,721 | \$ 4,470,246 | | | |
| Expenses | \$ 309,581 | \$ 313,269 | \$ 3,498,819 | \$ 3,096,496 | | | |
| Circulation | | | | | | | |
| Circ (Charges & Renewals) | 48,688 | 45,756 | 464,409 | 474,858 | 405,000 | 59,409 | On Target |
| Self-Check Usage | 49.2% | 52.2% | 49.3% | 49.2% | | • | |
| % of Circ by Residents* | 91.3% | 92.5% | 91.8% | 92.8% | 92.0% | 0% | On Target |
| % of Circ by Non-Residents | 8.7% | 7.5% | 8.1% | 7.2% | 8.0% | | On Target |
| Interlibrary Loans | | | | | | | |
| Items borrowed | 663 | 681 | 7,200 | 8,000 | | | |
| Items loaned | 795 | 928 | 8,197 | 8,192 | | | |
| Technology Usage | | | | | | | |
| Database Sessions | 4,951 | 2,912 | 46,029 | 28,644 | 25,500 | 20,529 | On Target |
| Downloadable Content | 11,970 | 12,019 | 124,852 | 117,738 | 96,000 | 28,852 | On Target |
| Public Computer Usage | 551 | 320 | 4,928 | 2,928 | | | |
| Wireless Sessions | 6,245 | 4,285 | 48,301 | 43,648 | 48,750 | (449) | Off Target |
| Program Attendance | | | | | | | |
| Program Attendance for Adults | 251 | 312 | 2,134 | 3,301 | | | |
| # of Programs for Adults | 14 | 23 | 137 | 182 | | | |
| Program Attendance for Teens | 85 | 146 | 788 | 1,495 | | | |
| # of Programs for Teens | 6 | 6 | 54 | 48 | | | |
| Program Attendance for Youth | 1,233 | 1,248 | 14,756 | 8,158 | | | |
| # of Programs for Youth | 47 | 42 | 431 | 270 | | | |
| Computer Classes | 38 | 26 | 340 | 238 | | | |
| # of Computer Programs | 6 | 6 | 55 | 52 | | | |
| Online Video Views | 50 | 87 | 723 | 1,736 | | | |
| Idea Lab Visits | 215 | 462 | 1,941 | 779 | | | |
| Total Program Attendance | 1,872 | 2,281 | 20,682 | 15,707 | 21,000 | (318) | Off Target |
| Total # of Programs | 73 | 77 | 677 | 552 | 263 | 415 | On Target |
| Outreach Attendance | 228 | 508 | 4,456 | 2,063 | | | |
| # of Outreach Programs | 5 | 11 | 101 | 44 | | | |
| Visitors | 18,498 | 14,552 | 163,657 | 132,369 | 135,000 | 28,657 | On Target |
| Volunteer Hours | 126 | 67 | 1,142 | 384 | 900 | 242 | On Target |
| Social Media | New Users | | | | | | |
| Website Hits/Pageviews | 21,714 | 21,646 | 236,241 | 216,505 | 195,000 | 41,241 | On Target |
| e-Newsletter Subscribers** | -35 | -28 | 11,076 | 11,350 | 11000 | 71/471 | On Target |
| Facebook Page Followers | -53 | -26 7 | 3,295 | 2,695 | 2800 | 495 | On Target |
| TikTok Followers^ | 185 | 0 | 562 | 2,093 | 2000 | 473 | on raiget |
| Twitter Followers | 4 | -2 | 1,350 | - 1,329 | 1475 | /1 2 E\ | Off Target |
| Instagram Followers | 7 | -2 10 | 2,172 | 1,329 | 2000 | | On Target |
| *Pesidents include people who live | • | | | , | 2000 | 1/2 | On rarget |

^{*}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

Email Notices

Thanks to a newly offered feature by our ILS parent company Innovative, our email notices for due dates and holds notices now have a refreshed look. Kristen Tait signed us up for an early launch on these, so we were in the second group of users who rolled these out. A sample email is displayed to the left. We will be able to customize these emails with upcoming programs and services.

Free Comic Book Day

BPL once again offered Free Comics to anyone who came by the Library on Saturday, May 6. We had complimentary selections for all ages, and participants were also encouraged to vote for their favorite comic-to-movie/TV adaptation (SpiderMan!). Free Comic Book Day occurs each year on the first Saturday in May.

Idea Lab

This month, Jeff wanted share some interesting format conversion statistics with you. We have been offering format conversion services since around October of 2020. In that time, our range of formats has grown, as has our conversion capacity. Format conversion quickly rose to the top of our most popular services, practically outpacing 3D printing as the most popular Idea Lab service. In September of 2022, we implemented new procedures for queueing



patron media. This streamlined our internal process for conversion requests, and also gave us

the ability to gate requests when our queue was full. These new procedures have been working well, and have the added benefit of providing some very interesting data.

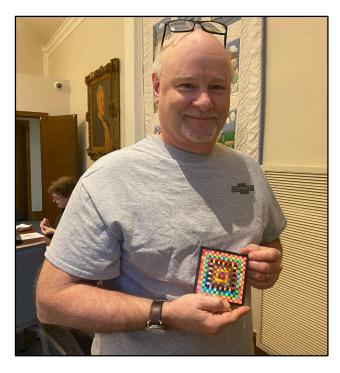
- Since September 2022, we have converted 631 units of media.
- The most popular format is VHS (and smaller companion, VHS-C) with 172 of the total requests being VHS.
- We have transferred around 3,200 feet of 8mm film, and 5,600 feet of 16mm film.
- Including 8mm video, VHS, VHS-C and MiniDV, at an average of 160 minutes per tape, we have ingested over 800 hours of video footage.
- Of all media categories (Audio, Video, Film, Data, Still Images, etc.), we have converted at least 27 different media formats.
- Our more esoteric format requests are usually outdated data storage formats. The
 most unusual have been: Commodore 1541 5.25" Floppy Disks, Jaz Disks, Sony
 MemoryStick, Bernoulli Disks, LTO Tape Drive Media, Minidisc, and Data
 Microcassettes.

We are so pleased to offer this service to our patrons. It is a joy to give patrons the chance to revisit old memories by experiencing media formats that they can no longer play themselves. Digitizing these formats is now more important than ever, as with every passing moment the physical media continues to degrade. VHS tapes can degrade in quality by up to 20% over a span of only 10 years! Old cellulose film stock is continuously experiencing de-acetylation, becoming more brittle and faded by the day. This does not even include the other ravages brought on by improper storage: heat, moisture and mold. By preserving these memories in a digital format, they can be maintained and kept free of degradation indefinitely, allowing countless future generations to witness media from the distant past. Please contact the Idea Lab if you would like to know more about our Format Conversion Services.

Perler Bead Program

For this first time since pre-COVID days, participants were able to attend an in-person craft program for adults! These folks created coasters from perler beads on May 8.





Skill Builders Collection

After much preparation and planning, the Skill Builders collection is now available for check out. This collection of backpacks features books, games, and activities for students in kindergarten through third grade.

There are 20 backpacks and they will be shelved next to the Terrace Door There is a sign that lists the focus of each backpack.



World Language Collection Melissa Behrens in Youth Services is working on overhauling the World Language collection. Currently we have books in Chinese, French, German, Hebrew, Japanese, Russian, and Spanish. Melissa has spoken with and surveyed teachers at BPS who work in the World Language department and the English Language Learning department to determine the most widely used languages by students in the district. She is working to remove unused items from our collection and order more types of materials that our patrons like to borrow. Right now, our World Languages collection consists of language learning materials, pictures books and beginning to read books originally published in the target language, and translations of American books. Melissa is working to develop a balance of these types of materials that are most preferred by our patrons.





Speed Dating with Books
Head of Adult Services
H Jennings
collaborated with five
other area librarians
to present a Speed
Dating with Books
program at the Village
Club in Bloomfield
Hills on April 26. Each
librarian moved from
table to table and
shared 5 titles in one
minute each or less.

There were representatives from Troy, BTPL, WBTPL and Baldwin. Around 35 people attended. H reported that the book she brought along that people seemed most interested in was *America's Test Kitchen Complete Cookbook for Young Chefs.*

Teen Programming:

Teen librarian Elisabeth Phou hosted a keychain making program featuring fan favorite Boba Tea.





And, teens were invited to paint tiny canvases and submit them to the TEENy Tiny Art Contest in the month of April. Votes were cast, and the winners were determined to be:

- 1. The Victorian Rabbit- Giuliana R. 7th grade
- 2. The Koi Pond-Izzie R. 11th grade
- 3. (Tie) The Hobbit House-Finn D. 11th grade & Cat in the Daisies- Iris H. 9th grade









Facility

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

Tulip Donation

A big thank you to the Woman's National Farm & Garden Association, Inc. - Bloomfield Hills, MI Branch for all the tulips popping up along our front walk. And credit to Rebekah Craft and Robert Stratton for planting them in the ground last December!





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. At their May 10 meeting, the committee discussed sharing materials featuring Juneteenth and took a look at DEI initiatives and efforts at other libraries around the state. Our next WOKE book club will meet on June 28 to discuss "Gender Queer" by Maya Kobabe.

Project READY

The Youth Department met on April 26 to work through and discuss the Project READY curriculum.

Community Outreach and Partnerships

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

City of Birmingham

Craft has attended weekly City of Birmingham staff meetings. The meetings are now being held in person at City Hall. 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.

The Storybook Trail is back! After some repairs to the posts, we were able to post the first book of the season, Cadence and Kittenfish by Judith Roth.

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 meets in a hybrid format at Next and on Zoom. 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.

Rebekah Craft and Adult Reference Assistant Haylie May worked together to supply Next with materials for their current programming focus on Latin America. Haylie compiled books, films, and music to share with program attendees while Rebekah designed two posters with photos of different landmarks and people in Latin America.



Birmingham Schools

Historical Tours are underway as of May 8! Rosemary Isbell, Susan Dion, Rebekah Craft and Jaclyn Miller will walk all BPS 2nd graders through the building sharing facts about Martha Baldwin and the history of the Library.

The BPS School Librarians met at BPL for their Professional Development Session on May 11. Stephanie Klimmek and Elisabeth Phou had the opportunity to share information about BPL resources with the group.

Birmingham YMCA – Heathy Kids Day

Youth Librarian Caroline Salucci represented BPL at the April 29 event at the YMCA, sharing library information, coloring sheets, and healthy snacks to those who came by our table.

Birmingham Youth Assistance

BYA Liaison and Adult Librarian Vicki Sower attended the BYA and Birmingham Optimists Club "Celebration of Youth In Service" ceremony, where our nominee Faith Whitted was honored. Faith is currently the Teen Assistant with the Library and was nominated by H Jennings and Vicki Sower, and Groves HS teacher Geoff Wickersham. BPL also received mention in the blurb for middle school nominee and TAB participant Alen Simonyan. You can see excerpts of the program in the Information Only section of this packet.

Diapers to Mamas

BPL served as a collection point for a recent diaper drive for new mothers, ahead of Mother's Day. The bin was placed on the front porch from April 23 through May 5.



Friends of the Baldwin Public Library

The Friends of the Library continue to sell deselected and donated materials from tables and carts in the lobby, and collect material donations on Tuesdays and Thursdays. The Lobby book sale donations totaled around \$1,200 in April.

The Friends Board held their monthly meeting on April 11. Discussion included details for the May Book Sale, and the upcoming annual meeting. The weekend long sale generated about \$3,400. The annual meeting will be on May 16 at 7:00 p.m. in the Jeanne Lloyd Room.

We were also super excited to finally receive the Book Bike, the purchase of which was supported by the Friends and approved back in 2021. The bike was delivered and assembled (special thanks to the staff at Moosejaw in Birmingham for their assistance!) and will be featured around town at several events in May, weather permitting.





Marketing

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

- Learn.Connect.Discover summer newsletter drafts
- Youth Program posters and fliers
- Teen bulletin board poster
- Summer reading marketing
- Free Comic Book Day marketing
- Storybook Trail posters
- Tablecloth logos
- Build Imagination Bibliography updates

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.

Newcomers Group Tour

On April 20, Rebekah Craft and Jaclyn Miller gave a behind the scenes library tour to a local Newcomers Group of about 25 people.



Personnel and Organization

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

National Library Week – April 23-29

During National Library Week, we shared the daily highlights from the American Library Association campaign and featured our staff and services on our social media outlets. Additionally, Adult Reference Assistant Phoenix Nash collaborated with Jeff Milo at Ferndale District Library to create a new social media campaign starring mice Martha and Morris exploring our two libraries and sharing services and features. At the time of their first post, the Royal Oak Public Library reached out via Facebook and invited them to ROPL, so we anticipate seeing more adventures of Martha and Morris online this summer.



Staff Communications

The next all staff meeting will be held on Wednesday, May 17. 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.

Staff Anniversaries

Melissa Behrens, Youth Librarian, celebrated 4 years of service on May 5.

Nadia Bertala, Page, celebrated 6 years of service on May 3.

H Jennings, Head of Adult Services, celebrated 6 years of service on May 14.

Jody Jennings, Circulation Clerk, celebrated 4 years of service on May 6.

Denise Konchel, Substitute Librarian, celebrated 21 years of service on May 6

Emily Malek, Substitute Librarian, will celebrate 2 year of service on May 24.

Grace Noble, Page, will celebrate 2 years of service on May 31.

Robbie Terman, Adult Services Substitute Librarian, will celebrate 5 years of service on May 20.

Staffing Updates:

AS Librarian **Sara Jurek** recently accepted a new position at another library, with her last day being April 26. Sara joined the team at Baldwin in October 2020 and during her time here she created the Books on Foot challenge, assumed responsibility for the Books Unshelved subscription boxes, and led the Tuesday night book club for 2 years.

IT Assistant **Andrew Forbes** recently accepted a full time position in IT elsewhere, with his last day at BPL being May 6. Andrew was an asset to the library, with his strong customer service skills, willingness to take on tasks, and focus on cybersecurity.

Interviews to fill both positions will be held in May.

Volunteer Hours

126 volunteer hours were utilized in the month of April.

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 presented the FY2023-24 proposed budget at the City of Birmingham Budget meeting on April 29, 2023.

The City will be replacing the flat roof over the original youth room during the next fiscal year. They will also be repairing the loading dock next year.

MAF Grant

BPL was awarded a \$2000 grant from the Michigan Architectural Foundation to purchase mobile Idea Lab equipment for use at offsite demonstrations, including at STEAM nights with local elementary schools.

| Baldwin Public Library: Friends Funds | | | | | | | |
|--|----|------------|--|--|--|--|--|
| April 2023 Expenditures | | | | | | | |
| Adult Services | | | | | | | |
| Seed Library supplies | \$ | 414.81 | | | | | |
| Perler Bead Program | \$ | 31.75 | | | | | |
| Summer Reading buttons | \$ | 39.55 | | | | | |
| Books Unshelved supplies for remainder of 2023 | \$ | 868.99 | | | | | |
| Speaker Fees | \$ | 300.00 | | | | | |
| Total | \$ | 1,655.10 | | | | | |
| Teen Services | | | | | | | |
| Book Club Books | \$ | 139.00 | | | | | |
| Candy for programs | \$ | 37.48 | | | | | |
| Nintendo supplies - TNO | \$ | 175.87 | | | | | |
| Boba Tea Keychains | \$ | 108.37 | | | | | |
| Pizza - TAB, Book Club | \$ | 83.46 | | | | | |
| Total | \$ | 544.18 | | | | | |
| Youth Services | | | | | | | |
| Books Unboxed | \$ | 270.84 | | | | | |
| General Paper/Craft Supplies | \$ | 95.14 | | | | | |
| Book Club Supplies | \$ | 50.72 | | | | | |
| Peppa pig Party | \$ | 9.99 | | | | | |
| Kids Library Society | \$ | 39.10 | | | | | |
| Cricut supplies for programs | \$ | 37.22 | | | | | |
| Healthy Day at the Y supplies | \$ | 50.75 | | | | | |
| Basswood & rings for keys - Historical Tours | \$ | 109.65 | | | | | |
| Play and Learn supplies | \$ | 76.56 | | | | | |
| Food Fun Take Home Kit | \$ | 9.96 | | | | | |
| Battle Tshirts | \$ | 25.52 | | | | | |
| Total | \$ | 775.45 | | | | | |
| | | | | | | | |
| Idea Lab | | | | | | | |
| <u> </u> | _ | | | | | | |
| Total | \$ | _ | | | | | |
| Outreach & Equipment | _ | | | | | | |
| Printed Tablecloths for outreach events | \$ | 29.98 | | | | | |
| Total | \$ | 29.98 | | | | | |
| Total Expenditures | \$ | 3,004.71 | | | | | |
| • | | | | | | | |
| April 2023 Balances | | | | | | | |
| Adult Services | \$ | 5,588.20 | | | | | |
| Teen Services | \$ | 1,324.52 | | | | | |
| Youth Services | \$ | 6,170.45 | | | | | |
| Idea Lab | \$ | 450.00 | | | | | |
| Outreach & Equipment | \$ | 9,134.00 | | | | | |
| Total Balance | \$ | 22,667.17 | | | | | |
| | | | | | | | |
| April In-Library Book Sale Donations | | \$1,211.01 | | | | | |
| Submitted by Jaclyn Miller for May 8, 2023 62 | | | | | | | |

PHASE 3 RENOVATION UPDATE

Phase 3 Updates: May 2023

Since the April Board meeting, we have made much progress in preparing for the upcoming renovation. The project will start on or shortly after Wednesday, July 5, 2023.

