BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS













LIBRARY BOARD MEETING

JUNE 21, 2023

Jennifer Wheeler PRESIDENT

Karen Rock VICE PRESIDENT

Danielle Rumple SECRETARY Melissa Mark
Frank Pisano
James W. Suhay
Rebekah Craft
LIBRARY
DIRECTOR



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

Wednesday, June 21, 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 May 15, 2023 Board Meeting Minutes p. 7 B. Approval of May 2023 vendor payments in the amount of \$74,557.21, including payments in excess of \$75,000. p. 12 C. Approval of total expenses in the amount of \$297,929.47. p. 17
- III. Board Reports and Special Announcements
 - A. President's report
 - B. Board comments
 - C. Staff anniversaries (Karen Rock) p. 36
 - D. Upcoming events of interest (Jaclyn Miller) p. 86

IV.	Board Committee Reports	
	A. Finance – Danielle Rumple	p. 16
	B. Building – Jim Suhay	p. 23
V.	Library Report – Rebekah Craft and Jaclyn Miller	p. 25
VI.	Liaisons	
	A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 38
	B. Beverly Hills (Mike White), Beverly Hills Village Council)	
	C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
	D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
VII.	Phase 3: Renovation Update – Rebekah Craft	p. 39
	A. Suggested Board action: To make a motion to add the light fixture and	
	ceiling cove in the new study room area in the Phase 3 Renovation at an	
	additional cost of \$11,450, to be taken out of the project contingency.	p. 45
VIII.	New & Miscellaneous Business	p. 73
	A. Employee Pay increases and updated Salary & Benefits Schedule **Suggested motion:** Motion to approve a pay increase for Library Pages to \$12 per hour, to approve a 4% salary increase for all other Baldwin staff, and to update the FY 2023-24 Baldwin Public Library Pay & Benefits Ranges schedule	
	as shown on pages 77-78.	
IX.	Unfinished Business	
X.	Items removed from the Consent Agenda	
XI.	Information Only	
	A. Upcoming events of interest	p. 86
	B. Downtown Publications article "Birmingham okays \$46.6 million '23-'24	
	budget"	p. 88
	C. Birmingham-Bloomfield Eagle article "Party with the city of Birmingham"	p. 90
	D. Birmingham-Bloomfield Eagle article "The Baldwin library prepares to kick	
	off summer reading"	p. 92
	E. Celebrate Birmingham Parade thank you letter	p. 94
	F. Touch a Truck thank you letter	p. 97
	G. The Christian Science Monitor Weekly article "A Day in the Life of a Library"	p. 98

Н.	Book Riot article "11+ Things U.S. Public Libraries Offer That You Might Not	
	Know About"	p. 105
l.	Baldwin Public Library Board correspondence	p. 110
J.	Downtown Publications article " The Community House proposes large	
	expansion"	p. 117

XII. Adjournment

The next regular meeting of the Library Board will be on Monday, July 17, 2023 at 7:30 p.m.

Motion: To adjourn the June 21, 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⁻ May 15, 2023

Call to Order and Roll Call:

The meeting was called to order by President Jennifer Wheeler at 7:33 p.m.

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

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Two; 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. <u>General Public Comment Period:</u> None.

2. <u>Consent Agenda:</u>

Suhay requested the minutes of the April 17, 2023 Board meeting be removed from the general order of business and be considered as the last item of New Business.

Motion to approve the consent agenda, keeping out the minutes from the April 17, 2023 meeting.

1st Rock 2nd Mark

A roll call vote was taken. Yeas: Mark, Pisano, Rock, Rumple, Suhay, Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

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

President's report: Wheeler thanked the Friends of the Library for their purchase of a book bike, which arrived last week. She thanked Jaclyn and Rebekah for putting it together. She also thanked Moosejaw Birmingham for assisting with assembly.

Board comments: Suhay confirmed the BPL logo would be put on the book bike. Rumple voiced appreciation for Miller's outreach efforts.

Staff Anniversaries: Rock recognized the following staff anniversaries: Melissa Behrens (4 years of service), Nadia Bertala (6 years), H Jennings (6 years), Jody Jennings (4 years), Denise Konchel (21 years), Emily Malek (2 years), Grace Noble (2 years), and Robbie Terman (5 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 80-81 of the May Board packet.

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

Finance Committee:

Rumple reported that the Finance Committee met on May 8. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 16 of the May Board packet. The Finance Committee recommends the Trust Board approve a disbursement of \$59,703.96. The next meeting of the Finance Committee will take place on Monday, June 12, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported the Building Committee has not met since the April Board meeting. Craft will provide an update on Phase 3 renovations.

Policy Committee:

Rock reported that the Policy Committee met on May 3. Present were Rock, Wheeler, Craft, and Miller. The Policy Committee recommends the Board approve 9 proposed policy changes: 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. Suhay noted there were two "Asset Allocation" sections in the Trust Investment Policy, and recommended the second mention to be removed.

Motion to adopt the 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; with the change in the Trust Investment Policy to take out the Asset Allocation paragraph the second time it's mentioned.

1st Rock **2nd** Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The next meeting of the Policy Committee will take place in October.

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

Craft and Miller presented highlights from the Library Report. Full details are on pages 47-61 of the May Board packet.

Damaged posts at the Storybook Trail of Beverly Park were repaired and May's book has been installed. BPL has supplied Next with materials for their current programming. Historical library tours for BPS second graders are ongoing through the month of May. Librarians Stephanie Klimmek and Elisabeth Phou hosted a professional development session for BPS school librarians. Librarian Vicki Sower attended the Birmingham Youth Assistance "Celebration of Youth in Service", where Teen Library Assistant Faith Whitted was honored.