A budget amendment will be made at the June 2023 board meeting. This amendment will include updates to the architectural fees and the construction management fees. Construction management fees for pre-construction work totaling \$17,000 will need to be paid in FY22-23 rather than in FY23-24.

MCD and PCI Dailey have completed all construction pre-bid meetings. PCI Dailey is currently preparing the AIA contract for Construction Management services. The GMP for the project is currently set at \$3,688,896. Board President Wheeler, Director Craft, and City Manager Markus will sign this contract once it is approved by the City Attorney.

The City of Birmingham's Fire Marshal and Building Official have reviewed the site plan for the project, which can be found at the end of this report. The Children's Terrace door will be the temporary entrance to the library for the duration of the project (July 2023 – March 2024). A construction fence will be placed along Bates Street and Merrill Street and signs will be placed on the fencing directing visitors to the north entrance. A temporary Knox box will be placed outside the Terrace Door so that Birmingham Fire Department personnel can access the building in case of an emergency. The loading dock door will be a second means of egress. As such, the loading dock steps are currently being repaired so that they will be operational by July 5. The full loading dock will be resurfaced and repaired in FY23-24, per the City's maintenance plan.

A temporary ramp will be placed on the north side of the building to make the Youth Terrace door fully ADA-accessible. The 1930's WPA children's gate will be placed in storage. A small portion of the existing fence and one arborvitae will be removed in order to accommodate the temporary ramp. These will be replaced and repaired once the project is complete.

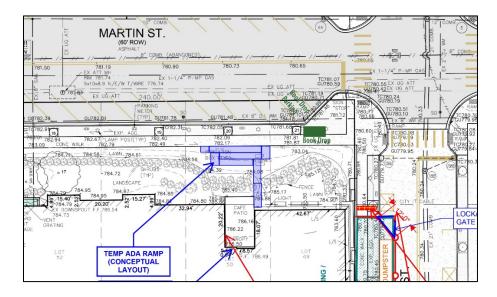


As you walk into the new temporary entrance, two circulation workstations will be set up inside the door. The first station will face the door. The second station will be located next to the existing Youth self-check machine.



The "sorter" (automated materials handling machine) will be unavailable for the duration of the project. We are waiting on Design Industries to provide us with a quote to relocate and reconfigure the sorting machine. MCD has provided CAD drawings of the renovation to Design Industries to design a new sorter configuration to fit the space. \$50,000 of the FY23-24 budget has been dedicated to the relocation, reconfiguration, and installation of this machine.

The curbside drop box will be temporarily moved to the north side of the building at the southwest corner of Martin and Bates street. One diagonal parking spot will be blocked off for drop box access. DPS will relocate the box for the library at no charge. (See new book drop location in green in the plan below)





The Friends of the Baldwin Public Library book sale area will be moved to the center of the Grand Hall on low shelving currently used for displays.



The construction timeline is still in progress. The first part of interior construction will take place in the existing Circulation/Idea Lab space. This space will be renovated from July through early September. We expect to have full access to the completed four new study rooms, the new Friends sale space, and the expanded Access Services office in mid-September.

During the project, the Rotary half of the Rotary/Donor room will be closed off for construction staging and installation of the new HVAC system and elevator. Because of this, we are reducing some of our large scale programs for adults and children throughout the duration of the project due to lack of meeting space. Beginning in July or August, all library board meetings will be held in the Board Room. BCTV will broadcast the OWL camera recording of the meeting on local television.

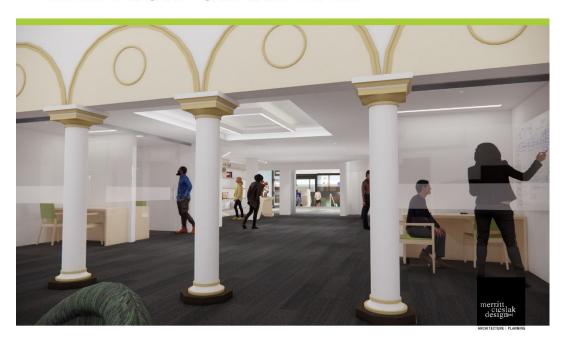
The Teen Scene is being displaced with the relocation of the sorter room, elevator and new information desk. Because of this, we will be moving teen materials to the shelving closest to the existing study rooms. The Adult Services materials will be shifted closer to the entrance.

Artpack Services quoted \$19,500 to remove, store, and reinstall the Marshall Fredericks Siberian Ram sculpture. DPS does not feel confident in moving artwork of this weight or importance. Artpack has scheduled the removal of the sculpture for June 5-6, 2023.

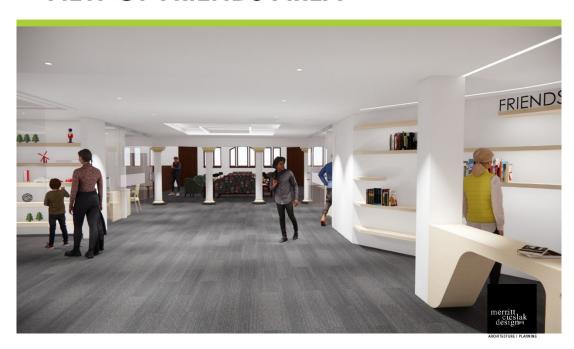
At the May 15 Board meeting, the Library Board will need to vote on the two following items:

1. Coved ceiling in the new Study Room corridor. The cost for the coved ceiling and light fixture combined is \$10,000. The cost for the light fixture is \$5,000. Currently, this ceiling feature is included in the project GMP of \$3,688,896. At the May 15 meeting, the Board will need to decide whether to keep or remove this ceiling feature.

VIEW FROM GRAND HALL



VIEW OF FRIENDS AREA



2. The type of vending machine enclosure in the Bookend Café will need to be agreed upon at tonight's meeting. Once the board agrees on a design, MCD will provide an updated rendering that includes more detail. MCD would like to be certain that the board is settled on a design direction before they design the signage. The cost of the curved enclosure is included in the project GMP of \$3,688,896.

From Steve Schneeman:

The total credit to change from the curved cafe millwork to orthogonal and more standard is \$5,650,. We would still strongly recommend staying with the more elevated design however, as it is a very important space and focal point within the library (from the inside and the outside), so it should share in the specialness and pedigree of the other millwork within the new spaces. Also, and perhaps more importantly, the curved vending surround offers more space for ease of circulation within and through the space. This will come in very handy when there are multiple people using the space concurrently, and especially when the Nanawall is open and the outdoor space is also being used. Ease of movement was also a top concern of one of the Planning Board members, and this addresses that concern very effectively. Sight lines into and out of the cafe area are also improved.

Relatedly, the wrapping of the solid surface material around the sides and bottom of the base cabinets along the wall will protect the cabinetry from damage much better than just the veneer doors of a standard base cabinet. This will be a very high traffic area and will take some abuse, so the solid surface "frame" will act as protection for the cabinetry. Solid surface material is very dense and does not damage easily. It is also relatively easy to repair if some scuffing does occur.

Because the credit is relatively small (\$5,650) and the downsides are significant, we would urge the board to stay with the current design, which is accounted for in the approved GMP number. If the board ultimately decides to go with the more basic standard millwork, we will issue new drawings as a bulletin for the subcontractor.

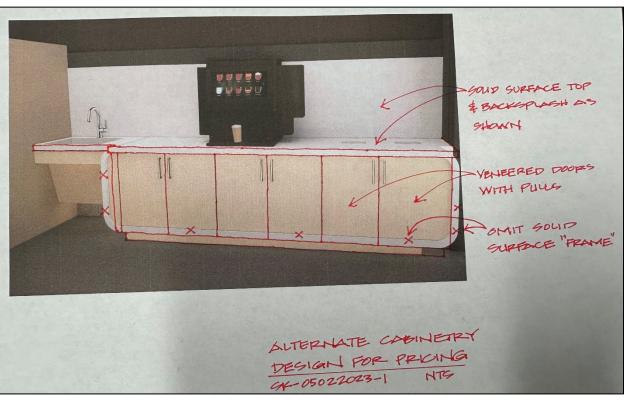


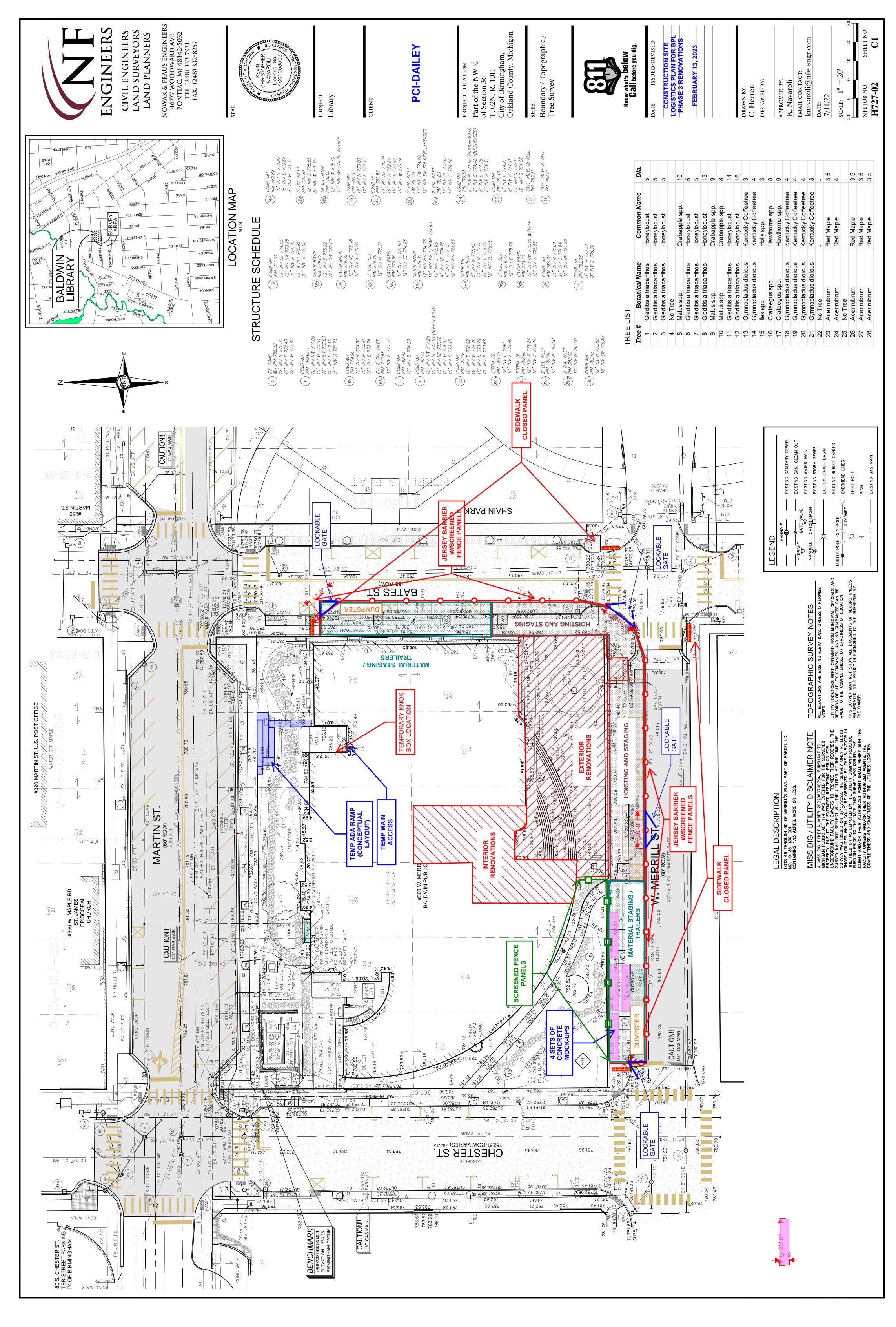


Using a rectangular enclosure instead will save \$4,000. Adjusting the countertop to be one flat counter instead of a curved surround will save \$1,650.









1 of 2

GMP Summary 4/26/2023

| Project Name: | Project Name: Baldwin Public Library Phase 3 - GMP |
|------------------|--|
| Address | Address 300 W. Merrill ST, Birmingham, MI 48009 |
| Architect: | Architect: MCD Architects |
| MEP: | MEP: MAEngineering |
| Structural: IMEG | IMEG |
| Civil | Civil Nowak & Fraus Engineers |

Levelled Numbers

| | Cost Code or BID | | # of Bids | | | | | | | Recommended | Rec | Recommended | | | | |
|----|------------------|---------------------------------|-----------|---------|------------|---------------------|---------------|---------------|---------------|-----------------|-----|--------------|---------------------------|----------|------------------------|-----------|
| #_ | PACK | Bid Category Description | Accepted | | Low Bid | High Bid | 3id | Median Bid | Mean Bid | Bidder | ē | Bidder Price | Allowances | es | Current Pricing | ng |
| 1 | 01931 | Layout / Testing | 1 | φ. | 29,200.00 | \$ 29, | 29,200.00 | \$ 29,200.00 | \$ 29,200.00 | Allowance | φ. | 29,200.00 | \$ | <u>٠</u> | 2 | 29,200 |
| 2 | 01520 | Temporary Fencing | 2 | \$ | 10,536.00 | \$ 12, | 12,234.00 \$ | \$ 11,385.00 | \$ 11,385.00 | Allowance | ş | 10,536.00 | \$ 5,000.00 | \$ 00. | 1 | 15,536 |
| 3 | 01520 | Temporary Ramp | 1 | \$ | 14,782.00 | \$ 14, | 14,782.00 \$ | \$ 14,782.00 | \$ 14,782.00 |) Misc Trades | \$ | 14,782.00 | \$ 15,000.00 | \$ 00. | 2 | 29,782 |
| 4 | Bid Pack A | Selective Demo | 3 | \$ | 48,000.00 | \$ 159, | \$ 00:006'651 | \$ 82,100.00 | \$ 96,666.67 | ' Blue Star | ş | 48,000.00 | \$ 10,000.00 | \$ 00. | 20 | 58,000 |
| 2 | Bid Pack B | Earthwork, Utilities, Site Demo | 3 | \$ | 338,300.00 | \$ 450,0 | 450,660.00 | \$ 382,247.00 | \$ 390,402.33 | Earth Ex | \$ | 338,300.00 | \$ 7,600.00 | \$ 00: | 34 | 345,900 |
| 9 | Bid Pack C | Landscape & Irrigation | 3 | \$ | 63,700.00 | ,, 89 \$ | 68,418.00 | \$ 65,824.00 | \$ 65,980.67 | ' Great Oaks | ş | 63,700.00 | · \$ | <u>٠</u> | 9 | 63,700 |
| 7 | Bid Pack D | All Concrete | 3 | \$ | 00.028,009 | \$ 702, | \$ 00.789,207 | \$ 610,430.00 | \$ 637,989.00 |) JJ Barney | \$ | 610,430.00 | \$ 31,875.00 | \$ 00: | 64 | 642,305 |
| 8 | Bid Pack E | Polished Concrete | 5 | \$ | 19,820.00 | \$ 38,0 | 38,600.00 | \$ 30,000.00 | \$ 29,000.00 |) JJ Barney | \$ | 23,000.00 | · \$ | ٠ - | 2 | 23,000 |
| 6 | Bid Pack F | Masonry-Limestone | 3 | ş | 94,847.00 | ; 139, | 39,500.00 | \$ 135,000.00 | \$ 123,115.67 | , DC Byers | ş | 94,847.00 | \$ 15,500.00 | \$ 00. | 11 | 110,347 |
| 10 | Bid Pack G | Structural & Misc. Steel | 3 | \$ | 200,350.00 | ; 665,0 | \$ 00.000,299 | \$ 240,245.00 | \$ 368,531.67 | 7 Sav's Welding | \$ | 200,350.00 | \$ 19,000.00 | \$ 00. | 21 | 219,350 |
| 11 | Bid Pack H | Stainless Steel Handrails | 5 | \$ | 31,668.00 | \$ 62,0 | 62,640.00 | \$ 58,000.00 | \$ 49,836.60 |) Future Fab. | \$ | 31,668.00 | · \$ | ٠ - | ĸ | 31,668 |
| 12 | Bid Pack J | Millwork-Finish Carpentry | 5 | | 140,000.00 | \$ 243, | 243,250.00 | \$ 168,200.00 | \$ 172,781.80 |) Division 6 | \$ | 140,000.00 | \$ 5,000.00 | \$ 00. | 14 | 145,000 |
| 13 | Bid Pack K | Roofing-Sheet Metal-Siding | 2 | \$ | 74,602.00 | ; 89,8 | 89,802.00 | \$ 82,202.00 | \$ 82,202.00 |) ESKO Roofing | \$ | 74,602.00 | \$ | \$ - | 7. | 74,602 |
| 14 | Bid Pack M | Doors, Frames & Hardware | 3 | \$ | 2,057.00 | \$ 2,5 | 2,539.00 | \$ 2,195.00 | \$ 2,263.67 | Tanner Supply | \$ | 2,057.00 | · \$ | \$ - | | 2,057 |
| 15 | Bid Pack N | Glass & Glazing | 4 | , \$ | 415,500.00 | \$ 530, | 530,208.00 | \$ 436,591.50 | \$ 454,722.75 | Glinton Valley | ş | 415,500.00 | \$ 4,500.00 | \$ 00. | 42 | 420,000 |
| 16 | Bid Pack P | Carpentry-Drywall-ACT | 4 | \$ | 162,407.00 | , 305, | 305,420.00 | \$ 178,982.50 | \$ 206,448.00 | Conquest | \$ | 162,407.00 | \$ 12,000.00 | \$ 00. | 17. | 174,407 |
| 17 | Bid Pack Q | Plaster Veneer | 3 | \$ | 22,500.00 | \$ 38,9 | 38,950.00 | \$ 33,800.00 | \$ 31,750.00 |) D'Angelo | \$ | 22,500.00 | 3,000.00 | \$ 00. | 2 | 25,500 |
| 18 | Bid Pack S | Carpet Repairs - Resilient Base | 1 | \$ | 4,034.00 | \$ 4,0 | 4,034.00 | \$ 4,034.00 | \$ 4,034.00 |) PCI | ş | 4,034.00 | · \$ | \$ - | | 4,034 |
| 19 | Bid Pack T | Painting | 3 | \$ | 10,554.00 | \$ 18, | 18,890.00 \$ | \$ 14,929.67 | \$ 14,791.22 | i bCl | \$ | 10,554.00 | \$ 5,000.00 | \$ 00. | 1 | 15,554 |
| 20 | Bid Pack V | Fire Extinguishers | 2 | \$ | 200.00 | \$ | 500.00 | \$ 500.00 | \$ 500.00 | Golich | \$ | 500.00 | 00.000,9 \$ | \$ 00. | | 6,500 |
| 21 | Bid Pack W | Window Shades | 3 | \$ | 15,970.00 | \$ 22, | 22,246.00 | \$ 19,765.00 | \$ 19,327.00 |) Triangle | \$ | 19,765.00 | · \$ | \$ - | 1 | 19,765 |
| 22 | Bid Pack X | LULA Elevator | 1 | \$ | 122,689.00 | \$ 122,(| 122,689.00 | \$ 122,689.00 | \$ 122,689.00 |) A4 Access | \$ | 122,689.00 | \$ 600.000 | \$ 00. | 12. | 123,289 |
| 23 | Bid Pack Y | Fire Suppression | 3 | \$ | 24,510.00 | \$ 40, | 40,500.00 | \$ 24,960.00 | \$ 29,990.00 | Jackson | \$ | 24,510.00 | \$ 2,000.00 | \$ 00: | 2 | 26,510 |
| 24 | Bid Pack Z | Plumbing | 3 | \$ | 36,850.00 | ;°08 \$ | 80,350.00 | \$ 49,373.00 | \$ 55,524.33 | MI Mechical | \$ | 36,850.00 | \$ 20,000.00 | \$ 00: | 5 | 56,850 |
| 25 | Bid Pack AA | HVAC | 2 | \$ | 307,590.00 | \$ 444,0 | 444,000.00 | \$ 403,200.00 | \$ 392,038.00 | Systemp | \$ | 403,200.00 | \$ | \$ - | 40 | 403,200 |
| 27 | Bid Pack BB | Electrical & Fire Alarm | 4 | \$ | 196,700.00 | \$ 494,: | 494,113.00 | \$ 213,337.50 | \$ 279,372.00 |) EL Electrical | \$ | 205,200.00 | \$ 12,500.00 | \$ 00. | 21. | 217,700 |
| 28 | Bid Pack CC | Flagpole Relocation | 1 | \$ | 00.060,9 |) ['] 9 \$ | 00:060′9 | 00.060,9 \$ | 00:060′9 \$ | Rocket | \$ | 6,090.00 | \$ 1,000.00 | \$ 00. | | 7,090 |
| 59 | Bid Pack DD | Book Return Door & Bike Rack | 1 | \$ | 4,050.00 | ¢ 4,(| 4,050.00 | \$ 4,050.00 | \$ 4,050.00 | Allowance | \$ | 4,050.00 | · \$ | \$ - | , | 4,050 |
| 30 | 01520 | Temp Partitions/Protection | 1 | \$ | 38,254.00 | ; 38°; | 38,254.00 | \$ 38,254.00 | \$ 38,254.00 | Allowance | \$ | 38,254.00 | · \$ | \$ - | 3. | 38,254 |
| 31 | 01520 | Skylight Rework / Protections | 1 | \$ | 46,115.87 | \$ 46,: | 46,115.87 | \$ 46,115.87 | \$ 46,115.87 | , Allowance | \$ | 46,115.87 | \$ 10,000.00 | \$ 00. | 5 | 56,116 |
| 32 | 01520 | Temporary Heat | 1 | \$ | 15,000.00 | \$ 15,0 | 15,000.00 \$ | \$ 15,000.00 | \$ 15,000.00 | Allowance | \$ | 15,000.00 | · \$ | \$ - | 15,0 | 15,000.00 |
| 33 | | | 0 | \$ | - | \$ | - | - \$ | - \$ | 0 | | 0 | . \$ | \$ - | | 1 |
| | | | | | | | | | | | | Tot | Total Cost of Work | ork \$ | 3,40 | 3,404,266 |