The BPL All-Staff Meeting on May 17 will focus on reviewing the Privacy Policy. Librarian Sara Jurek and IT Assistant Andrew Forbes have resigned from their positions. BPL will host interviews this month to fill both positions.

Craft presented the FY2023-2024 Budget to City Commission on April 29.

6. Liaisons

<u>Friends</u>: Ryndee Carney reported that lobby sale tables are bringing in approximately \$1,200 monthly. The May book sale brought in \$3,400. The Friends are now using Venmo to take payment. The Friends Annual Meeting will be held on May 16 in the Jeanne Lloyd Room at BPL.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. <u>Phase 3: Renovation Update:</u>

Full details of this report can be found on pages 63-77 of the May Board packet. Renovation is expected to begin July 5, 2023 and finish in March 2024. Craft will sign the contract with ArtPack to move and store the Marshall Fredericks *Siberian Ram* sculpture.

Craft recommended the Board make a decision regarding two deduct alternates: keeping or removing the coved ceiling in the new Study Room corridor, and the type of vending machine enclosure in the Bookend Café. If the Board decides to save money with either decision, they intend on lowering the Guaranteed Maximum Price (GMP) with PCI Dailey. There is approximately \$11,750 in savings if the ceiling cove is removed, and \$5,650 if the orthogonal vending enclosure design is chosen instead of elliptical.

The ceiling cove provides form over function. It can be replaced with less expensive can lighting following the pattern of lighting elsewhere in this area. Can lighting would provide sufficient illumination to the area.

Motion to remove the cove lighting in the Circulation area and replace it with can lighting.

1st Pisano **2nd** Wheeler

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

An orthogonal vending enclosure would be \$5,650 less expensive than an elliptical shaped enclosure and functionally similar. An orthogonal shape would reduce mobility and visibility around the area, especially for those with strollers, etc. An elliptical shape would improve motion and visibility around the vending area. The enclosures for either choice would be made out of solid surface material. The edges of an orthogonal design may be more prone to wear and increase upkeep costs. The corners may be more dangerous for patrons (children) running in from the plaza. An orthogonal design may obscure the view of the vending area pathways.

Motion to approve the rectangle café design, with the rounded little edges, for the café.

1st Pisano **2nd** Wheeler

A roll call vote was taken. Yeas: Pisano, Suhay, Wheeler. Nays: Rock, Rumple, Mark. Absent and excused: None. The motion did not pass.

The orthogonal design creates a visible barrier to the café area and reduces the project cost. The elliptical design is softer and more conducive to movement within the vending area. \$5,650 may not be a significant cost in the context of the \$3.6 million construction budget. A member of the public recommended following the architect's recommendation for the elliptical design and encouraged the Board consider the project's overall value to the public, rather than taking more items away incrementally to cut cost.

Motion to accept the orthogonal design for the café and save the money for other things that might arise in the project.

1st Pisano 2nd Wheeler

A roll call vote was taken.

Yeas: Pisano.

Nays: Mark, Rock, Rumple, Suhay, Wheeler.

Absent and excused: None. The motion did not pass.

Motion to select the elliptical vending machine enclosure.

1st Rumple 2nd Mark

A roll call vote was taken.

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

Nays: Pisano.

Absent and excused: None.

The motion carries.

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

10. <u>Items Removed from Consent Agenda</u>:

Suhay recommended a wording changed in the April 17, 2023 Board Meeting minutes. Under the Building Committee section, first paragraph, the fourth sentence should be changed from "...and decided to remove the skylight and light cove..." to "...and decided to recommend to the Board the removal of the skylight and light cove..."

Motion to insert the words "...and decided to recommend to the Board removal of the skylight and light cove..." [instead of "...and decided to remove the skylight and light cove..." in the April 17, 2023 Board Meeting minutes].

1stSuhay2ndPisano

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

11. <u>Information Only</u>: See pages 79-98 of the May 2023 Board packet.

12. <u>Adjournment</u>:

Motion to adjourn the meeting.

1st Wheeler **2nd** Rumple

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:53 p.m. The next regular meeting is scheduled for Wednesday, June 21, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Danielle Rumple, Secretary