GMP Summary 4/26/2023

| (85,110) | \$ | 5) SNOW MELT SYSTEM INCLUDING BOILER, POWER, GAS, AND MAKE-UP WATER. |
|-----------|----------|---|
| (11,180) | \$ | 4) LIGHT COVE AT GALLERY 109 INCLUDING LIGHT FIIXTURES |
| (34,730) | \$ | 3) GLASS WALLS, DOORS AND HARDWARE AT STUDY ROOMS 111, 112, 113, 114 |
| (5,350) | \$ | 2) FRIENDS AREA MOVABLE COUNTER |
| (239,030) | \$ | 1) SKYLIGHT INCLUDING GUTTERS, DRAINS, HEAT TRACE, INTERIOR SOFFIT, DIFFUSERS AND L2 LIGHT FIXTURE. |
| | | DEDUCT ALTERNATES: |
| 3,927,713 | \$ | CURRENT TOTAL: |
| 141,966 | \$ | PCI-Dailey CM Contingency (3.75%): \$ |
| 3,785,747 | \$ | SUBTOTAL: \$ |
| 35,489 | \$ | Bond Costs (.95%): |
| 14,578 | \$ | Insurance (-4%): |
| 91,114 | \$ | Construction Management Fee (2.50%): |
| 5,000 | \$ | (Permit By Owner) Misc. Permit Fee Allowance: |
| 181,710 | \$ | Staffing Costs: |
| 53,590 | ب | General Conditions Allowance: |

Current GMP Total: \$ 3,927,712.76 If Deduct Alternate #1 Taken: \$ (239,030.00)

Total with Deduct Alternate #1 Only: \$ 3,688,682.76

Not to Exceed Construction Cost: \$ 3,688,896.00

Construction Cost Not to Exceed Savings: \$ 213.24

GMP Clarifications 4/26/2023

| Project Name: | Project Name: Baldwin Public Library Phase 3 - GMP |
|------------------|--|
| Address | Address 300 W. Merrill ST, Birmingham, MI 48009 |
| Architect: | Architect: MCD Architects |
| MEP: | MEP: MAEngineering |
| Structural: IMEG | IMEG |
| Civil | Civil Nowak & Fraus Engineers |

| 1/Allowances are to be used if/as needed. Amounts left in allowances to be credited back to the owner at completion of project. |
|--|
| 2 pricing is to complete first shift, straight time, during Monday through Friday. |
| 3 Asbestos testing, abatement, and removals are not included in this pricing and are assumed by owner. |
| 4 Security, low voltage, signage, furniture, and item removals/relocations not explicitly listed on plan are not included. |
| 5 Soft soils, stabilization, and additional undercuts, imports, etc are not included in this proposal. |
| 6 Current temporary partition and egress plans are with the city for review. If revisions are required, this could draw from contingency. |
| 7 Permits are assumed at no cost. No provisions have been included for permit fees within this GMP. |
| 8 Statue and artwork located in stairwell are not included and are assumed to be removed/stored by owner's vendor. Contractor is not responsible for these items. |
| 9 There is no specified concrete mix for this project. Concrete contractors worked with their suppliers to propose a suitable mix and will provide 4 total samples of mix. |
| 10 We provide up to 5 mock-ups of each interior & exterior Conc 1 & 2, if additional samples are required it will be at an additional cost not included in the current GMP pricing. |
| 11 Existing shrubs to be replaced and not reused due to potential risk they may not be salvageable. |
| 12 Limestone will not match existing perfectly. Mason will submit samples for approval, however, match of existing is nearly impossible due to weathering, age, and many other factors. |
| 13 Heavy gauge metal stud kickers will be used above glass walls in lieu of steel angle kickers similar to Youth Addition (Phase 2). |
| 14 No engineered calculations have been included with stainless steel handrails. If required, these will be at an additional cost. |
| 15 Stainless steel handrails have been quoted as type 304 with a #4 brushed finish as there were no specifications provided on this product. If different type is request, cost may vary on this package. |
| 16 stainless steel handrails and roof flashing are noted to be painted (A-200/A-400), PCI Dailey has not included this and have left this as finished stainless steel. |
| 17 PCI Dailey has included the Kawneer product specified but have provided a deductive alternate to use the tubelite product that was used in the Youth Addition (Phase 2). |
| 18 Engineered shop drawings for the CFMF needed for the project is included with the current GMP pricing. |
| 19 The specified Schluter Schiene product will not bend in the intended manner required for installation. This will need to be further discussed with an alternate product provided/approved for installation. |
| 20 Red fire extinguishers were quoted as no supplier could find a white extinguisher with the specified requirements. If MDC has a recommended supplier for this product, PCI Dailey can reach out for pricing. |
| 21 No interior signage specification was shown on the drawings, we have included an allowance for this item. |
| 22 Window shade fabric was not specified. SoHo 3% was quoted as standard colors. Fascia was quoted as standard color. If alternate product or non-standard color is requested, cost may vary on this package. |
| 23 LULA elevator will require POTS (Analog with voltage) phone line. PCI Dailey can help coordinate this with Owner's low voltage / phone service provider. |
| 24 LULA elevator vendors were limited on this project and information regarding the system with the inspection requirements was challenging. Final requirements to be detailed through preconstruction phase. |
| 25 No detail was given regarding the nanawall system and drain tile connection. This may not be possible without voiding nanawall warranties. PCI Dailey will investigate further and update the project team. |
| 26 Sump pump may be required for larger pit depth. Savaria only requires 18" depth on pit floor. May require further discussion with MDC to finalize pit floor elevation. |
| 27/Andover Continuum control rework has been included for HVAC controls. |
| 28 pathway to LP-F is through the newly renovated Youth Addition. It is unclear if the crawlspace covers the area needed or if we will need to utilize ceiling space. Further investigation is needed in field to determine. |
| 29 Book return drop is shown as a non-standard model type. Further investigation will be required to verify book drop model and construction. The model # has been included as #10-881 per specification. |
| 30 Sprinkler system winterization is not included. |
| 31 Snow melt system to remain as is, no reduction costs are included. Further discussions will need to take place with selected mechanical contractor and mechanical engineer if this is to be pursued. |
| 32]Maker Space Shelf elevation will have (4) shelves per 5/A502, not (5) shelves per 3/A503. |

1 of 1

| | | GMP List of Allowances |
|----------------------|---|--|
| Trade | Listed Allowance | Description |
| Layout / Testing | Layout / Testing | To be used for site staking and concrete testing. This cannot be easily quantifiable due to return trips requested and outside influences. |
| Temporary Fencing | Temporary Fencing | To be used for exterior fence to contain the construction site and for public safety. |
| Temporary Entrance | Landscaping | Landscape removal and replacement for temporary entrance |
| Temporary Entrance | Earthwork | Demo and temp grading / stone for ramp |
| Demolition | Additional Demolition Related to Field Conditions | To be used to remove wall area under vestibule. Extent of demo unclear until work commences and area is unearthed. To be used in other areas required to be opened for access. |
| Earthwork | Coordinating Shoring between trades | To be used for additional mobilizations and misc. items needed to assist with shoring once determined in field. |
| Earthwork | Removal of bad soil & import sand for steps | The existing soil may need to be removed and sand imported for the new steps once proof rolling is complete and soil is visible. |
| Concrete | Winter Concrete | Winter Concrete for interior and exterior flatwork |
| Masonry | Remove Dampproofing off foundation | To be used to remove damproofing from existing foundation walls. |
| Masonry | Power Wash exposed foundation walls-Sealer | To be used to clean existing foundation walls. Current extent of work required is unclear until area is unearthed. |
| Masonry | Misc. Masonry/Limestone Repairs | To be used for misc, repairs to existing limestone for a complete finish within our work area due to construction activities. |
| Steel | Misc. structural & Other Fabr not detailed | Temporary structural supports, angles, beams, etc. required for shoring and stabilization for the project. |
| Steel | LULA Elevator SWL Lifting Beam | A4 Access required lifting beams be installed for their work to commence. These will be required and are currently not shown. Details to be developed with contractors. |
| Millwork | Shop Drawing Revisions | To be used for shop drawing revisions and additional details required that may not be clear at bid or shown on the drawings, further developed during the shop drawing process. |
| Glazing | Rework existing glass for Book Sorting | The existing glass may break or need to be reworked prior to installation for a complete finish. This is for misc. materials and glass that may need to be ordered to accomplish intent. |
| Carpentry | Misc. Patching / Ceiling Repairs / Access panels | This is to be used for misc. patching, ceiling repairs, and access panel installations needed for the project in areas required. |
| Plaster | Alternate Schluter May Be Required | The specified Schluter Schiene will not work in the application as intended, as it does not bend in the manner requested. We recommend changing to a fry Reglet J channel or sim material. |
| Flooring | Flooring | To be used to patch flooring using owners stock and adding transitions if needed. |
| Painting | Touchup Painting | For misc. touchup painting through work areas affected by the project. |
| Painting | Bondo and Painting of Columns | The columns were not uncovered so it is unclear the current condition or what the condition will be after demolition. This will be used for column painting. |
| 4 Fire Extinguishers | Interior Signage & Exterior Signage | Interior signage will be supplied/installed By Owner, We have a \$6,000 allowance for Exterior Signage as shown on the drawings for removal and reinstallation. If the Library has a trusted sign vendor we can coordinate this work to be done. |
| LULA Elevator | Install carpet in elevator (Not Indicated) | No flooring is shown for the elevator. A4 Access does not provide flooring, only subfloor. This allowance is to install owner provided carpet in the elevator cab. |
| Plumbing | Nanawall drain tile work - To Be Designed | There is a note on the drawings to coordinate with the MFG on the nanawall system for 3/8" vinyl tubing to connect to drain tile. This value is for coordination and completion of work. |
| Plumbing | Possible Sump Pump Requirement for LULA | A4 Access is researching the requirement for a sump pump in the elevator pit and what will be required per code. Their recommended pit depth is 18" and our pit depth exceeds that. |
| Electrical & FA | Shift work in Youth Area, Tracing Circuits | This is for off hours work required to trace circuits and exploratory electrical work required for the project. |
| Electrical & FA | Crawl to Overhead determination | Electrical runs to LP-F require work through the existing Youth Center - This work may require overhead ceiling work and access panels to be installed although there may be a crawl space. |
| Electrical & FA | Security LV Allowance | This is for added conduits not shown on the drawings. I.E. building security (if needed), low voltage conduits for window shades to control panel, etc. |
| Flagpole Relocation | | Engineering for flag pole relocation. |
| Book Return/Bike | Book Return / Bike Racks | The bike rack model # is not detailed and the book return may need to be custom built to our project's specification. |
| Temp Partitions | Temporary Partitions & Protection | To be used for temporary partitions and protections inside the building to separate the public from our workspace and allow limited access to the construction area. |
| Skylight Rework | Skylight Rework / Protections | To be used to enclose the building area for the skylight as well as rework MEPs located in this area as construction commences. This will be removed with the skylight deduct. |
| Temp Heat | Temporary Heat | To be used to temporarily heat the space as we complete our work as well as additional temporary protections needed for cold work. |