Date

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	1,340.45
	009126	AMAZON CAPITAL SERVICES INC	936.17
	009535	BIRMINGHAM PAPERS	624.00
	008355	BIRMINGHAM PUBLIC SCHOOLS	56.14
	005717	BSB COMMUNICATIONS, INC.	907.50
	000902	CENGAGE LEARNING INC	301.45
	004269	CENTER POINT LARGE PRINT	56.64
	000575	DEMCO, INC	82.17
	004604	GORDON FOOD	13.74
	001090	INGRAM LIBRARY SERVICES	11,343.41
	008827	KANOPY, INC	421.60
	003527	LOWER HURON SUPPLY CO INC	1,098.90
	007927	MICHELLE HOLLO	673.75
	006349	MIDWEST COLLABORATIVE	330.00
	002013	MIDWEST TAPE	10,459.33
	006785	OVERDRIVE, INC.	13,296.95
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	009612	PLAYAWAY PRODUCTS LLC	2,178.14
	MISC	SAGINAW VALLEY STATE UNIVERSITY	15.00
	000158	VERIZON WIRELESS	102.75
292003	009202	AQUARIUM DESIGN INC	240.00
292025	009024	THE D.M. BURR GROUP	4,819.00
292086	009351	MERRITT CIESLAK DESIGN PLC	1,600.00
292124	007408	T-MOBILE	672.55
292140	009026	WELLS FARGO VENDOR FIN SERV	677.87
292147	005430	21ST CENTURY MEDIA- MICHIGAN	835.25
292154	006759	AT&T	160.66
292176	004493	ELITE IMAGING SYSTEMS, INC	1,168.10
292184	000249	GUARDIAN ALARM	263.58
292189	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,909.00
292201	000678	OCLC, INC.	319.87
292239	000605	CINTAS CORPORATION	245.43
292267	006666	GRID 4 COMMUNICATIONS INC.	226.22
292297	008336	NBS COMMERCIAL INTERIORS	792.00
292315	007907	SP+ CORPORATION	3,372.00
292335	006638	ACTION MAT & TOWEL RENTAL, INC	70.72
292349	008355	BIRMINGHAM PUBLIC SCHOOLS	217.60
292356	003333	CAPITAL ONE BANK	691.94
292359	000902	CENGAGE LEARNING INC	31.99
292369	000179	DTE ENERGY	5,965.85
292390	008164	GARY EISELE	60.00
292390	MISC	ERIN REEMER	16.99
292400	009030	SYNTHA GREEN	87.17
292400	009030	HOME DEPOT CREDIT SERVICES	29.02
292432	MISC	QUIET STORM PUBLISHING LLC	19.99
292440	MISC	SARA OSTROWSKI	89.00
8000 8001	009126 009126	AMAZON CAPITAL SERVICES INC AMAZON CAPITAL SERVICES 15NC	149.82 100.97

Register of Claims

2/2

Page:

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

		birilligiani, MI 46009		
Check Number	Vendor #	Vendor		Amount
8002	009126	AMAZON CAPITAL SERVICES INC		95.28
8003	009126	AMAZON CAPITAL SERVICES INC		139.99
8060	009126	AMAZON CAPITAL SERVICES INC		151.00
8066	000517	BEIER HOWLETT P.C.		99.00
8103	005861	UNIQUE MGMT SERVICE, INC		30.90
8143	002013	MIDWEST TAPE		1,208.90
8199	002013	MIDWEST TAPE		2,282.21
		Total:	74,557.21	

I hereby certify that each of the above invoices are true and correct.				
, 20 Executive Library Director	_			

Allowance of Vouchers

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

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee
Building Committee

June 2023 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, June 12, 2023 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumple, Rebekah Craft, and Jaclyn Miller.

- FY 2022-23 Budget: Report after eleven months no major surprises, tracking as expected with some minor reconciliations necessary under:
 - Expenses
 - Personnel line is down health care costs are down, some staff have gone to PT, fewer Circ staff and pages on the schedule
 - Building Improvements bidding and bond for project brings this expenditure over budget
 - Utilities gas and electricity are higher this year

Revenues

- we were part of a class action lawsuit with The Economist a \$260 check as part of the settlement
- Investment income could be lower than expected
- Penal Fines and State Aid will come later this summer
- Vending revenue is behind in distribution
- Room rentals are higher than anticipated
- A FY22-23 Budget Amendment will not be necessary because the Library is not going over budget
- Director Craft provided a proposal for board consideration on June 21 regarding salary increases and FY2023-24 Pay & Benefits Ranges for Library staff.
- Miller reviewed May Trust expenditures with Friends of the Library funds.
- Pisano reported on the City's Investment Committee and Retirement Board meetings he attended.
- The next Finance Committee meeting will be held on Monday, July 10, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: May 2023

This report references the Revenue and Expense Report 2022-23, found on the following page. At 91.67% of the way through fiscal year 2022-2023, the Library has spent 83.8% of its budget and received 98.3% of its revenue. By this point of the year, the Library was budgeted to have spent 91.7% of its budget and to have received 98.1% 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	\$	74,557.21
Total vendor payments	\$	74,557.21
City of Birmingham allocations:		
Payroll Period Ending 04/29/23	\$	110,624.09
Payroll Period Ending 05/13/23	\$	93,697.86
Employee Health Care Payroll Deduction 05/13/23	\$	(691.06)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$ \$ \$ \$	7,744.58
Total Payroll	\$	214,844.47
BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000 estimate)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	490.00
Total City of Birmingham allocations	\$	224,426.97
Reconciling adjustments:		
Refunds (Amazon, The Economist, Zoom, Wells Fargo)	\$	(1,104.26)
Book/Bag Fine Refunds	\$	(105.99)
Credit Card Fees	\$ <u>\$</u> \$	155.54
Total Recon Adjustments	\$	(1,054.71)
Total expenses for the month	\$	297,929.47

	T 2022-23	
BALDWIN PUBLIC LIBRARY	REVENUE AND EXPENSE REPORT 2022-23	
BALDWIN PUI	REVENUE AN	May 2023

BALDWIN PUBLIC LIBRARY REVENUE AND EXPENSE REPORT 2022-23 May 2023									91.67%	11th Month of the year
REVENUES	Approved 2022-2023 <u>Budget</u>	Current Month Budget <u>May 2023</u>	Current Month Actual <u>May 2023</u>	Variance For Month	Y-T-D Budget 2022-2023	Y-T-D Actual 2022-2023	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2021-2022	% Received/ Spent Prior Y-T-D
TAXES	\$3,869,880	0\$	9	8	\$3,869,880	\$3,869,880	0\$	100.0%	\$3,678,097	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	0\$	\$1,250	(\$13,750)	(\$2,086)	\$11,664	13.9%	(\$6,959)	46.4%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	0\$	(\$8,833)	\$97,167	\$26,175	(\$70,992)	24.7%	\$25,820	25.8%
GRANTS	0 \$	0\$	0\$	0\$	0\$	\$16,407	\$16,407	100.0%	\$3,200	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$167,313	\$84,614	\$909,691	\$916,590	\$6,899	92.4%	\$884,750	91.6%
PATRON USE REVENUE	\$27,000	\$2,250	\$2,488	\$238	\$24,750	\$33,242	\$8,492	123.1%	\$28,720	134.2%
INVESTMENT INCOME	\$30,000	\$2,500	\$14,037	\$11,537	\$27,500	\$66,351	\$38,851	221.2%	\$17,844	59.5%
TOTAL REVENUE	\$5,010,270	\$95,033	\$183,838	\$88,805	\$4,915,238 98.1%	\$4,926,559	\$11,321	98.3%	\$4,631,473	%6.9%
EXPENSES										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$214,844	(\$22,341)	\$2,609,035	\$2,341,285	(\$267,750)	82.3%	\$2,181,985	81.6%
SUPPLIES	\$143,000	\$11,917	\$2,241	(\$9,675)	\$131,083	\$107,784	(\$23,299)	75.4%	\$108,812	91.1%
CONTRACTED SERVICES	\$499,590	\$41,633	\$22,431	(\$19,201)	\$457,958	\$460,797.13	\$2,840	92.2%	\$286,956	74.8%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$2,496	(\$9,087)	\$127,417	\$96,091	(\$31,326)	69.1%	\$100,522	67.1%
UTILITIES	\$105,000	\$8,750	\$5,966	(\$2,784)	\$96,250	\$93,403	(\$2,847)	89.0%	\$86,277	89.9%
OTHER CHARGES	\$81,480	\$6,790	\$4,620	(\$2,170)	\$74,690	\$63,836	(\$10,854)	78.3%	\$63,877	77.7%
BUILDING IMPROVEMENTS & FURNISHING	G \$67,300	\$5,608	0\$	(\$5,608)	\$61,692	\$37,745	(\$23,946)	56.1%	\$16,964	26.4%
COLLECTIONS	\$649,750	\$54,146	\$45,331	(\$8,815)	\$595,604	\$595,808	\$204	91.7%	\$560,412	86.6%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$297,929.47	(\$79,682)	\$4,153,728 91.7%	\$3,796,749	(\$356,979)	83.8%	\$3,405,806	80.9%
VARIANCE	\$478,930	(\$282,579)	(\$114,092)	\$168,488	\$761,509	\$1,129,810	\$368,301			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$2,998,342.86				

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.

Baldwin Public Library: Budget Summary FY 2022-23 Projected Budget

		FY 2022-
	FY 2022-	23
	23	Projected
FY 2022-	Changes	Year-End
23 Budget	to Budget	Budget

REVENUE

Birmingham Tax Revenue (1.1 mills)	\$3,196,977	\$0	\$3,196,977
Birmingham Tax Revenue			
(0.2380 mill in FY21-22;			
0.2142 mill in FY22-23;			
0.2143 mill in FY23-24;			
0.2079 in FY24-25;			
0.2015 in FY25-26)	\$672,833	\$0	\$672,833
Provison for Tax Loss	-\$15,000	\$0	-\$15,000
County/State Revenue	\$106,000	\$0	\$106,050
Local Grants	\$0	\$16,410	\$16,410
Bev Hills, Bing Farms & Blm Hills Contracts	\$992,393	\$1,997	\$994,390
Patron use revenue	\$27,000	\$9,915	\$36,915
Investment income	\$30,000	\$0	\$30,000
Total Revenue	\$5,010,203	\$28,322	\$5,038,575

EXPENSES

EXI ENJEJ			
Personnel	\$2,846,220	-\$34,170	\$2,812,050
Supplies	\$143,000	-\$19,090	\$123,910
Contracted Services	\$499,586	-\$10,036	\$489,550
Technology & Maintenance	\$139,000	-\$14,000	\$125,000
Utilities	\$106,000	\$8,000	\$114,000
Fees & Dues; Communication; Other Charg	\$81,480	-\$7,199	\$74,281
Capital Outlays (Bldg/Furn/Equip)	\$67,300	\$50,200	\$117,500
Collections	\$649,750	\$0	\$649,750
Total Expenses	\$4,532,336	-\$26,295	\$4,506,041

GENERAL FUND

Total Revenue	\$5,010,203	\$28,322	\$5,038,575
Total Expenses	\$4,532,336	-\$26,295	\$4,506,041
Variance Between Revenue and Expenses	\$477,867	\$54,617	\$516,314
Transfer from Baldwin Public Library Trust	\$0		\$0

NET CHANGE IN FUND BALANCE

Beginning Fund Balance	\$1,897,837	\$1,897,837
End Fund Balance	\$2,375,704	\$2,430,321