4/26/2023 1 of 1

Baldwin Public Library Phase 3 4/26/2023

Project: Date:



| | ALT #5 | | | | | | | | (\$13,150) | | | | | | | | | 0) | | | 0) | | | | | (\$3,050) | (\$65,000) | 0) (\$1,500) | | | | | | 0) (\$82,700) | | | | 0) (\$82,700) | (\$2,068) | | | (\$85) | <u></u> | | 4 \$2 |
|---|-------------------|-------------|---|------------------|-----------------|----------------|---------------------------------|--------------------------|------------|-------------------|-------------------|--------------------------|---------------------------|---------------------------|----------------------------|----------------------------|-----------------|-----------------------|----------------|---------------------------------|-----------|-------------------|----------------|----------------|------------------|---------------|------------|-------------------------|---------------------|------------------------------|-----------------------------------|-----------------------------|----------------|---------------|-------------------------|--|--------------|---------------|-------------------------------|-----------|-----------|-------------|-------------|-------------|--------------|
| | ALT #4 | Gallery 109 | | | | | | | | | | | | | | | (| (\$1,150 | | (| (\$300 | | | | | | | (\$10,000 | | | | | | (\$11,450 | | | | (\$11,450 | (\$286 | (\$46 | (\$2 | (\$11,7 | | | \$2 |
| : | ALT #3 | 111 - 114 | | | | | | | | | | | | | | | (\$30,000 | (\$2,950 | | (\$200) | | | | | | | | 009\$) | | | | | | (\$33,750 | | | | (\$33,750) | (\$844) | (\$135) | (\$2) | (\$34,734) | | | \$4 |
| ! | ALT #2 Movable | Counter | | | | | | | | | | | | (\$5,200) | | | | | | | | | | | | | | | | | | | | (\$5,200) | | | | (\$5,200) | (\$130) | (\$21) | (1\$) | (\$5,352) | | | \$2 |
| | ALT #1 Remove | Skylight | | | | (\$3,500) | | | | | | (\$39,900) | | | (\$28,400) | | (\$87,000) | (\$4,950) | | | (\$750) | | | | (\$220) | (\$5,600) | | (\$5,290) | | | | (\$56,116) | | (\$232,256) | | | | (\$232,256) | (\$5,806) | (\$929) | (\$32) | (\$239,026) | | | (\$4) |
| | BASE | BID | 006 66\$ | \$15,536 | \$29,782 | \$58,000 | \$345,900 | \$63,700 | \$642,305 | \$23,000 | \$110,347 | \$219,350 | \$31,668 | \$145,000 | \$74,602 | \$2,057 | \$420,000 | \$174,407 | \$25,500 | \$4,034 | \$15,554 | \$6,500 | \$19,765 | \$123,289 | \$26,510 | \$56,850 | \$403,200 | \$217,700 | \$7,090 | \$4,050 | \$38,254 | \$56,116 | \$15,000 | \$3,404,266 | \$235,300 | \$5,000 | \$0 | \$3,644,566 | \$91,114 | \$14,578 | \$35,489 | \$3,785,747 | \$141,966 | \$3,927,713 | |
| | Sub Name | | Allowance | Allowance | Misc. Trades | Blue Star | Earth Ex | Great Oaks | JJ Barney | JJ Barney | DC Byers | Sav's Welding | Future Fab. | Division 6 | ESKO Roofing | Tanner | Clinton Valley | Conquest | D'Angelo | PCI | PCI | Golich | Triangle Windo | A4 Access | Jackson | MI Mechanical | Systemp | EL Electric | Rocket | Allowance | Allowance | Allowance | Allowance | | | | | | | | | | | | |
| | Description | | Lavout and Engineering Material Testing | Tempoary Fencina | Temporary Ramps | Selective Demo | Earthwork, Utilities, Site Demo | Landscape and Irrigation | | Polished Concrete | Masonry-Limestone | Structural & Misc. Steel | Stainless Steel Handrails | Millwork-Finish Carpentry | Roofing-Sheet Metal Siding | Doors, Frames and Hardware | Glass & Glazing | Carpentry-Drywall-ACT | Plaster Veneer | Carpet Repairs - Resilient Base | Painting | Fire Extinuishers | Window Shades | LULA Elevators | Fire Suppression | Plumbing | HVAC | Electrical & Fire Alarm | Flagpole Relocation | Book Return Door & Bike Rack | Temporary Partitions / Protection | Skylight Rework Protections | Temporary Heat | Sub Total: | 6.9% General Conditions | Building Permit, ROW & Plan Review Allowance | Water Meters | Sub Total: | Construction Masnagement Cost | Insurance | Bond Cost | Sub Total: | Contingency | Sub Total: | Adinetmonter |
| | Sec | 5 | 01931 | 01520 | 01520 | 02 - PB A | 02 - PB B | 02 - PB C | 03 - PB D | 03 - PB E | 04 - PB F | 05 - PB G | 05 - PB H | 06 - PB J | 07 - PB K | 08 - PB M | 08 - PB N | 09 - PB P | 09 - PB Q | S 94 - 60 | 09 - PB T | 09 - PB V | 12 - PB W | 14 - PB X | 21 - PB Y | 22 - PB Z | 23 - PB AA | 26 - PB BB | 10 - PB CC | 10 - PB DD | 01520 | 01520 | 01520 | | %6 :9 | Ls | Ls | | 2.50% | 0.40% | 0.95% | | 3.75% | | |

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.

Grow a Great Garden with Bevin Cohen

Monday, May 22 – 7:00 p.m. to 8:00 p.m.

Discover how to plan, plant and grow your most productive garden ever! Learn from Bevin's decades of growing experience, including tips on soil health, seed starting and transplanting, mulching and weeding, and when to harvest your perfect produce, herbs and flowers! Attendees will also receive a packet of heirloom seeds from Bevin's farm! Books will be available for purchase after the workshop.

College Info Series: How to Write a Great College Essay

Wednesday, May 24 — 7:00 p.m. to 8:00 p.m.

The college essay is an important part of the application where you can really differentiate yourself. What do you want the admissions committee to know about you? What story do you want to tell? We'll talk about tips and tricks for writing a successful Personal Statement. Teens and parents are welcome. You may attend these sessions in-person or on Zoom. Registration required.

Henna & Cookies for Teens

Thursday, May 25 — 6:30 p.m. to 8:00 p.m.

Grades 7-12. Learn about henna with local small business owner Monique Herzig and get your own one-of-a-kind temporary piece of body art! You will practice your own henna designs using homemade sugar cookies and icing. Registration required.

The Library will be closed for Memorial Day weekend from Saturday, May 27 through Monday, May 29. It will reopen on Tuesday, May 30 at 9:00 a.m.

Boblo Boats: A Detroit Ferry Tale

Sunday, June 4 — 2:00 p.m. to 4:00 p.m.

When Ste. Claire and SS Columbia sounded their whistles, every Detroit kid knew it heralded the coming of summer and the magic of ferrying over to nearby Boblo Island Amusement Park. After 85 years of operation, these two sister steamships – the oldest in America - awaken from a deep slumber to find a devoted team of enthusiasts have set out to rescue them from their deteriorating state. SS Columbia has been whisked away to New York while Claire's fate rests in the hands of an unlikely band of heroes: a doctor, a psychic, and an amusement park fanatic. Martha Reeves, the Motown legend, narrates this revelatory fable-doc that's full of heart and hard truths about a challenging restoration. Join us for a showing of this local documentary and a Q&A session with the filmmaker Aaron Schillinger. This is an in person event.

Graphic Novels 4 Grown Ups

Tuesday, June 6 — 7:00 p.m. to 8:00 p.m. Graphic Novels for Grown Ups- Book Club

Comics aren't just for kids! Features memoirs, humor, superheroes, and more! Some titles contain mature/graphic content so please read the description before you register.

June title: "That Can Be Arranged" by Huda Fahmy.

Summer Reading Kickoff!

Friday, June 9 — 1:00 p.m. to 4:00 p.m.

Join us as we kick off "All Together Now" Summer Reading 2023 at the library, and enjoy crafts, games, an ice cream truck and more. There are summer reading challenges for adults, teens and children - sign up and track your progress at baldwinlib.beanstack.org, from June 9 to August 4.

Oakland Literacy Council Volunteer Info Session

Monday, June 12 — 7:00 p.m. to 8:00 p.m.

Learn about volunteering with the Oakland Literacy Council (OLC), a non profit organization which enables adult students to achieve individual literacy goals through a partnership with trained volunteer tutors. OLC serves native-English speaking adults who need basic reading, writing, and math skills (adult basic education — ABE), and foreign-born adults who need English reading, writing, or conversation skills (English Language Learners — ELL).

STEAM Fair

Wednesday, June 14 — 2:00 p.m. to 3:00 p.m.

Grades 1 to 3 at 2:00 p.m.

Grades 4 to 6 at 3:30 p.m.

Learn about Science, Technology, Engineering, Art, and Math with fun hands-on activities and experiments. Grownups must stay in the library during Library programs if your child is under 10 years old. Registration required.

Books and Blankets Outdoor Family Story Time

Saturday, June 17 — 10:00 a.m. to 10:30 a.m.

Saturdays at 10:00 a.m. Hosted offsite at Barnum Park.

Please leave all pets at home.

Bring a blanket and enjoy a story time that is fun for the whole family. Story time will be canceled in case of inclement weather and registrants will be emailed. Registration required.

The Library will be closed on Monday, June 19 in observance of the Juneteenth holiday.

LEARN CONNECTED SOLVE SO

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



BALDWIN PUBLIC LIBRARY SUMMER READING 2023

JUNE 9 – AUGUST 4

JOIN US FOR FUN PROGRAMS, CRAFTS, AND ACTIVITIES FOR ALL AGES

BALDWINLIB.BEANSTACK.ORG



SUMMER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

SUMMER READING KICKOFF

FRIDAY, JUNE 9 FROM 1TO 4 P.M. JOIN US AS WE KICK OFF ALL TOGETHER NOW SUMMER READING 2023 AT THE LIBRARY, AND ENJOY CRAFTS, GAMES, AN ICE CREAM TRUCK AND MORE. THERE ARE SUMMER READING CHALLENGES FOR ADULTS, TEENS AND CHILDREN - SIGN UP AND TRACK YOUR PROGRESS AT BALDWINLIB.BEANSTACK.ORG FROM JUNE 9 TO AUGUST 4.

REGISTRATION FOR PROGRAMS STARTS ONE MONTH PRIOR TO THE EVENT.

JUNE

VIDEO GAMING CLUB: LEGEND OF ZELDA-TEARS OF THE KINGDOM GRADES 4 TO 6

MONDAY, JUNE 5 AT 7:00 P.M.

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

BALDWIN BOOSTER ORIENTATION MEETING AGES 11 TO 14 TUESDAY, JUNE 6 AT 7:00 P.M.

Find out how you can earn community service hours by joining our Summer Reading Youth Volunteers. Applications will be available Monday, May 1 and are due Sunday, June 11. *Head to Baldwinlib.org/youth for the application*. Registration required.

STEAM FAIR WEDNESDAY, JUNE 14 GRADES 1 TO 3 AT 2:00 P.M.

GRADES 1 TO 3 AT 2:00 P.M. GRADES 4 TO 6 AT 3:30 P.M.

Learn about Science, Technology, Engineering, Art, and Math with fun hands-on activities and experiments. **Registration required.**

SILENT LIBRARY GAME CHALLENGE GRADES 4 TO 6 THESDAY HINE 20 AT 2:00 P.M.

TUESDAY, JUNE 20 AT 2:00 P.M.

Can you do several different challenges without making any noise at all? Each activity will be timed and points will be deducted for making noise. Prizes will be awarded to the quietest. **Registration required.**

JULY

STORY TIME BATTLE ALL AGES THURSDAY, JULY 6 AT 10:00 A.M.

HOSTED OFFSITE AT BARNUM PARK

In this unique story time format, two librarians will battle to prove which topic is superior. Each librarian will take turns reading books, singing songs, and dancing to show why their topic should win. Only you can decide the winner! Registration required.

OWL DIARIES HOOTENANNY GRADES 1 TO 3 TUESDAY, JULY 18 AT 2:00 P.M. AND 3:30 P.M.

Do you love the Owl Diaries books as much as we do? Join us for wing-credible crafts and activities all about Eva and her friends.

Registration required.

CARDS FOR HOSPITALIZED KIDS AGES 5 & UP

THURSDAY, JULY 27 FROM 5:00 TO 7:00 P.M.

Cards for Hospitalized Kids (CFHK) is a charitable organization that spreads hope, joy & magic to hospitalized kids across America through uplifting, handmade cards. We'll provide the supplies, you provide the well wishes!

No registration required, just drop in!

AUGUST

DIY AIR DRY CLAY FAIRY HOUSE GRADES 1 TO 3

WEDNESDAY, AUGUST 2 AT 2:00 P.M. AND 3:30 P.M.

Construct your own fairy house out of air dry clay and then take them home to add to your own garden! **Registration required.**

CLUBS FOR CHILDREN

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

Adventures IN BOOKS

GRADES 1 TO 3 - GROWN UPS WELCOME WEDNESDAYS AT 4:30 P.M.

JULY 26: MARYA KHAN AND THE INCREDIBLE HENNA PARTY BY SAADIA FARUQI

AUGUST 23: LARK HOLDS THE KEY BY NATASHA DEEN Email Melissa at melissa.behrens@baldwinlib.org to register.

BEYOND the book

GRADES 1 TO 3

THURSDAYS AT 7:00 P.M.

JULY 13: *ULTIMATE SHARK RUMBLE* BY JERRY PALLOTTA

AUGUST 10: FRIDA KAHLO AND HER ANIMALITOS BY MONICA BROWN

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

mother/DAUGHTER

GRADES 4 TO 6 AND MOMS TUESDAYS AT 7:00 P.M.

JULY 11: BETTER WITH BUTTER BY VICTORIA PIONTEK

AUGUST 8: WHEN YOU TRAP A TIGER BY TAE KELLER

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

BOOKS & bagels

GRADES 4 TO 6

TUESDAYS AT 7:00 P.M.

JULY 25: THE HATMAKERS BY TAMZIN MERCHANT AUGUST 22: MILLIONAIRES FOR THE MONTH BY STACY MCANULTY

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

WHO? WHAT? WHERE?

GRADES 4 TO 6

THURSDAY, AUGUST 3 AT 7:00 P.M.

WHAT IS NINTENDO? BY GINA SHAW

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

moms BOOK CLUB

WEDNESDAYS AT 7:00 P.M.

AUGUST 16: THE KEEPER OF LOST THINGS BY RUTH HOGAN

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

SUMMER BOOK CLUB SELECTIONS





















BOOK LAUNCH WITH LOCAL AUTHOR A. KIDD

ALL AGES

TUESDAY, JUNE 27 AT 6:15 P.M.

Meet local author and children's librarian, A. Kidd, as we celebrate the release of her new picture book, *Yasuko and the Dream Eater*. Enjoy an interactive storytime reading featuring this bedtime story based on a Japanese legend, learn about tapirs, and have your book signed by the author. *Books will be available for purchase*.

ALL TOGETHER NOW: MICHIGAN HABITATS

GRADES 1 TO 6 WEDNESDAY, JUNE 28 AT 2:00 P.M

Michigan is a unique home for different ecosystems that plants, animals, and humans all share. We will explore how we all cohabitate in this program with facts provided by the Detroit Zoo. **Registration required.**

KIDS ZONE AT THE FARMERS MARKET

SUNDAYS JULY 16 AND AUGUST 27 9:00 A.M. TO 2:00 P.M.

Baldwin is hosting the Kids Zone at the Birmingham Farmers Market. Stop by during market hours to complete a fun craft!

BOOKS AND BLANKETS OUTDOOR FAMILY STORY TIME

SATURDAYS AT 10:00 A.M. JUNE 17 • JULY 29 • AUGUST 19

HOSTED OFFSITE AT BARNUM PARK

Bring a blanket and enjoy a story time that is fun for the whole family! Story time will be canceled in case of inclement weather. Registration required.

PARENTING STRATEGY SESSIONS

MONDAYS AT 7:00 P.M.

JULY 10: SOCIAL CONFLICT & COMMUNICATION FOR ELEMENTARY & MIDDLE SCHOOL PARENTS

AUGUST 7: ANXIETY & EMOTION REGULATION FOR ALL Hosted by Jessica Cortez, LMSW, founder of Bloomfield Child and Family Counseling. Jessica and her staff will discuss different parenting topics along with concrete strategies and insights for parents. **Registration required.**



SUMMER PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

STORY TIMES

Registration has switched to a first come, first served ticketing system. Visit our story time page at **www.baldwinlib.org/storytime** for dates, locations, and details on the ticketing system.

WIGGLE & RHYME

BIRTH TO 1.5 YEARS

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

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

TODDLER TALES

1.5 YEARS TO 2.5 YEARS

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

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

BOOKS & BOOGIE

3 TO 5 YEARS

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

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

SING & TELL

2.5 YEARS TO 3.5 YEARS

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

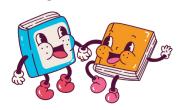
Join Ms. Susan as she reads stories and rhymes, sings songs, and more.

BEDTIME TALES

ALL AGES

WEDNESDAYS AT 6:15 P.M.

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



BOOKS UNBOXED

BALDWIN PUBLIC LIBRARY

GRADES 4 TO 12

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

PROJECT KIDSIGHT

VISION SCREENING FOR KIDS SATURDAYS FROM 10:00 A.M. TO NOON

- JUNE 10
- JULY 15
- AUGUST 12

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

Sponsored by the Beverly Hills Lions Club.



RUFF READERS

AGES 6 & UP

TUESDAYS AT 6:30 P.M.

reading confidence.

JUNE 13 • JULY 18 • AUGUST 1

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



BOOK SCAVENGERS



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

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

SUMMER **PROGRAMS FORTEENS**

GRADES 7 TO 12

SUMMER PROGRAMS ARE OPEN TO TEENS ENTERING 7TH TO 12TH GRADE IN THE FALL. *PLEASE NOTE THAT PARENTS AND YOUNGER SIBLINGS WILL NOT BE ABLE TO ATTEND TEEN PROGRAMS.

SUMMER READING KICKOFF

FRIDAY, JUNE 9 FROM 1TO 4 P.M. JOIN US AS WE KICK OFF ALL TOGETHER NOW SUMMER READING 2023 AT THE LIBRARY, AND ENJOY CRAFTS, GAMES, AN ICE CREAM TRUCK AND MORE. THERE ARE SUMMER READING CHALLENGES FOR ADULTS, TEENS AND CHILDREN -SIGN UP AND TRACK YOUR PROGRESS AT BALDWINLIB, BEANSTACK, ORG FROM JUNE 9 TO AUGUS

JUNE

PIZZA AND PAGES 1ST THURSDAY OF THE MONTH FROM 7:00 TO 8:00 P.M.