Baldwin Public Library: Revenue Budget FY 2022-23 Projected Budget

402.0001	Birmingham Tax Revenue (1.1 mills) Birmingham Tax Revenue (0.2380 mill in FY21-22; 0.2142 mill in FY22-23;	FY 2022-23 Budget \$ 3,196,977	FY 2022- 23 Changes to Budget	Period Ending 5/31/23 \$3,869,880	FY 2022-23 Projected Year-End Revenue \$3,196,977
402.0001	0.2143 mill in FY23-24; 0.2079 in FY24-25; 0.2015 in FY25-26)	\$ 672,833			\$672,833
402.004	Provision for Tax Loss	-\$15,000		-\$2,086	-\$15,000
	Total B'ham Tax Rev.	\$3,854,810	\$0	\$3,867,794	\$3,854,810
564.0000	State Grant	\$29,000		\$19,123	\$29,000
569.0000	Local Community Stabilization Authority	\$7,000		\$7,052	\$7,050
581.0001	Penal Fines - County	\$70,000		\$0	\$70,000
	Total County/State Rev.	\$106,000	\$0	\$26,175	\$106,050
	T	•	1		
599.0000	Local Grants	\$0	\$16,407	\$16,407	\$16,410
	I		I		
585.0001	Beverly Hills Contract	\$543,940		\$543,940	\$543,940
585.0002	Bingham Farms Contract	\$125,313		\$125,313	\$125,310
585.0003	Bloomfield Hills Contract	\$323,140		\$247,337	\$325,140
	Total Contract Revenue	\$992,393	\$0	\$916,590	\$994,390
640,0001	C-1	\$1,000	¢200	¢704	¢050
648.0001 648.0002	Sale of Items Vending machine fees	\$1,000		\$784 \$295	\$850
653.0006	Fines	1			\$1,200 \$4,500
653.0007	Room Rentals	\$6,000 \$16,000		\$4,229 \$22,423	\$24,500
653.0007	Proctor fees	\$10,000	\$6,500	\$160	\$24,300
653.0010	Program fees	\$100		\$100	\$200
653.0011	Copy machine fees	\$800		\$1,268	\$1,300
653.0011	Computer printer fees	\$2,600	\$1,570	\$3,898	\$4,170
653.0013	Fax fees	\$100		\$183	\$195
555.0015	Total Patron Use Rev.	\$27,000		\$33,242	\$36,915
	The state of the s	727,000	10,010	+30/= 12	+50,515
664.0000	Investment income	\$30,000		\$66,351	\$30,000
		4 = 044 = 54	40-0	44.054.775	A # 050
	Total revenue	\$ 5,010,203	\$25,052	\$4,926,559	\$ 5,038,575

Baldwin Public Library: Expense Budget FY 2022-23 Projected Budget

PERSONNEL		FY 2022-23 Budget	FY 2022-23 Changes to Budget	Period Ending 5/31/23	FY 2022-23 Projected Year-End Expenses
702.0001	Salaries & Wages	\$2,082,660	-\$18,750	\$1,778,589	\$2,063,910
702.0002	Overtime Pay	\$0	\$0	\$0	\$0
706.0001	F.I.C.A.	\$159,320	-\$1,420	\$132,540	\$157,900
706.0002	Hospitalization	\$285,130	\$0	\$159,697	\$285,130
706.0003	Life Insurance	\$8,000	-\$1,160	\$5,887	\$6,840
706.0004	Retirement Health Care	\$55,310	-\$9,400	\$41,920	\$45,910
706.0005	Dental/Optical Insurance	\$18,090	-\$1,460	\$14,042	\$16,630
706.0006	Long/Short Term Disabili	\$11,850	-\$800	\$9,490	\$11,050
706.0007	Worker's Compensation	\$7,850	-\$400	\$6,421	\$7,450
706.0010	Retirement Employer Cor	\$102,600	-\$9,660	\$85,190	\$92,940
706.0011	HRA Benefit	\$1,500	-\$500	\$1,000	\$1,000
706.0012	Retirement-Def. Contr. Er	\$89,210	\$7,410	\$83,338	\$96,620
706.0013	Ret Hlth Svgs Contr Empl	\$24,700	\$1,970	\$23,170	\$26,670
	Subtotal	\$2,846,220	-\$34,170	\$2,341,285	\$2,812,050

SUPPLIES

	Subtotal	\$143,000	-\$19,091	\$107,784	\$123,910
799.0000	Equipment Under \$5,000	\$15,000	-\$8,500	\$5,293	\$6,500
753.0000	Idea Lab Supplies	\$30,000	\$1,409	\$31,516	\$31,410
748.0000	Technical Services Suppli	\$15,000	-\$6,000	\$5,811	\$9,000
746.0000	Maintenance Supplies	\$8,500	\$1,500	\$8,297	\$10,000
742.0000	Computer Software	\$33,000	-\$3,000	\$28,659	\$30,000
729.0000	Operating Supplies	\$25,000	-\$1,000	\$17,884	\$24,000
727.0000	Postage	\$16,500	-\$3,500	\$10,324	\$13,000

CONTRACTED SERVICES

	Subtotal	\$499,586	-\$10,036	\$460,797	\$489,550
816.0100	Janitorial Contract	\$70,000	\$0	\$61,830	\$70,000
901.0200	Marketing & Design Servi	\$17,250	\$0	\$13,536	\$17,250
813.0000	Administrative Services	\$104,890	\$0	\$96,149	\$104,890
811.0000	Other Contracted Service	\$98,500	-\$23,500	\$74,077	\$75,000
901.0600	Architectural Services	\$192,536	\$15,464	\$206,365	\$208,000
805.0100	Landscape Services	\$2,500	\$0	-\$500	\$2,500
802.0100	Audit	\$3,910	\$0	\$3,910	\$3,910
801.0200	Legal	\$10,000	-\$2,000	\$5,430	\$8,000

Baldwin Public Library: Expense Budget FY 2022-23 Projected Budget

					FY 2022-23
			FY 2022-23	Period	Projected
		FY 2022-23	Changes to	Ending	Year-End
TECHNOLOGY & MAIN	TENANCE	Budget	Budget	5/31/23	Expenses
830.0200	ILS Services	\$59,000	\$0	\$58,257	\$59,000
830.0300	Cataloging & ILL Services	\$15,000	-\$5,000	\$7,827	\$10,000
851.0000	Telephone	\$7,000	-\$1,000	\$5,001	\$6,000
933.0200	Equipment Maintenance	\$58,000	-\$8,000	\$25,006	\$50,000
	Subtotal	\$139,000	-\$14,000	\$96,091	\$125,000
		7.33/000	Ţ1.I/000	720/021	Ţ. 2 5/00
UTILITIES					

	Subtotal	\$106,000	\$8,000	\$93,403	\$114,000
922.0000	Water & Sewage	\$12,000	\$0	\$5,162	\$12,000
921.0000	Gas	\$14,000	\$8,000	\$18,048	\$22,000
920.0000	Electricity	\$80,000	\$0	\$70,192	\$80,000

FEES & DUES; COMMUNICATION; OTHER CHARGES

	Subtotal	\$81,480	-\$7,198	\$63,836	\$74,281
962.0000	Miscellaneous	\$2,000	\$0	\$276	\$2,000
957.0600	Unemployment Insurance	\$1,000	-\$1,000	\$0	\$0
957.0400	MML Insurance	\$5,880	\$0	\$5,390	\$5,880
956.0200	Parking	\$35,000	\$3,321	\$34,457	\$38,320
955.0300	Memberships & Dues	\$8,100	\$900	\$8,886	\$9,000
955.0100	Training	\$15,000	-\$10,000	\$2,514	\$5,000
907.0000	Programs	\$1,000	-\$919	\$81	\$81
901.0000	Printing	\$11,000	\$1,000	\$10,750	\$12,000
861.0000	Transportation	\$2,500	-\$500	\$1,481	\$2,000

CAPITAL OUTLAYS

	Subtotal	\$67,300	\$50,200	\$37,745	\$117,500
977.0000	Building Improvements	\$2,500	\$62,500	\$7,783	\$65,000
972.0000	Furniture	\$2,500	\$0	\$0	\$2,500
971.0100	Equipment	\$62,300	-\$12,300	\$29,962	\$50,000

COLLECTIONS

	Subtotal	\$649,750	\$0	\$595,808	\$649,750
987.1800	Online Services	\$330,000	\$15,000	\$322,202	\$345,000
987.1200	Audiovisual: Youth	\$24,000	\$0	\$20,350	\$24,000
987.1100	Audiovisual: Adult	\$60,000	\$0	\$54,545	\$60,000
987.1000	Subscriptions: Youth	\$1,750	\$0	\$1,733	\$1,750
987.0900	Subscriptions: Adult	\$24,000	\$5,000	\$28,826	\$29,000
987.0700	Books: Youth	\$80,000	\$0	\$64,495	\$80,000
987.0500	Books: Adult	\$130,000	-\$20,000	\$103,657	\$110,000

Total expenses	\$4,532,336	-\$26,295	\$3,796,749	\$4,506,041
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May 2023 Building Committee Report

The Baldwin Public Library Board's Building Committee met on Monday, May 22 at 3:00 p.m. in the Director's Alcove. Present were Jim Suhay, Melissa Mark, Rebekah Craft, and Jaclyn Miller.

Review key line items and updates to Phase 3 budget:

- GMP of \$3,677,232 (\$11,450 lower than the amount not to exceed voted on at the April 2023 Board meeting) contract being reviewed by MCD and Mary Kucharek
- Total budget \$4,152,992; Craft will ask about reducing the size of the snow melt area, including requesting a sketch of the reduced size, and the planter construction to find out if there are potential additional cost savings.

Review timeline - Key dates for completion of:

- Temporary accessibility ramp mid-July 2023
- Circulation office/study rooms/Friends sale area October 2023
- Café/collaboration room March 2024
- Plaza March 2024
- Project completion March 2024

Weekly OAC (owner, architect, contractor) meetings will start on Wednesday, May 31 at 11am and will be held as a hybrid meeting in the Board Room (via Zoom). Jeff Zielke from the City of Birmingham will attend.

Review status of late developing project items and unfinished business from May 15:

- Vending machine photo of machine provided by Corporate Dining Services. Discussion was held on who will choose the snacks (Corporate Dining) and how often it will be restocked (2x weekly)
- Relocation of Ram sculpture removal scheduled for early June by Artpack
- Cost to move book sorter quote in process
- Umbrella alternatives for plaza The BC recommends the use of the Tuuci Ocean Master
 Parasol Crescent
 - Landscape Forms Quote (same company as Children's Terrace) 3 umbrellas Tuuci
 Ocean Master Max single cantilever 10' wide with natural shade and polished
 aluminum stand \$24,840 total (wind resistant but close during storms, used at several
 restaurants in Ann Arbor). This umbrella is significantly more expensive due to the
 cantilevered design.
 - Rosen Hospitality (same company and umbrella used in Shain Park) 3 umbrellas –
 Tuuci Ocean Master Parasol Crescent 12' wide with 250lb anchor \$7,650 total

Furniture list for Café and study rooms – MCD will meet with us to select furniture that fits our budget later this summer

- The BC recommends the same furniture used on the Children's Terrace be used on the new Terrace
- Staff recommends tables be moved from the Idea Lab to the Study Rooms, and adjustable height tables be purchased in the Lab for better accessibility
- Consider purchasing a mobile counter for the Café space at a later time, if determined we need it and can store it appropriately

Communication efforts. Jaclyn and Rebekah are working on distributing the following items:

- Informational posters around building
- Informational bookmarks to be placed at public service desks
- Sending update letters to neighbors The Community House, residents, Baldwin House, Surnow, Shain Park Realty, St. James, etc.
- Issuing a press release