JUNE 1: RADIO SILENCE BY ALICE OSEMAN JULY 6: ELECTRIC KINGDOM BY DAVID ARNOLD **AUGUST 3:** *I MUST BETRAY YOU* BY RUTA SEPETYS The first 10 teens to register will receive a free book, thanks to the Friends of the Baldwin Public Library. Pizza will be provided. Registration required.

TIKTOK POTLUCK THURSDAY, JUNE 22 FROM 7:00 TO 8:00 P.M.

From whipped coffee to pancake cereal, TikTok has given us some great and maybe not so great recipes. Make a TikTok recipe at home and bring it in to share potluck style. After signing up, please email teen@baldwinlib.org with your recipe of choice. Registration required.

KUMIHIMO BRAIDING THURSDAY, JUNE 29 FROM 7:00 TO 8:00 P.M.

In this class, you will learn the ancient Japanese braiding technique known as Kumihimo. Using a special disk and embroidery thread, everyone will make a friendship bracelet or anklet. Registration required.



BOOKS UNBOXED GRADES 4 TO 12

Join our three month subscription book service and receive a surprise library book tailored to

your preference each month. Visit www.baldwin**lib.org/teen** to subscribe now.

JULY

DUNGEONS AND DRAGONS THURSDAY, JULY 13 FROM 2:00 TO 5:00 P.M.

In this classic role-playing game, choose how your character interacts with the story, using dice to decide the outcome. Perfect for beginners, you will be introduced to the game and its rules while you play. All players are welcome to join, no experience necessary. Registration required.

EXIT PROTOCOL ESCAPE ROOM WITH ESCAPE ROOM NOVI THURSDAY, JULY 20 FROM 6:00 TO 8:00 P.M.

A top level CIA field office has been compromised. The operative has been told to initiate the EXIT PROTOCOL. You must work as a team to secure the classified agent information, and execute the evacuation procedure.

6:00 P.M., 6:30 P.M., 7:00 P.M., 7:30 P.M.

Total of 8 teens per time slot; coordinate with your friends if you want to play with someone specific. Each game lasts 25 minutes. Please arrive 5 minutes early. Registration required.

AFTER HOURS PARTY

FRIDAY, AUGUST 4 FROM 6:00 TO 8:00 P.M.

Let's end Summer Reading with a party after-hours! Laser tag, video games, pizza, cake, and a photo booth! Registration required.

SUMMER PROGRAMS FOR TEENS AND FAMILIES

FRIENDS TRIVIA

THURSDAY, JUNE 15 FROM 7:00 TO 8:00 P.M.

How well do you know the popular 90s TV show Friends? Show off your knowledge during Friends Trivia Night. Recommend teams of 2–5 players. Teens and adults are welcome. Registration required.



CARDS FOR HOSPITALIZED KIDS

AGES 5 & UP

THURSDAY, JULY 27 FROM 5:00 TO 7:00 P.M.

Cards for Hospitalized Kids (CFHK) is a charitable organization that spreads hope, joy & magic to hospitalized kids across America through uplifting, handmade cards. We'll provide the supplies, you provide the well wishes! No registration required, just drop in!



THE GRAND TOUR WEDNESDAY, JUNE 7 AT 7:00 P.M.

Have you always wondered what the Idea Lab is all about, but were afraid to ask? In this event, Jeff will take you on a tour of the Idea Lab, including a quick demo of our exciting equipment. Registration required.

IDEA LAB CLASS: INTRODUCTION TO 3D PRINTING WEDNESDAY, JUNE 21 AT 7:00 P.M.

Jeff will introduce you to the world of 3D printing. Learn about how these marvelous machines work, how to design your own 3D models, where to find models that others have designed, and how to use the 3D Printing service offered by the Idea Lab. Registration required.

IDEA LAB KIT: 3D PRINTED SOLAR CAR MONDAY, JUNE 26

Register to receive this fun and simple kit for a solar-powered toy car. Feed it light, and watch it go! The perfect gizmo for a sunny summer day. Registration required.

IDEA LAB CLASS: FORMAT CONVERSION: HOW IT WORKS WEDNESDAY, JULY 12 AT 7:00 P.M.

One of the Idea Lab's most popular services is Format Conversion, turning your old physical media into modern digital formats. But how do we do it? This interesting class will demonstrate all of the tricks and tools that our Lab Technicians use to convert and restore your films, videos and more! Registration required.

IDEA LAB LIVE: FLYING THINGS WEDNESDAY, JULY 26 AT 7:00 P.M.

Look! Up in the Sky! It's a Bird! It's a Plane! It's a... 3D printed thingamajig, soaring through the air! Join Jeff on Instagram Live to discuss 3D printed objects that fly!

IDEA LAB KIT: 3D PRINTED SIDE TABLE MONDAY, JULY 31

Register to receive this sleek and sturdy side table kit! Designed using a generative Al process, this table has a unique organic look. With a crisp, clear tabletop so you can see the curvilinear support forms and the handsome tapered legs. This 3D printed marvel will look splendid in your home. Registration required. Limit one per household.

IDEA LAB EVENT: SCULPTING IN AIR: THE VR 3D MODELING EXPERIENCE WEDNESDAY, AUGUST 16 AT 6:30 P.M.

Join us for this special event; an opportunity to experience the thrill of 3D modeling in virtual reality! With exciting new VR tools, you can create amazing sculptures at scale. Jeff will demonstrate how this technology works, and give you the chance to try it yourself. This group event will include user participation, and may involve waiting your turn to use the VR set. Registration required.

COMPUTER CLASSES

FOR ADULTS

REGISTRATION IS REQUIRED FOR ALL COMPUTER CLASSES.

ONCE REGISTERED, YOU WILL RECEIVE A ZOOM LINK A HALF HOUR BEFORE CLASS.

JUNE

WORD: AN INTRODUCTION TUESDAY, JUNE 6 AT 10:00 A.M.

Learn document creation and word processing with Microsoft Word.

BUILD A WEBSITE WEDNESDAY, JUNE 7 & 14 AT 7:00 P.M.

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

CHECK OUT EBOOKS FROM THE LIBRARY SATURDAY, JUNE 17 AT 3:00 P.M.

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

GOOGLE DOCSTUESDAY, JUNE 20 AT 10:00 A.M.

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

JULY

EXCEL: CREATE A BUDGET WEDNESDAY, JULY 12 AT 7:00 P.M.

Learn spreadsheet creation with Microsoft Excel.

SELLING ONLINE SATURDAY, JULY 15 AT 3:00 P.M.

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

GOOGLE SHEETSWEDNESDAY, JULY 19 AT 7:00 P.M.

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

TRACKING STOCKS IN GOOGLE SHEETS WEDNESDAY, JULY 26 AT 7:00 P.M

Track and manage your stock portfolio within Google Sheets.



AUGUST

GOOGLE SLIDES TUESDAY, AUGUST 1 AT 10:00 A.M.

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

ADOBE PHOTOSHOP: AN INTRODUCTION WEDNESDAY, AUGUST 2 & 9 AT 7:00 P.M. AT THE BALDWIN PUBLIC LIBRARY

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

TWITTER SATURDAY, AUGUST 12 AT 3:00 P.M.

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

POWERPOINT: CREATE A PRESENTATION TUESDAY, AUGUST 15 & 22 AT 10:00 A.M.

Learn the fundamentals of slideshow creation with PowerPoint.

CHECK OUT EBOOKS FROM THE LIBRARY WEDNESDAY, AUGUST 16 AT 7:00 P.M.

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

CANVA

TUESDAY, AUGUST 29 AT 10:00 A.M.

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

BALDWIN CELEBRATES









BOOK **CLUBS**

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

FOR ADULTS

WEDNESDAY AFTERNOON SECOND WEDNESDAY AT 2:00 P.M.

JUNE 14: *HOW HIGH WE GO IN THE DARK* BY SEQUOIA NAGAMATSU

JULY 12: THE SWIMMERS BY JULIE OTSUKA AUGUST 9: GHOSTS BY DOLLY ALDERTON

NEXT NONFICTION SECOND TUESDAY AT 10:00 A.M.

JUNE 13: KING LEOPOLD'S GHOST BY ADAM HOCHSCHILD

JULY 11: *THE VORTEX* BY SCOTT CARNEY

AUGUST 8: *ENEMY OF ALL MANKIND*BY STEVEN JOHNSON

PAGE TO SCREEN FIRST SUNDAY AT 1:00 P.M.

JUNE 4: DIFFERENT SEASONS BY KING / STAND BY ME (R, 1986)

JULY 2: *EVEN COWGIRLS GET THE BLUES* BY ROBBINS / EVEN COWGIRLS GET THE BLUES (R, 1993)

AUGUST 6: JULIE AND JULIA BY POWELL / JULIE AND JULIA (PG-13, 2009)

NEXT POPULAR READSFIRST MONDAY AT 1:00 P.M.

JUNE 5: THE LIGHT PIRATE
BY LILY BROOKS-DALTON

JULY 10: SATURDAY NIGHT AT THE LAKESIDE SUPPER CLUB BY J. RYAN STRADAL

AUGUST 7: THE FIRST LADIES BY MARIE BENEDICT AND VICTORIA CHRISTOPHER MURRAY

THIRD TUESDAY THIRD TUESDAY AT 7:00 P.M.

JUNE 20: THE LAST SUMMER ON STATE STREET BY TOYA WOLFE

JULY 18: *TRUE BIZ* BY SARA NOVIC

AUGUST 15: THE FINAL REVIVAL OF OPAL & NEV BY DAWNIE WALTON

GN4GU

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

JUNE 6: THAT CAN BE ARRANGED BY HUDA FAHMY AUGUST 1: PAPER GIRLS BY BRIAN K. VAUGHAN

WWW.BALDWINLIB.ORG 248-647-1700

SUMMER PROGRAMS FOR ADULTS

SUMMER READING KICKOFF

FRIDAY, JUNE 9 FROM 1TO 4 P.M. JOIN US AS WE KICK OFF ALL TOGETHER NOW SUMMER READING 2023 AT THE LIBRARY, AND ENJOY CRAFTS, GAMES, AN ICE CREAM TRUCK AND MORE. THERE ARE SUMMER READING CHALLENGES FOR ADULTS, TEENS AND CHILDREN - SIGN UP AND TRACK YOUR PROGRESS AT BALDWINLIB.BEANSTACK.ORG FROM JUNE 9 TO AUGUST 4.

JUNE

BOBLO BOAT: A DETROIT FERRY TALE SUNDAY, JUNE 4 AT 2:00 P.M.

For 85 years the Ste. Claire ferried Detroiters to Boblo Island. Now facing the scrapyard, an unlikely band of heroes unite to save their beloved steamship. Join us for a showing of this local documentary and Q&A session with the filmmaker Aaron Schillinger. **Registration required**. **Attend in person only**.

FRIENDS TRIVIA THURSDAY, JUNE 15 FROM 7:00 TO 8:00 P.M.

How well do you know the popular 90s TV show Friends? Show off your knowledge during Friends Trivia Night. Recommend teams of 2–5 players. Teens and adults are welcome. Registration required. Attend in person only.

BOOKS AND MORE



BOOKS UNSHELVED

Try BPL's book subscription service for adults: **Books Unshelved!** Subscribers will receive a surprise library book selected just for them by a

librarian, plus some extra goodies.

Visit www.baldwinlib.org/books-unshelved to subscribe.



BOOKS ON FOOT

Books on Foot is a year-round challenge to encourage adults to go for a walk and listen to an audiobook. Each month will feature a new theme with a

suggested path or trail and a correlated list of audiobooks available from BPL. Visit baldwinlib.org/books-on-foot/ to learn more.

JULY

BEHIND THE SCENES OF HISTORY: THE STRAITS OF MACKINAC MONDAY, JULY 10 AT 7:00 P.M.

Visited by millions, Mackinac is a special place for many Michiganders. Andrew Kercher joins us to tell the incredible history of the Straits; from the indigenous peoples, to fur trade, to fudge production. Registration required. Attend in person or virtually.

TAMMY'S SUMMER TASTINGS: FARM TO GLASS COCKTAILS TUESDAY, JULY 11 AT 7:00 P.M.

Join Tammy Coxen to learn how to drink your vegetables, fruits and herbs! Tammy will explore the many wonderful ways of incorporating fresh ingredients from your garden directly into cocktails or infusing them into syrups and "shrubs". Recipes included. Registration required. Virtual event only.

AUGUST

DETROIT STYLE PIZZA: A DOUGHTOWN HISTORY MONDAY, AUGUST 14 AT 7:00 P.M.

With its airy crust, cheesy corners and distinctive red sauce on top, Detroit Style pizza is enjoyed worldwide. How did this Motor City delicacy transform from a singular kitchen in Detroit to an international sensation? Travel with author Karen Dybis through this pizza's humble origins to its international success.

Registration required. Attend in person or virtually.

MICHIGAN OPERA THEATRE SEASON PREVIEW

MONDAY, AUGUST 28 AT 7:00 P.M.

Hear about the exciting shows coming to the Michigan Opera Theatre this upcoming season! **Registration required.** *Virtual event only.*



GENEALOGY SERIES

Registration required. Virtual event only.
THURSDAYS AT 7:00 P.M.

JUNE 8 - INTERPRETING IMMIGRATION RECORDS

Most of us have ancestors who immigrated to the U.S. and the related documents are treasure troves of information. This session will discuss these records and where to find them.

JULY 13 - WHERE ARE THE WOMEN?

Between surname changes, no voting rights, no land ownership and more, women in history can be tough to locate. This session will give you insights into where you'll find your female ancestors hidden in plain sight.

AUGUST 10 - BEYOND THE BRICK WALL

It happens to everyone in genealogy - feeling like we've exhausted every possible resource but still not finding what we seek. This session will give you tips to help you break down that wall and keep your genealogy journey moving.

VOLUNTEER WITH OAKLAND LITERACY COUNCIL

MONDAY, JUNE 12 AT 7:00 P.M.

Learn about volunteering with the Oakland Literacy Council (OLC), a non profit organization which enables adult students to achieve individual literacy goals through a partnership with trained volunteer tutors. Registration required. Virtual event only.

BEHIND THE SCENES LIBRARY TOURS

THURSDAY, JUNE 15 AT 4:00 P.M. WEDNESDAY, JULY 12 AT 11:00 A.M. MONDAY, AUGUST 7 AT 4:00 P.M.

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

LIBRARY BOARD



Board Members:

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

THE LIBRARY BOARD WILL MEET ON: JUNE 21 • JULY 17 • AUGUST 21 AT 7:30 P.M. AT THE LIBRARY.



SUMMER DIRECTOR'S UPDATE

At long last, we are entering the third and final phase of our building improvements. We embarked on extensive building renovations with an interior renovation of the Adult Services area in 2016 and an expansion and renovation of the Youth Room in 2019. Starting in July 2023, we will begin an expansion and renovation of the front entrance of the library. We have worked hard to create a cost conscious design that provides a lot of value to residents and uses the library's dedicated millage to fund the project.

Of utmost importance is the addition of a street-level entrance. Our new entry level will be fully accessible and visitors to the library will not be greeted with daunting steps and a steep, narrow handicap ramp.

We're excited to add brighter lighting to the entrance, a collaboration space with vending for coffee, snacks, and drinks, a new outdoor terrace with native plants and an underground water detention system, a dedicated sale space for the Friends of the Baldwin Public Library, four additional private study rooms, and a new information check out desk that's much closer to the entrance.

Near the new front doors, you'll see the automated materials return system to your left. We know how much everyone loves watching their items travel through this conveyor belt system, so we made sure to include a large window so you can watch your items traveling up the new ramp.

Just inside the library, you'll have three options to reach the main floor of the building. To the left will be an elevator, straight ahead will be a staircase, and to the right will be an interior ramp. Coming out of a particularly icy winter, we're happy to provide an indoor ramp that will keep you safe from the elements while entering the library.

We expect construction to last about eight months and be completed in spring 2024. As with our prior renovations, the library will be open for regular hours and service through construction. However, the building will be a bit dustier and noisier than usual and space will be constrained. A temporary accessible main entrance will be set up on Martin Street using the existing Children's Terrace door into the Youth Room.

Our project partners are the architectural firm Merritt Cieslak Design and the construction management firm PCI Dailey. You can find out more information about the project and view the plans at **baldwinlib.org/renovation**.

If you have any questions or concerns about the upcoming project, please don't hesitate to reach out!