Other items

- Eick Garden Craft sent letters to the Eick family to see if they would like to support the purchase of more perennials on the west side of Birkerts while their usual garden is under construction.
- Broken Danish chairs in AS will be repaired and reinforced with a metal bracket by LDA. This will cost \$50 per chair.
- One newspaper storage closet in the Grand Hall has been retrofitted shelving so that it can now hold book club books

Anything not on the agenda

• Bird strike reduction suggestion – a paracord product was recommended for use to limit bird strikes on our glass walls. One section of the east side of the YS department will be outfitted to see if this option is a viable solution for the entire length of windows.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

Marr 2022							
May 2023							
		Current Month	his month last year	Cu	irrent FYTD	Previous FYTD	FY 22-23 Q4 Target
Financials							
Revenues	\$	183,838	\$ 168,192	\$	4,915,238	\$ 4,638,338	
Expenses	\$	297,930	\$ 308,318	\$	4,153,728	\$ 3,404,814	
Circulation							
Circ (Charges & Renewals)		45,872	44,491		510,281	519,349	540,000
Self-Check Usage		50.1%	52.0%		49.4%	49.5%	
% of Circ by Residents*		91.2%	92.3%		91.7%	92.7%	92.0%
% of Circ by Non-Residents		8.8%	7.7%		8.2%	7.2%	8.0%
Interlibrary Loans							
Items borrowed		612	698		7,812	8,698	
Items loaned		856	956		9,053	9,148	
Tk111							
Technology Usage Database Sessions		E 127	2.016		F1 166	21.460	24.000
		5,137	2,816		51,166	31,460	34,000
Downloadable Content		12,573	12,490		137,425	130,228	128,000
Public Computer Usage Wireless Sessions		577	303		5,505	3,231	65.000
Wireless Sessions		5,064	4,270		53,365	47,918	65,000
Program Attendance							
Program Attendance for Adults		170	468		2,304	3,769	
# of Programs for Adults		11	20		148	202	
Program Attendance for Teens		1,073	949		1,861	2,444	
# of Programs for Teens		10	9		64	57	
Program Attendance for Youth		3,679	3,172		18,435	11,330	
# of Programs for Youth		32	72		463	342	
Computer Classes		30	23		370	261	
# of Computer Programs		7	6		62	58	
Online Video Views		46	89		769	185	
Idea Lab Visits		279	180		2,220	959	
Total Program Attendance		5,277	4,881		25,959	20,588	28,000
Total # of Programs		60	107		737	659	350
Outreach Attendance # of Outreach Programs		4,921	3,302		9,377	5,365	
		27	53		128	97	
Visitors		19,105	15,951		182,762	148,320	180,000
Volunteer Hours		139	176		1,281	560	1,200
Social Media	N	lew Users					
Website Hits/Pageviews		22,039	23,245		258,280	239,750	260,000
e-Newsletter Subscribers**		-44	-22		11,032	11,328	11000
Facebook Page Followers		7	6		3,302	2,701	2800
TikTok Followers^		103	0		665	, -	
Twitter Followers		-9	6		1,341	1,335	1475
Instagram Followers		13	3		2,185	1,987	2000

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

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

[^]As of December 2022

Key Metrics & Strategic Plan Status Report

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

Programs & Services

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

Book Display

The June monthly rotating display was created by Haylie May, who was recently promoted to Adult Services Intern. Her display highlights Summer Beach Romance Reads. Further highlighting Haylie's creativity is that she has also done the first Adult Services department, "Display within a Display" where she highlighted some romance titles that feature LGBTQ+ characters to celebrate PRIDE.





Summer Reading 2023

SRP 2023 – All Together Now kicked off on Friday, June 9 with a celebration at the Library from 1:00 to 4:00 p.m. During those three hours, staff provided crafts, activities, assistance with registration and, what turned out to be the biggest draw, tickets for treats from the Ice Cream Truck. In all, we handed out 315 treats, registered about 200 people, and did 202 crafts in the youth room. As of 6/12 at 11:00 am, we have the following registration counts:

- Youth has 428 registrants
- Adult has 107 registrants
- Teen has 115 registrants

Thank you to the Friends of the Baldwin Public Library for generously sponsoring our summer reading program.





TALK Service – Text and Learn for Kindergarten

The Youth Services Department is now promoting TALK: Text and Learn for Kindergarten, which is an early literacy text messaging service that sends developmentally appropriate texts to



parents and caregivers with children 5 and under. The texts suggest activities they can do at home and promote library events and services to help prepare their little one for school success. Caregivers receive 2 text messages a week until their child turns 6.

TALK activities build pre-literacy skills starting from birth, such as hearing letter sounds, building hand muscles and dexterity, and recognizing letters and numbers. Activities also build STEM and social emotional skills, to help parents make sure their children are fully prepared for a successful school experience.

Facility

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

Chair Repair

On June 8, Library Design Associates reinforced all of the bright blue armchairs used in the Adult Services area after it was discovered that the arms and legs were becoming separated from each other. Purchased in 2017, these chairs are no longer covered by a warranty, but still have plenty of life left in them. The chairs were repaired instead of replaced with a significant cost savings. The bright blue chairs without arms are also starting to break regularly. We have taken these chairs off the floor while we investigate the purchase of metal leg replacements. For the time being, we are using black plastic chairs from the Rotary Room in place of these armless chairs.



Collection Shifting

In anticipating of construction and restrictions to certain areas, we have begun shifting the AS Non-fiction and Teen collections to ensure all materials remain available for the duration of the Phase 3 renovation.

PA Over Phone System

On June 6 work was performed that will allow us to convert our whole-building PA system from a system that uses a single microphone to a system that can be used with any phone in the building.