Rubekah Craft

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

TRUST DONORS

JANUARY TO FEBRUARY 2023

TRIBUTE AND MEMORIAL DONATIONS

THE BIRMINGHAM BARBER SHOP
IN HONOR OF A MICHAEL DELLER

OLNA BOARD

IN MEMORY OF KAREN F. NORMAN

JOANNE GARTLAND
IN HONOR OF JULIE DAWSON

GENERAL DONATIONS

THE BAHADUR FAMILY FOUNDATION

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FRIENDS OF THE BALDWIN PUBLIC LIBRARY

HILARY HANDLER

JANE C. MCKEE

PAYPAL GIVING FUND

THREE FLAGS CHAPTER NSDAR

DAVID J. UNDERDOWN

CATHERINE M. ZIMMERMAN

RENOVATION







LIBRARY HOURS:

MONDAY TO THURSDAY

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

FRIDAY & SATURDAY

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

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

LIBRARY CLOSED:

JUNE 19: JUNETEENTH

JULY 4: INDEPENDENCE DAY

SEPTEMBER 2-4: LABOR DAY WEEKEND

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

CONTACT US:

WWW.BALDWINLIB.ORG

MAIN PHONE: 248-647-1700

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

PARKING:

2 Hours FREE Parking in the **Chester Street Deck**

SUNDAYS: All Parking is Free



NON - PROFIT ORGANIZATION U.S. POSTAGE I) PERMIT#111 BIRMINGHAM M I 4 8 0 0 9

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MANY THANKS TO THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY FOR FUNDING THE SUMMER 2023 ISSUE OF LEARN, CONNECT, DISCOVER!

| Beldwin Public | JOIN THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY | WE ARE ALWAYS LOOKING FOR |
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| Established in 1950 PLEASE PRINT FULL NAME: | MEMBERSHIP LEVELS: NEW MEMBER RENEWING MEMBER \$15 INDIVIDUAL \$25 BUSINESS/ASSOC. \$20 FAMILY \$50+ SUSTAINING | NEW FRIENDS! IF YOU WOULD LIKE TO VOLUNTEER TO HELP WITH BOOK SALES/SORTING OR BECOME A BOARD MEMBER, PLEASE EMAIL US AT FRIENDS@ BALDWINLIB.ORG |
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LEARN. CONNECT. DISCOVER.

May 2023 edition

Page 7

Around the Community

Next

Michigan is aging, and the Beverly Hills area is no exception. We are in fact about to see the most profound demographic shift in our history. For the first time, people 65 and older will outnumber those 17 and younger. Nationwide, this moment called the "crossover", will occur in 2035. In Michigan, that moment will come a decade sooner, in 2025.

Is an aging population a challenge or an opportunity? The answer is a little of both, but the opportunities are enormous. For one, seniors are economic drivers, controlling more than half the discretionary income – \$37 billion in Michigan alone – and unlike younger demographics, they tend to spend much of that income locally.

Today's seniors are the healthiest, both mentally and physically of any previous generations. They are more educated and more active. People 50 and older, contribute \$745 billion in unpaid activities that benefit the entire community. They are caregivers for loved ones, provide childcare, and volunteer on civic boards and for non-profits. They are business mentors, run youth programs, drive community projects, financially support local charities and overwhelmingly, far outnumber younger voters.

In addition, a foundational part of Next is also service to our communities' most vulnerable. If you or someone you know may need a little extra assistance to remain healthy and independent, please call our Support Service Department, we are here to help!

Visit the Next website at www.BirminghamNext.org, stop by the center at 2121 Midvale or call (248) 203-5270 to learn more.

Baldwin Public Library

Summer Reading - All Together Now!

Visit <u>www.baldwinlib.org/summer-reading</u> to find full details on this year's program. All ages are welcome and encouraged to participate. Program kicks off on June 9 and runs through August 4.

Phase 3: Circulation, Lobby, and Public Entrance Renovation

Stay up to date on this project, projected to start in July 2023, by visiting <u>baldwinlib.org/renovation</u> and/or following the Library on Facebook, Twitter and Instagram.

Franklin Garden Walk

June 21, 2024 will be the 37th year of the Franklin Garden Walk, which offers a self-guided tour of 6 beautiful gardens!

Time: 10 am to 4 pm & 6 pm to 9 pm with the Artisan market open from 9 am to 5 pm at the Gazebo in The Franklin Community Park.

Tickets are \$12 in advance at The Franklin Boutique, 32716 Franklin Road in the Village of Franklin, or online at 2023franklingardenwalk.eventbrite.com. Tickets can be purchased the day of the event at the Gazebo for \$15. Check-in is at the Gazebo; 32325 Franklin Road to receive a map and brochure describing this years gardens. Proceeds are to benefit horticulture scholarships for students in Michigan.

For more information, please email franklingardenclub@gmail.com or call Shelley Krieg at 248-761-2062.

Birmingham Bloomfield Community Coalition

YAB Summer Concert

Come celebrate the end of school and kick-off the summer with an amazing line up of talented teens on Friday, June 9th from 7:00 to 9:00 p.m.! Join the BBCC Youth Action Board's Teen Summer Concert 2023! You won't want to miss this amazing concert, a community-based event showcasing our own area teens from bands, solo musicians, singers, song-writers, dancers, and other talents of all kinds.... as they take to the outdoor stage in Shain Park in beautiful Downtown Birmingham! And, if you know of a talented teen who would like to be part of this performance, please contact Kelly. Visit https://bbcoalition.org/ for more information and resources related to youth-focused substance abuse prevention, health and wellness.

The Mid Action Board

MAB is for 8th grade students from the public and private high schools in the Birmingham and Bloomfield Hills community. Through the MAB, students can prepare for the transition to high school with guidance from the BBCC and YAB teens, learn about substance use, develop their voice on these issues, contribute their opinions and ideas, and more importantly put their ideas into action -- in their schools and community.



Birmingham reviews proposed fiscal year budget

Published on May 5, 2023 | By Grace Lovins

https://www.downtownpublications.com/single-post/birmingham-reviews-proposed-fiscal-year-budget

Birmingham commissioners reviewed the proposed budgets of city departments for the 2023-2024 fiscal year at the budget hearing on Saturday, April 29, with costs for most departments showing increases, resulting in an increased proposed budget for most departments.

Establishing the anticipated budgets for the fiscal year is a nine-month process, said city manager Tom Markus, which begins in October and ends in June. The city's fiscal year runs from July 1 through June 30 each year. The city budgets for the next fiscal year and plans the amounts for the next two fiscal years, allowing the city manager and finance director to make changes to the spending plan to maximize financial stability, Markus also noted.

According to Markus, the taxable value for the city during the year is expected to total roughly \$3.2 billion and the city should expect to see a 4.7 percent annual increase in property taxes. On top of that, residents should expect rates for both water and sewer to increase.

Financial director Mark Gerber and Markus both noted that water consumption is down, and since demand is down, the costs are only going to increase. Water rates are projected to increase eight percent and sewer rates are expected to increase by four percent. Gerber also noted that part of the rate supplies water to fire hydrants as well.

General government saw an increase in the projected budget for five of the seven departments. Personnel services, including salary, wages and labor burden caused a bulk of the increases for most departments in order to hire and retain city employees, with some departments planning for transition periods for staff soon to be retiring.

The city will also see an increase in expenditures for the 48th District Court which increased largely for the next year, said Gerber. Since the court operates on a calendar year instead of the fiscal year, the readjustment from the new percentage of caseloads from 2021 created the extra amount the city needs to budget. According to Gerber, the revenue from the court should also see an increase. The projected total cost is expected to be approximately \$1.6 million.

Several significant capital improvements are budgeted for next year, each exceeding \$250,000. The annual maintenance program for concrete sidewalk will continue through the year with an approved \$700,000 from the general fund. Other projects include overhauls on the Pierce and West Maple alleys; major road reconstruction along with water and sewer replacement; and parking garage rehabilitation.

Major street improvements for the year have budgeted an \$800,000 increase for capital improvements and local streets have budgeted a \$600,000 increase, also for capital improvements. The city's capital projects fund has budgeted \$1.2 million for architectural design for the city hall and police department renovations.

The commission did not vote on or approve the budget at the public hearing. Commissioners will see the budget again to approve and adopt it at a later date.



West Maple Named National School Library of the Year

April 2023 Press Release

BIRMINGHAM, Mich. – Birmingham Public Schools proudly announces that <u>West Maple</u> <u>Elementary</u> has been named the 2023 National School Library of the Year by the American Association of School Librarians.

It marks just the third time since the award was established in 1963 that a Michigan school district has earned the prestigious honor, which recognizes school libraries as a unique and essential part of their respective learning community. Swan Valley High School (2013) and West Bloomfield Schools (1988) are the only other Michigan school organizations to win.

"This is outstanding news to be named a national school winner," BPS Superintendent **Dr. Embekka Roberson** said. "We are so proud of the tremendous work, time and effort the administration and staff at West Maple put forward to earn this amazing recognition. Principal **Jason Pesamoska** and resident librarian **Carrie Betts**, along with countless others, are innovators who are always striving for greatness for our students and community, daily – this honor exemplifies it."

West Maple will also receive \$10,000 as a monetary prize. The process included an extension application, a digital library portfolio, virtual interviews and an in-person visit by the committee chairpersons.

"We are privileged and blessed to live and learn in a community that values the crucial role our library has in our student's educational experience," Pesamoska said. "Our school community shares in this celebration alongside our students, staff and families."

School libraries chosen must demonstrate effective instruction that is in alignment with the AASL's national school library standards:

- Inquire Build new knowledge by inquiring, thinking critically, identifying programs and developing strategies for solving problems.
- **Include** Demonstrate an understanding of and commitment to inclusivity and diversity in the learning community.
- **Collaborate** Work effectively with others to broaden perspectives and work toward common goals.
- **Curate** Make meaning for oneself and others by collecting, organizing and sharing resources of personal relevance.
- **Explore** Discover and innovate in a growth mindset developed through experience and reflection.
- **Engage** Demonstrate safe, legal and ethical creating and sharing of knowledge products independently while engaging in a community of practice and an interconnected world.

West Maple will be formally recognized at the organization's conference in October. Last academic year, the BPS elementary library was named a Model 21st Century School Library by the State of Michigan.



12th Annual Celebration of Youth in Service

Sponsored by

Birmingham Youth Assistance and The Birmingham Optimist Club



May 1, 2023 Wylie E. Groves High School



Kolya Reemmer

Berkshire Middle School, 7th grade

Nominator: Pam Lucken -- Community Service Organizer, Berkshire Middle School

Kolya Reemmer and a friend have spent much of the last three years conceiving, building, repairing, and maintaining a 1.5 mile mountain biking trail in Beverly Park. They began the project in March of 2020, when schools closed for the pandemic, after clearing the first hurdle of getting approval from the Village. They spent six hours a day for months clearing brush and building the course. Work did not end when the course was complete. On an ongoing basis, the boys have spent an average of 4-6 hours a week expanding and repairing the course. All told,

Kolya and his friend have each dedicated hundreds of hours to developing and maintaining a feature for the entire community to enjoy.

Mountain biking on dirt trails is Kolya's passion, and he wanted to create a fun environment for anyone who wants to enjoy nature and this sport. He was inspired by the trail builders at Stony Creek Metropark when he saw how many people found peace and joy riding the trails they created. For the past four years, Kolya also has helped with the annual Beverly Park cleanup and helped to plant trees in the park.

Alen Simonyan

Berkshire Middle School, 7th grade

Nominator: Pam Lucken -- Community Service Organizer, Berkshire Middle School

Alen Simonyan serves on the Teen Advisory Board at Baldwin Public Library. At the board's monthly meetings, he



spends time advising library staff and helping them build their programming options. Alen also does small projects for the librarians so they don't have to work overtime. He also is active in the Armenian community. Alen volunteered this summer at Camp Hickory in Illinois, where he served three meals a day and cleaned up for an 8-day session. Alen played a large role in Beverly Hills' successful Halloween Hoot event.

Alen also is active at Berkshire Middle School. He is a school Ambassador and has spent hours promoting the school and welcoming future students. He helped quite a bit with the Open House and 5th grade run. Alen's

community service is inspired by his mother, who always tries to make the world a better place, and by Pam Lucken, who makes Berkshire better and gives him opportunities for service.

Xavier Vazquez

Berkshire Middle School, 8th grade

Nominator: Pam Lucken -- Community Service Organizer, Berkshire Middle School

Xavier Vazquez and a friend have spent much of the last three years conceiving, building, repairing, and maintaining a 1.5 mile mountain biking trail in Beverly Park. They began the project in March of 2020, when schools closed for the pandemic, after clearing the first hurdle of getting approval from the Village. They spent six hours a day for months clearing brush and building the course. Work did not end when the course was complete. On an ongoing basis, the boys have spent an average of 4-6 hours a week expanding and repairing the course. All told, Xavier and his friend have each dedicated

hundreds of hours to developing and maintaining a feature for the entire community to enjoy.

Gab.

Xavier and his friend both enjoyed mountain biking but didn't have an accessible place to go. Instead of sitting back, they took action. Xavier explains, "We went to the city and they said yes, and it only got bigger from there." This work continues to benefit the community of Beverly Hills and beyond. Through it all, Xavier has shown a great deal of responsibility and civic-mindedness. He has been a role model to younger students, demonstrating what can be accomplished by people his age.

Aydin Ulrich

Seaholm High School, 12th grade

Nominator: Linda Engler - Committee Chair, Scouts BSA Troop 1032

For his Eagle Scout project, Aydin Ulrich assembled kits for families who might not be able to afford to make their child a birthday cake. The kits include a few basic ingredients, an aluminum baking pan, a can of frosting, and candles. After obtaining a solicitation permit, Aydin and his friends distributed fliers requesting donations of these products and collected the supplies a few days later. In addition, he conducted a bottle and can drive, which raised \$1,000. He then led a team of youth in assembling 141 kits that were then donated to his local food pantry.



Aydin realizes that post-pandemic financial challenges affect families in many devastating ways. He feels, however, that every kid deserves a cake and joyful celebration for their birthday. In addition to this project, Aydin has volunteered in many other scouting-related service activities ranging from cleaning up trails and working in Pontiac community gardens to tutoring elementary students and serving meals for church ministry.

Grace Werthman

Seaholm High School, 12th grade

Nominator: Laura Tinsley -- Principal of Early Learning, BPS Early Childhood Center

Grace Werthman volunteers once a week in the after care program for children aged 1-4 at the Midvale Early Childhood Center. She helps wherever she is needed. Grace interacts with the children at the art table and helps them create. She also works in the toddler rooms where she can nurture and support the youngest students. Grace has built relationships with the children and helps develop their basic skills in playing, reading, and communication.

Grace's goal is to work as a pediatric nurse, caring for babies and young children. Skills she has developed during this volunteer experience will serve her well in this career. It brings her joy to work with young children. In recent years, Grace also has volunteered at Kensington Community Church and Spring Hill Camp

Faith Whitted

Groves High School, 12th grade

Nominator: Geoff Wickersham – teacher, Groves High School

H. Jennings -- Head of Adult Services, Baldwin Public Library

As President of the Seaholm Women's Empowerment Club, Faith Whitted organized a menstrual product drive collecting items that will be donated to the social services organization Alternatives for Girls and the St. John's Episcopal Church. She has worked to provide baskets of tampons and pads in the women's and unisex bathrooms in her school. As a member of the Teen Ivylettes program, she is helping to hold a book drive in honor of National Reading Month and will be planting trees with Arboretum Detroit. She was a featured speaker for the past two years at Seaholm's Martin Luther King, Jr. event, speaking on the importance of giving back and how students can make an impact on their communities.



Faith has also been an active volunteer at Baldwin Public Library for the past four years. She has served as a teen booster, a member of the teen book club and teen writers group, and as a part of the Teen Advisory Board. She has created numerous videos and has been active in growing the library's social media presence, both of which have helped to grow teen involvement in library activities and services.

Michigan Library Association Update

Note From Debbie

In March 2023, the Michigan Library Association contracted with EPIC-MRA, a full-service survey research firm with expertise in Public Opinion Surveys and Market Research Studies. EPIC-MRA has a proven track record of producing accurate and useful research data based on public perceptions and opinions. While we have been using national studies (like those produced by ALA and EveryLibrary) to prove that book banning and censorship issues are not tolerated by the majority of voters in the country, we felt that we needed solid Michigan data to back this up.

Our work with EPIC-MRA has produced a statistically valid, stratified survey of 847 voters in Michigan regarding awareness of, and attitudes toward, the increasingly intense and coordinated efforts to dictate the collection content of local public libraries. We produced a statewide summary as well as 11 regional summaries based on the Michigan Cooperative Library regions. We will be disseminating the full summary of findings as well as the regional summaries within the next two weeks.

Here are a few of the statewide findings for your perusal.

A 71% majority of all respondents gave local public libraries in Michigan – including their local public library – a positive rating for the job they are doing providing programs, services, and a diverse, quality collection of books and other materials to their library patrons (34% excellent), with only 8% giving libraries a negative rating (3% poor), and 21% "undecided."

An 83% majority of all respondents would support state legislation that would protect the right of the public to read what they wish to read in local public libraries and not have books banned.

A 70% majority of all respondents said that librarians are very capable (33%) or mostly capable (37%) and trustworthy to decide which books and reading materials should be included in your local library collections. Another 18% said librarians are only a little capable (12%) or not really capable at all (6%) in deciding what books and reading materials should comprise the collection, with 12% undecided.

A 42% plurality of all respondents agreed that "there is absolutely no time when a book should be banned from local public libraries," 45% said "there are rare times when it may be appropriate to ban books from local public libraries," with 9% saying "there are many inappropriate books that should be banned from local public libraries."

67% of all respondents said that "books with discussions about sex, gender identity or sexual orientation" should never be banned, with 21% saying they should sometimes be banned and 9% saying they should always be banned.

A 75% majority of all respondents said they agree the most that "we need to protect the ability of young people to have access to books from which they can learn about and understand different perspectives and help them grow into adults who can think for themselves," while only 17% agreed that "we need to protect young people from books that they might find upsetting or that reflect ideologies and lifestyles that are outside of the mainstream."

An 80% overwhelming majority of all respondents agreed with the statement that "individual parents can set rules for their own children, but they do not have the right to decide for other parents what books are available to their children," with 15% agreeing that "parents have a right NOT to have their children exposed to objectional books at the library and should be able to join with other parents to have those books removed from the library."

A 77% majority of all respondents agreed that "local public libraries should have a diverse collection of books and reading materials that represents the community and the world around us," while only 15% agree that "anyone who opposes objectional material is just pushing a woke ideology that is trying to indoctrinate our children with ideas about LGBTQ, transgender youth and promoting lifestyles that they should not be exposed to."

In addition to measuring awareness and existing attitudes about the topic among a representative sample of all voters statewide, MLA is interested in gauging what messages resonate for MLA and its members, to proactively and effectively communicate our findings. Such messages would not only advocate the fundamental wisdom of a library board's objectivity toward the content of the materials in its collection but also measure the level at which the voting public appreciates the inherent pitfalls allowing a group to homogenize the marketplace of ideas and sources of thought contained in public libraries. The messaging component will be the second phase of the work plan.

Deborah E. Mikula Executive Director

Liborah Mikula

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

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 April 17, 2023 minutes | p. 102 |
|----|--|--------|
| В. | Acceptance of the April 2023 receipts of \$1,251.34 | p. 112 |
| C. | Approval of the April 2023 disbursements of \$5,126.41 | p. 113 |

p. 105

III. New and Miscellaneous Business

A. Transfer of money from Endowment funds for current expenditure **Suggested motion**: To transfer \$59,703.96 from the Baldwin Public Library's Trust Endowment Funds, an amount that has been calculated according to the formula contained in the Baldwin Public Library's Trust Investment Policy. The \$59,703.96 transferred into money market and checking accounts will be spent in accordance with the various guidelines established when the individual Endowment funds were established, and in cases where there was no specific designation, in a manner consistent with the financial policies of the Library and in furtherance of the mission of the Baldwin Public Library.

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Wednesday, June 21, 2023.

Motion: To adjourn the May 15, 2023 Trust Meeting.

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

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

BALDWIN LIBRARY BOARD MINUTES, TRUST MEETING

April 17, 2023

1. <u>Call to Order</u>

The meeting was called to order by President Jennifer Wheeler at 9:05 p.m.

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

Absent and excused: Karen Rock

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 Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: Rock

The motion was approved unanimously.

3. New and Miscellaneous Business:

Pisano expressed surprise at the reduced performance of Library endowment funds over the last month. He also asked if the Huntington Money Market account funds could benefit from being placed in an account elsewhere with a higher interest rate return. Craft will investigate other available options.

4. Adjournment:

Motion: To adjourn the meeting.

1st Pisano 2nd Suhay

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

Nays: None.

Absent and excused: Rock

| Danielle Rumple, Secretary | Date |
|----------------------------|------|

The motion was approved unanimously. The meeting was adjourned at 9:12 p.m. The next Trust Meeting will be on Monday, May 15, 2023, following the regular meeting in the Rotary Tribute and Donor Room.

Baldwin Public Library Trust: April 2023

April receipts totaled \$1,251.34. April disbursements totaled \$5,126.41.

The current value of the Trust is \$2,069,530.58, divided up in the following way:

| | June | 2022 - EOY | Арі | ril 2023 |
|--|------|--------------|-----|--------------|
| Total endowment investments* | \$ | 1,027,375.78 | \$ | 1,094,969.14 |
| Endowment funds distributed for use | \$ | 175,567.25 | \$ | 148,899.17 |
| Total endowment funds | \$ | 1,202,943.03 | \$ | 1,243,868.31 |
| | | | | |
| General spendable funds | \$ | 343,568.43 | \$ | 365,622.60 |
| Van Dragt fund | \$ | 117,388.20 | \$ | 74,909.06 |
| Building fund | \$ | 309,523.78 | \$ | 328,248.98 |
| Restricted funds** | \$ | 32,226.33 | \$ | 32,158.09 |
| 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 | \$ | 825,662.27 |
| | | | | |
| Total endowment funds | \$ | 1,202,943.03 | \$ | 1,243,868.31 |
| Total non-endowment funds | \$ | 827,430.28 | \$ | 825,662.27 |
| Total of all Trust funds | \$ | 2,030,373.31 | \$ | 2,069,530.58 |

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

As of April 30, 2023, the amount of money in the Trust that is undesignated stands at \$760,116.32.

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

Calculation of Potential Spending from Baldwin Public Library Trust Endowment Funds at 4/30/2023

| Weighted Value of Endowmen | ent Market Value over Five-Year Period: | FIVE-Year Period: | | | | | |
|---|--|----------------------|------------------|-------------------|--------------------|-------------------|-----------------|
| | | | | | | | Totals |
| Date | | 4/30/2019 | 4/30/2020 | 4/30/2021 | | | |
| Value at April 30 of Year | | \$1,160,690.15 | \$1,038,566.95 | \$1,413,888.97 | \$1,176,298.93 | \$1,094,969.14 | |
| | | | | | | | |
| Adjustments for Donations to | to Endowments: | | | | | | |
| (Add Gifts to Prior Years' Market Values) | arket Values) | | | | | | |
| 4/30/2020 | | \$17,600.00 | | | | | |
| 4/30/2021 | | \$28,890.30 | \$28,890.30 | | | | |
| 4/30/2022 | | \$1,713.70 | \$1,713.70 | \$1,713.70 | | | |
| 4/30/2023 | | \$10,183.06 | \$10,183.06 | \$10,183.06 | \$10,183.06 | | |
| Adjusted Values | | \$1,219,077.21 | \$1,079,354.01 | \$1,425,785.73 | \$1,186,481.99 | \$1,094,969.14 | |
| Weight per Year | | 10% | 15% | 20% | 25% | 30% | 100% |
| | | | | | | | |
| Weighted Values | | \$121,907.72 | \$161,903.10 | \$285,157.15 | \$296,620.50 | \$328,490.74 | \$1,194,079.21 |
| | | | | | | | %9 |
| Calculated Maximum Possible | ble Withdrawal (5% of Weighted Value of Endowment Market Value) | Veighted Value of E | ndowment Mar | ket Value) | | | \$59,703.96 |
| | | | | | | | |
| Principal of Endowments | | | | | | | \$877,297.04 |
| | | | | | | | 105% |
| "Principal of Endowments" Pl | Plus 5% | | | | | | \$921,161.89 |
| | | | | | | | |
| Value of Endowment Funds or | | | | | | | \$1,094,969.14 |
| Less Maximum Possible Withd | thdrawal | | | | | | \$59,703.96 |
| Value of Endowment Funds on | on 4/30/2023 after Maximum Possible Withdrawal | imum Possible Wit | hdrawal | | | | \$1,035,265.18 |
| conficency by the property of | | Tours the endergo | | the universe | 5. 4: /02 0:1 | 94000 | |
| | uiii winidiawai wiii suii leave tile efidowiilefit valde above tile piilicipal pius 3 %, it is periffissable. | | ein value above | uie principal p | ius 5 %, it is per | IIISSADIE. | |
| Recommended Withdrawal from the Endowment | from the Endowment | | | | | | \$59,703.96 |
| | | | | | | | |
| From the Baldwin Public Library Trust Investment Policy, last updated on 10-15-12: "It is the policy of BPLT to approve the transfer of up to 5% | orary Trust Investment | Policy, last updated | l on 10-15-12: | It is the policy | of BPLT to appi | ove the transfe | r of up to 5% |
| of its Endowment market value (so long as such transfer will not reduce the endowment below its principal amount plus 5%) at the end of each | alue (so long as such tr | ansfer will not redu | ce the endowm | ent below its p | rincipal amoun | t plus 5%) at the | end of each |
| April for the following year, using a trailing five year weighted average. Such transferred funds may be used by the Library Director, consistent | using a trailing five yea | ır weighted average | . Such transfer | rred funds may | be used by the | Library Directo | r, consistent |
| with the financial policies of the Library, throughout BPL's fiscal year on expenses which further BPL's mission to provide a first class library to | f the Library, throughor | ut BPL's fiscal year | on expenses w | hich further BP | L's mission to | provide a first c | lass library to |
| its users. In calculating weighted average market values, the earliest market value will be given a 10 percent weighting, the second market | ighted average market | values, the earliest | market value w | ill be given a 10 | percent weigh | ting, the secon | d market |
| value a 15 percent weighting, | g, the third market value a 20 percent weighting, the fourth market period a 25 percent weighting, and the latest | le a 20 percent weig | hting, the fourt | h market period | d a 25 percent v | veighting, and t | he latest |
| a 30 percent weighting. Any g | y gifts or additional deposits received during the latest valuation year will be added to the prior four years' market | osits received duri | ng the latest va | luation year wil | l be added to the | ne prior tour yea | ırs' market |
| values in order to be given full | ruii weignt in the payout caiculation. | t carculation. | | | | | |

BALDWIN PUBLIC LIBRARY TRUST FISCAL 2022/23 ENDOWMENT INTEREST ALLOCATION

| | | | VALUE AS OF | | 59,703.96 0.0545257 |
|--|--------------------------------------|----------------------------------|------------------------|----------|------------------------|
| <u>NAME</u> | PURPOSE | | APRIL 30 2023 | | OF VALUE |
| Frances Balfour | Adult Reading | \$ | 12,855.90 | \$ | 700.98 |
| Gladys E. Brooks | Large Print Books/Senior Citizens | | 53,271.35 | \$ | 2,904.66 |
| Jane Cameron | Adult Programs/Writers Live | \$ \$ | 84,253.61 | \$ | 4,593.99 |
| Jane Martin Clark | Baldwin Public Library | \$ | 6,427.94 | \$ | 350.49 |
| Jan Coil | Baldwin Public Library | \$ | 13,375.74 | \$ | 729.32 |
| Jerry Dreer | General and Staff Appreciation | \$ \$ \$ | 10,760.94 | \$ | 586.75 |
| Aubrey & Grace Flood | Youth Services | \$ | 6,427.94 | \$ | 350.49 |
| Paul R. Francis | Staff Appreciation | \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$ | 12,054.42 | \$ | 657.28 |
| Friends of the Library | Library Collections | \$ | 41,139.14 | \$ | 2,243.14 |
| Priscilla Goodell | Baldwin Public Library | \$ | 146,195.23 | \$ | 7,971.40 |
| Emmelene Hornac | Youth Services & Adult Reading | \$ | 64,279.52 | \$ | 3,504.89 |
| H. G. Johnston | Reference Collection | \$ | 8,112.28 | \$ | 442.33 |
| Bob & Jean Kelly | Youth Services Programs | \$ | 12,906.40 | \$ | 703.73 |
| William Kernan, Jr. | Library Collections | \$ | 32,139.78 | \$ | 1,752.44 |
| Douglas R. Koschik | Building Improvements | \$ | 18,095.77 | \$ | 986.68 |
| Merle L. Roninger | Reference Collection | \$ | 322,461.61 | \$ | 17,582.44 |
| Rosso Family Foundation | Baldwin Public Library | φ | 12,855.92 | \$ | 700.98 |
| Marion G. Sweeney | Youth Services Audio Visual Material | Ф | 13,700.05 | \$ | 747.00 700.98 |
| Stephen Vartanian Clarice G. Taylor | Professional Development | φ | 12,855.92 79,142.43 | \$ \$ | 4,315.30 |
| Eric & Julie Gheen | Adult Reading Print Books | ψ 2 | 12,032.84 | \$ | 656.10 |
| lleane Thal | Baldwin Public Library | \$ \$ \$ \$ \$ \$ \$ | 45,986.53 | \$ | 2,507.45 |
| Judith Nix | Youth & Adult Programs | \$ | 17,767.80 | \$ | 968.80 |
| MAF-Rae Dumke | Architecture Books | \$ | 12,078.31 | \$ | 658.58 |
| Linne Underdown Hage Forester | Professional Development | \$ | 34,021.60 | \$ | 1,855.05 |
| Richard & Mary Henne Book Fund | Adult Reading Books | \$ | 9,770.22 | \$ | 532.73 |
| , | 3 | <u>\$</u> \$ | 1,094,969.19 | \$ | 59,703.96 |
| General | | | | | • |
| Jane Martin Clark | | \$ | 6,427.94 | \$ | 350.49 |
| Jan Coil | | \$ | 13,375.74 | \$ | 729.32 |
| Priscilla Goodell | | \$ \$ \$ | 146,195.23 | \$ | 7,971.40 |
| Rosso Family Foundation | | \$ | 12,855.92 | \$ | 700.98 |
| lleane Thal | | \$ | 45,986.53 | \$ | 2,507.45 |
| Jerry Dreer | | \$ | 5,380.47 | \$ | 293.37 |
| | | | | \$ | 12,553.01 |
| Staff Appreciation | | | | | |
| Paul R. Francis | | Ф | 12.054.42 | Ф | 657.20 |
| Jerry Dreer | | \$ \$ | 12,054.42 5,380.47 | \$ \$ | 657.28 293.37 |
| Jeny Dieer | | Ψ | 3,300.47 | \$ | 950.65 |
| | | | | Ψ | 330.03 |
| Adult Department | | | | | |
| Frances Balfour | | \$ | 12,855.90 | \$ | 700.98 |
| Friends of the Library | | \$ | 20,569.57 | \$ | 1,121.57 |
| Eric & Julie Gheen | | \$ | 12,032.84 | \$ | 656.10 |
| Richard & Mary Henne | | \$ | 9,770.22 | \$ | 532.73 |
| Emmelene Hornac | | \$ \$ \$ \$ \$ \$ \$ | 32,139.76 | \$ | 1,752.44 |
| William Kernan, Jr. | | \$ | 16,069.89 | \$ | 876.22 |
| | | | | \$ | 5,640.04 |
| Adult Large Print - Gladys E. Brooks | | \$ | 53,271.35 | \$ | 2,904.66 |
| Adult Programs/Writers Live | | Í | , | • | |
| Jane Cameron | | Ф | 84,253.61 | \$ | 4,593.99 |
| Judith Nix | | \$ \$ | 8,883.90 | Ф \$ | 4,593.99 |
| Oddini INA | | Ψ_ | 0,000.90 | \$ | 5,078.39 |
| | | | | + | -, 0.00 |
| Adult AV - Stephen Vartanian | | \$ | 12,855.92 | \$ | 700.98 |

BALDWIN PUBLIC LIBRARY TRUST FISCAL 2022/23 ENDOWMENT INTEREST ALLOCATION

| Adult Reference | | |
|------------------------------------|--------------------|-----------------|
| H. G. Johnston | \$ 8,112.28 | \$ 442.33 |
| Merle L. Roninger | \$ 322,461.61 | \$ 17,582.44 |
| | | \$ 18,024.77 |
| Adult Architecture - MAF-Rae Dumke | \$ 12,078.31 | \$ 658.58 |
| Youth Department | | |
| Aubrey & Grace Flood | \$ 6,427.94 | \$ 350.49 |
| Friends of the Library | \$ 20,569.57 | \$ 1,121.57 |
| Bob & Jean Kelly | \$ 12,906.40 | \$ 703.73 |
| Emmelene Hornac | \$ 32,139.76 | \$ 1,752.44 |
| William Kernan, Jr. | \$ 16,069.89 | \$ 876.22 |
| Marion G. Sweeney | \$ 13,700.05 | \$ 747.00 |
| | | \$ 5,551.46 |
| Youth Programs - Judith Nix | \$ 8,883.90 | \$ 484.40 |
| Professional Development | | |
| Clarice G. Taylor | \$ 79,142.43 | \$ 4,315.30 |
| Linne Underdown Hage Forester | \$ 34,021.60 | \$ 1,855.05 |
| | | \$ 6,170.35 |
| Building Fund - Douglas R. Koschik | \$ 18,095.77 | \$ 986.68 |
| Total | \$ 1,094,969.19 | \$ 59,703.96 |

Baldwin Public Library Trust Endowment Funds Portfolio Performance Benchmarks As of April 30, 2023

| <u>Index</u> | 2023: YTD | 2022: Entire Year |
|---|----------------|-------------------|
| S&P 500-Equity Benchmark | 8.59% | -19.44% |
| U.S. Aggregate-Bond Benchmark | 3.59% | -12.44% |
| Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%) | 7.34% | -17.69% |
| Baldwin Endowment Funds' Portfolio | 3.59% | -20.66% |
| Endowment Funds' Performance Comp to Blended Return of Benchmarks | ared -3.75% | -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 April 30, 2023, the breakdown was as follows:

| Total | \$ 2,069,530.58 |
|---|-----------------|
| Huntington Bank Money Market Account | \$315,481.98 |
| Huntington Bank Checking Account | \$3,722.16 |
| Raymond James Building Mutual Funds Account | \$641,525.30 |
| Raymond James Endowment Funds Account | \$1,108,801.14 |

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 APRIL 30, 2023

| Investment and Cash Report | | | | | | | | | |
|---|----------------|------------|--------------|------------|--------------|------------|--------------|--------------|----------------|
| | | | | | | | | | |
| | Prior Month | Current | | Current | | | | Change in | Ending |
| | Balance | Month | Year to Date | Month | Year to Date | Transfer | Transfer | Investment | Balance |
| | 03/31/23 | Revenue | Revenue | Expenses | Expenses | 드 | Out | Value | 04/30/23 |
| | | | | | | | | | |
| Huntington Bank Checking: | | | | | | | | | |
| Endowment Money | \$0.00 | \$0.00 | \$0.00 | \$2,111.70 | \$26,708.08 | \$2,111.70 | | | \$0.00 |
| Van Dragt Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$42,479.14 | \$0.00 | | | \$0.00 |
| Restricted Funds | \$3,722.04 | \$0.12 | \$1.22 | \$3,004.71 | \$20,039.46 | \$3,004.71 | | | \$3,722.16 |
| Restricted Funds - Covid | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | | \$0.00 |
| Subtotal - Restricted Funds | \$3,722.04 | | | | | | | | \$3,722.16 |
| General Spendable Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$6,652.48 | \$0.00 | | | \$0.00 |
| TOTAL | \$3,722.04 | \$0.12 | \$1.22 | \$5,116.41 | \$95,879.16 | \$5,116.41 | \$0.00 | | \$3,722.16 |
| | | | | | | | | | |
| Huntington bank Money Market: | | | | | | | | | |
| Endowment Budgeted Funds | \$152,516.76 | \$0.00 | \$40.00 | \$0.00 | | \$0.00 | (\$2,111.70) | | \$150,405.06 |
| Endowment Investment Funds | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | | \$0.00 |
| Building Fund | \$0.00 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | | \$0.00 |
| Van Dragt Fund | \$74,909.06 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | | \$74,909.06 |
| Restricted Funds | \$39,859.86 | \$450.00 | \$19,970.00 | \$0.00 | | \$0.00 | (\$3,004.71) | | \$37,305.15 |
| Restricted Fund - Covid | \$516.43 | \$0.00 | \$0.00 | \$0.00 | | \$0.00 | \$0.00 | | \$516.43 |
| General Spendable Funds | \$51,555.06 | \$801.22 | \$11,073.46 | \$10.00 | \$100.00 | \$0.00 | \$0.00 | | \$52,346.28 |
| TOTAL | \$319,357.17 | \$1,251.22 | \$31,083.46 | \$10.00 | \$100.00 | \$0.00 | (\$5,116.41) | | \$315,481.98 |
| Raymond James & Associates: | | | | | | | | | |
| Endowment Fund Investments | \$1,084,124.22 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$8,064.38 | \$1,092,188.60 |
| Endowment Cash | \$17,982.81 | \$0.00 | \$11,183.06 | | | \$0.00 | \$0.00 | (\$1,370.27) | \$16,612.54 |
| Sub-total Endowment Funds | \$1,102,107.03 | \$0.00 | \$11,183.06 | | | \$0.00 | \$0.00 | \$6,694.11 | \$1,108,801.14 |
| General Spendable Funds Cash | \$1,376.96 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$0.28 | \$1,377.24 |
| General Spendable Mutual Funds | \$309,232.44 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$2,666.93 | \$311,899.37 |
| General Spendable Building Mutual Funds | \$325,472.91 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$2,775.78 | \$328,248.69 |
| Sub-total General Spendable Funds | \$636,082.31 | \$0.00 | \$0.00 | | | \$0.00 | \$0.00 | \$5,442.99 | \$641,525.30 |
| TOTAL | \$1,738,189.34 | \$0.00 | \$11,183.06 | | | \$0.00 | \$0.00 | \$12,137.10 | \$1,750,326.44 |
| | | | | | | | | | |
| Total All Funds | \$2,061,268.55 | \$1,251.34 | \$42,267.74 | \$5,126.41 | \$95,979.16 | \$5,116.41 | (\$5,116.41) | \$12,137.10 | \$2,069,530.58 |
| | | | | | | | | | |

BALDWIN PUBLIC LIBRARY TRUST ENDOWMENT BY INDIVIDUAL FUND APRIL 30, 2023

| | | | | | | | CHANGE IN | |
|------|------------------------------------|--------------|--|----------------|-------------|------------|-----------------|-----------------------|
| | | | | | | | VALUE | CURRENT |
| | | PRINCIPAL | | VALUE AS OF | 2022/23 | EARNINGS | JULY 1, 2022 to | VALUE OF |
| | | AMOUNT | | JULY 1, 2022 | DONATIONS | INCOME OUT | JUNE 30, 2023 | ENDOWMENT |
| FUND | FUND NAME | OF FUND | PURPOSE | | | | 57,410.30 | 57,410.30 INVESTMENTS |
| 401 | 401 Frances Balfour | \$10,000.00 | 10,000.00 Adult Reading | \$12,201.50 | | | \$654.40 | \$12,855.90 |
| 402 | 402 Gladys E. Brooks | \$41,437.86 | Large Print Books/Senior Citizens | \$50,559.66 | | | \$2,711.69 | \$53,271.35 |
| 403 | 403 Jane Cameron | \$68,770.00 | Programs | \$79,753.30 | | | \$4,500.31 | \$84,253.61 |
| 404 | 404 Jane Martin Clark | \$5,000.00 | \$5,000.00 Baldwin Public Library | \$6,100.74 | | | \$327.20 | \$6,427.94 |
| 405 | 405 Jan Coil | \$10,500.00 | 10,500.00 Baldwin Public Library | \$12,688.62 | | | \$687.12 | \$13,375.74 |
| 406 | 406 Aubrey & Grace Flood | \$5,000.00 | Youth Services | \$6,100.74 | | | \$327.20 | \$6,427.94 |
| 407 | 407 Paul R. Francis | \$10,000.00 | Staff Appreciation | \$11,400.02 | | | \$654.40 | \$12,054.42 |
| 408 | 408 Friends of the Library | \$32,000.00 | \$32,000.00 Library Collections | \$39,045.06 | | | \$2,094.08 | \$41,139.14 |
| 409 | 409 Priscilla Goodell | \$113,718.00 | 13,718.00 Baldwin Public Library | \$138,753.52 | | | \$7,441.70 | \$146,195.23 |
| 410 | 410 Emmelene Hornac | \$50,000.00 | \$50,000.00 Youth Services & Adult Reading | \$61,007.52 | | | \$3,272.00 | \$64,279.52 |
| 411 | 411 H. G. Johnston | \$6,350.00 | Reference Collection | \$7,696.74 | | | \$415.54 | \$8,112.28 |
| 412 | 412 Bob & Jean Kelly | \$10,508.00 | Youth Services Programs | \$12,218.75 | | | \$687.64 | \$12,906.40 |
| 413 | 413 William Kernan, Jr. | \$25,000.00 | \$25,000.00 Library Collections | \$30,503.78 | | | \$1,636.00 | \$32,139.78 |
| 414 | 414 Merle L. Roninger | \$250,890.00 | \$250,890.00 Reference Collection | \$306,043.37 | | | \$16,418.24 | \$322,461.61 |
| 415 | 415 Rosso Family Foundation | \$10,000.00 | Baldwin Public Library | \$12,201.52 | | | \$654.40 | \$12,855.92 |
| 416 | 416 Marion G. Sweeney | \$11,100.00 | Youth Services | \$12,973.66 | | | \$726.38 | \$13,700.05 |
| 417 | 417 Stephen Vartanian | \$10,000.00 | \$10,000.00 Audio Visual Material | \$12,201.52 | | | \$654.40 | \$12,855.92 |
| 419 | 419 Clarice G. Taylor | \$59,852.76 | \$59,852.76 Professional Development | \$75,225.67 | | | \$3,916.76 | \$79,142.43 |
| 421 | 421 Eric & Julie Gheen | \$10,000.00 | Adult Reading Print Books | \$11,378.44 | | | \$654.40 | \$12,032.84 |
| 422 | 422 Ileane Thal | \$39,998.98 | Baldwin Public Library | \$43,368.99 | | | \$2,617.53 | \$45,986.53 |
| 423 | 423 Judith Nix | \$15,207.48 | 15,207.48 Adult & Youth Programs | \$16,772.62 | | | \$995.18 | \$17,767.80 |
| 424 | 424 MAF-Rae Dumke | \$10,000.00 | 10,000.00 Architecture Books | \$11,423.91 | | | \$654.40 | \$12,078.31 |
| 425 | 425 Linne Underdown Hage Forester | \$33,309.96 | Professional Development | \$31,758.73 | \$83.06 | | \$2,179.80 | \$34,021.60 |
| 426 | 426 Richard & Mary Henne Book Fund | \$10,000.00 | Adult Reading Print Books | \$9,115.82 | | | \$654.40 | \$9,770.22 |
| 427 | 427 Douglas R. Koschik | \$18,554.00 | Building Improvements | \$16,881.60 | | | \$1,214.17 | \$18,095.77 |
| 428 | 428 Gerald "Jerry" Dreer | \$10,100.00 | | \$0.00 | \$10,100.00 | | \$660.94 | \$10,760.94 |
| | | \$877,297.04 | | \$1,027,375.78 | \$10,183.06 | \$0.00 | \$57,410.30 | \$1,094,969.14 |
| | | | | | | | | |

BALDWIN PUBLIC LIBRARY TRUST ENDOWMENT FUNDS BY DESIGNATION APRIL 30, 2023

| Gift & Tribute Funds | | | | | | . : | | | | |
|--------------------------------|---------------------------|----------------|------------|-------------|------------|-------------|----------|----------|-------------|----------------|
| Gift & Tribute Funds | | Prior Month | Current | Year to | Current | Year to | | | Change in | Ending |
| Gift & Tribute Funds | | Balance | Month | Date | Month | Date | Transfer | Transfer | Investment | Balance |
| | Purpose | 03/31/23 | Revenue | Revenue | Expense | Expense | 드 | Out | Value | 04/30/23 |
| General Spendable Funds | | \$362.164.32 | \$801.22 | \$11.073.46 | \$10.00 | \$6.752.48 | | | \$2.667.07 | \$365,622.60 |
| | | ĺ | | | | | | | | |
| Restricted Funds: | | | | | | | | | | |
| Building Fund | | \$325,473.05 | \$0.00 | \$1,000.00 | 00'0\$ | \$0.00 | | | \$2,775.92 | \$328,248.98 |
| Van Dragt Fund | | \$74,909.06 | \$0.00 | \$0.00 | \$0.00 | \$42,479.14 | | | | \$74,909.06 |
| Memorials/Tributes | | \$9,075.56 | \$0.12 | \$201.22 | 00'0\$ | \$62.81 | | | | \$9,075.68 |
| Covid Project | | \$516.43 | \$0.00 | \$0.00 | 00'0\$ | \$0.00 | | | | \$516.43 |
| - | | | 0 | 0 | | 000 | | | | 1 |
| Friends | Adult Services Programs | \$7,243.30 | \$0.00 | \$6,250.00 | \$1,655.10 | \$6,689.79 | | | | \$5,588.20 |
| | Youth Services Programs | \$1,000.70 | 00.00 | \$6,195,00 | \$775.45 | \$6.136.66 | | | | \$6.170.45 |
| | Idea Lab Program Supplies | \$0.00 | \$450.00 | \$450.00 | \$0.00 | \$0.00 | | | | \$450.00 |
| | Outreach & Equipment | \$9.062.79 | \$0.00 | \$3.500.00 | \$29.98 | \$403.01 | | | | \$9,032.81 |
| | Sub-total Restricted | \$435,094.79 | \$450.12 | \$20,971.22 | \$3,004.71 | \$62,518.60 | \$0.00 | \$0.00 | \$2,775.92 | \$435,316.13 |
| | | | | | | | | | | |
| Rotary Room Fund | Naming Rights-Principal | \$7,832.00 | \$0.00 | \$0.00 | 00'0\$ | \$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 |
| | | | | | | | | | | |
| lleane Thal Reference Desk | | \$6,000.00 | \$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 | | \$821.982.65 | \$1,251.34 | \$32.044.68 | \$3.014.71 | \$69.271.08 | \$0.00 | \$0.00 | \$5.442.99 | \$825,662.27 |
| | | | | | | | | | | |
| Endowment Funds | | | | | | | | | | |
| Endowment Budgeted Funds | General Funds | \$66,706.74 | \$0.00 | \$40.00 | \$462.00 | \$7,795.13 | | | | \$66,244.74 |
| | Adult Large Print | (\$129.77) | \$0.00 | 00'0\$ | \$82.73 | \$5,023.76 | | | | (\$212.50) |
| | Adult Services Department | \$25,565.36 | \$0.00 | 00.0\$ | \$52.31 | \$295.23 | | | | \$25,513.05 |
| | Adult Audio Visual | \$4.53 | \$0.00 | \$0.00 | 00'0\$ | \$718.75 | | | | \$4.53 |
| | Adult Reference | \$17,978.23 | \$0.00 | \$0.00 | \$20.58 | \$2,355.08 | | | | \$17,957.65 |
| | 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 | \$6,211.40 | \$0.00 | \$0.00 | \$1,226.85 | \$4,333.51 | | | | \$4,984.55 |
| | Youth Programs (Nix) | \$722.02 | \$0.00 | \$0.00 | \$187.23 | \$187.23 | | | | \$534.79 |
| | Professional Development | \$11,553.71 | \$0.00 | \$0.00 | \$80.00 | \$5,608.47 | | | | \$11,473.71 |
| | Staff Appreciation | \$1,945.16 | \$0.00 | \$0.00 | \$0.00 | \$40.00 | | | | \$1,945.16 |
| | Koschik Building Fund | \$913.49 | \$0.00 | \$0.00 | \$0.00 | \$313.28 | | | | \$913.49 |
| | Sub-total | \$151,010.87 | \$0.00 | \$40.00 | \$2,111.70 | \$26,708.08 | \$0.00 | \$0.00 | \$0.00 | \$148,899.17 |
| | | | | | | | | | - | |
| Total Endowment Investments | All Funds | \$1,088,275.03 | \$0.00 | \$10,183.06 | \$0.00 | \$0.00 | \$0.00 | | -+ | \$1,094,969.14 |
| Total Endowment Funds | | \$1,239,285.90 | \$0.00 | \$10,223.06 | \$2,111.70 | \$26,708.08 | \$0.00 | \$0.00 | \$6,694.11 | \$1,243,868.31 |
| Total All Trust Funds | | \$2 061 268 55 | \$1.251.34 | 47 79C CA2 | \$5 126 41 | \$95 979 16 | 00 0\$ | 00 0\$ | \$12 137 10 | \$2 069 530 58 |

TRUST RECEIPTS April-23

Trust Money Mkt General Funds:

| Melinda Pfohl in memory of Lucy Parsons Pam and Ken Wilson in Memory of Lucy Parsons | \$ \$ | 489.56 100.00 | | |
|--|----------|------------------|----|-------------------|
| Jelane Caspar | \$ | 48.51 | | |
| Jennie Spurlock | \$ | 48.51 | | |
| Marcie Crimando | \$ | 12.25 | | |
| Money Market Interest Income | \$ | 102.39 | \$ | 801.22 |
| Friends of BPL: | | | | |
| - Adult Programs | \$ | - | | |
| - Teen Programs | | - | | |
| - Youth Programs | \$ \$ | - | | |
| - Idea Lab Program Supplies | \$ | 450.00 | | |
| - Outreach and Equipment | \$ | - | \$ | 450.00 |
| Memorial/Book Fund: | | | | |
| Checking Account Interest | \$ | 0.12 | \$ | 0.12 |
| Trust Money Mkt Endowment Fund: | | | _ | |
| | | | \$ | |
| Total Receipts at Huntington Bank | \$ | 1,251.34 | \$ | 1,251.34 |
| Raymond James | | | | |
| | | | | \$0.00 |
| Total Trust Receipts (Before Bank Fees) | | \$1,251.34 | | <u>\$1,251.34</u> |
| Monthly Banking Fee on Money Market Account | \$ | (10.00) | \$ | (10.00) |
| Total Trust Receipts (Net) | | \$1,241.34 | | <u>\$1,241.34</u> |

CHECK REGISTER FOR CITY OF BIRMINGHAM Page: 1/1

05/01/2023 01:37 PM User: 2540 DB: Birmingham

CHECK DATE FROM 04/01/2023 - 04/30/2023

| Check Date | Bank | Check | Vendor | Vendor Name | Amount |
|--|---|--|--|--|--|
| Bank LIBRY | BALDWIN | PUBLIC | LIBRARY TRUST | | |
| 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 04/14/2023 | LIBRY | 5922 5923 5924 5925 5926 5927 5928 5929 5930 5931 5932 | 009126 000902 009030 001090 009060 MISC 006349 009478 000757 004269 | AMAZON CAPITAL SERVICES INC CENGAGE LEARNING INC SYNTHA GREEN INGRAM LIBRARY SERVICES ROSEMARY ISBELL JEFFREY B MORRISON MIDWEST COLLABORATIVE ODP BUSINESS SOLUTIONS, LLC SCHOLASTIC INC CENTER POINT LARGE PRINT AMAZON CAPITAL SERVICES INC | 247.53 57.34 V 19.95 380.45 39.10 300.00 80.00 83.79 131.05 57.34 1,533.02 |
| 04/28/2023 04/28/2023 04/28/2023 04/28/2023 04/28/2023 04/28/2023 | LIBRY LIBRY LIBRY LIBRY LIBRY LIBRY LIBRY | 5933 5934 5935 5936 5937 5938 | 009126 007403 009315 001090 009478 006432 | AMAZON CAPITAL SERVICES INC SUSAN DION FIRST NATIONAL BANK OF OMAHA INGRAM LIBRARY SERVICES ODP BUSINESS SOLUTIONS, LLC ELISABETH PHOU | 33.66 31.18 540.00 1,581.28 20.58 37.48 |
| LIBRY TOTA Total of 17 Less 1 Void Total of 16 | Checks: Checks: | nts: | | _ | 5,173.75 57.34 5,116.41 |