Water Meter Replacement

On June 1, the City of Birmingham replaced the water meter on site.

Diversity and Equity

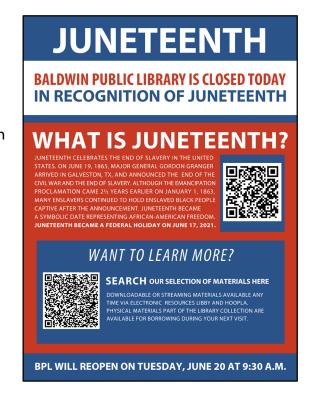
Strategic goal: Provide and promote equitable and inclusive resources and opportunities for all populations

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 June 14 meeting, the group finalized the details to be shared in a Juneteenth blog post on our website, and for a poster to be hung on the Library doors while we are closed. The QR codes will direct folks to Library resources with information about the national holiday.

https://www.baldwinlib.org/recognizingjuneteenth/

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. Miller submits content for the monthly and quarterly newsletter and Craft submits an update to the City Manager to be discussed as part of her report during the last Commission meeting of each month.

We also participated in the annual DPS Open House on Saturday, May 13, where we shared information, library flyers, and dozens of stickers with many of the hundreds of participants who took part.



Additionally, we had an enthusiastic group of library staff, board members, family and pets walk in the Celebrate Birmingham Parade on Sunday, May 21. This event also marked the official debut of the Book Bike.



Beverly Hills

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

On Monday, May 29, we were pleased to have an energetic group of library staff, board, and family members walk in the Beverly Hills Memorial Day Parade.



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.

Birmingham Schools

• On Thursday, May 18, Stephanie Klimmek hosted the Birbery Program with 6th to 8th graders and their school librarians. After lunch and a discussion of the books, the group of 15 students deemed "Lines of Courage" by Jennifer Nielsen the winner; giving an honor prize to "Muhammad Najem War Reporter" by Muhammad Najem.

- Special thanks to the students for keeping the discussion going in the dark even as the power to the building was out for about an hour.
- Late in the month, we saw the last of the 27 Second Grade Historical Tours go through the library. In all, we welcomed over 700 tour participants to the building in May.
- Summer Reading Promotional Visits concluded on June 8. Youth and Teen staff visited every BPS building to share highlights and promote the Summer Reading 2023 program.



Birmingham YMCA

This summer, groups from the Birmingham YMCA will be visiting the library 3 times per week, bringing at least 40 campers with them on each visit.

Birmingham Youth Assistance

Touch-a-Truck, the 13th annual Birmingham Youth Association fundraiser, took place on Saturday, May 20th at Bingham Farms Elementary School. The hands-on family event is an opportunity to experience a variety of vehicles up-close. Kids climb aboard and explore fire engines, police cars, emergency vehicles and even pat the Mounted Police horse.

The event was an astonishing success this year with an estimated attendance of 1,500. It was the event's best turnout ever!

The library provided 200 take-home craft kits designed and assembled by library staff. The

paper plate car kits were so popular that we ran out of supplies before the end of the event. Adult Services Librarian Vicki Sower is the library representative for BYA.



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 \$957 in May.

The Friends Board held their annual meeting on May 16, where Ryndee Carney, Rebekah Craft and Jennifer Wheeler provided updates on Friends supported efforts and how the renovation will impact Friends sales, now and later. They also held a monthly meeting on June 13 at which they approved \$28,340 of wish list items for library programs and resources.

The Community House

Rebekah Craft, Jaclyn, Miller, and Frank Pisano met with Bill Seklar and Tim Hunt of The Community House (TCH) on June 8. At the meeting we shared details of the Phase 3 project and asked how we can accommodate TCH events during construction. We are working with TCH to make sure that project-related noise ceases during scheduled outdoor events at TCH. We have also requested the PCI Dailey does as much as possible to reduce construction dust while removing concrete. PCI Dailey has agreed to pre-wet the concrete to reduce dust.

After discussing Baldwin's project, Bill Seklar took some time to introduce his plans for TCH. While he did not share any project renderings or drawings, he did share his vision for the

project and how it will benefit TCH. Seklar noted that his architect Victor Saroki will be inviting library staff and board members to an upcoming Q&A session for commercial neighbors where he will unveil plans for the project. Once the new project designs are completed, Saroki will reach out to Baldwin to set up a meeting. A rendering of the plans shared at the March 2023 Planning Board meeting is shared in the Information Only section of the June 2023 Board Packet.

Marketing

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

- Learn.Connect.Discover summer newsletter
- Youth Program posters and fliers
- Teen bulletin board poster
- Summer reading marketing
- Storybook Trail posters
- Book Bike Logo

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.

Personnel and Organization

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

IUG Conference Presentation

Kristen Tait, Head of Access Services, was selected to present at the Innovative User's Group conference in Phoenix last month. She led participants through "a discussion about how to best use Polaris LEAP at service desks in public libraries. Baldwin Public Library switched from Sirsi to Polaris in 2019 and adopted Leap from the start at its three Public Services desks. In the last four years we've refined our use of LEAP to streamline everything from registering patrons to withdrawing items. Learn from our experiences and take away tips and tricks to apply at your library!" Kristen was also selected as a scholarship recipient for this conference, which covered her attendance and travel costs.



Staff Communications

The next all staff meeting will be held on Thursday, June 22. We continue to meet monthly, after the Library Board meeting, to share updates with all attendees. Recordings of each meeting are sent to all staff.

Staff Anniversaries

Debra Gantz, Substitute Youth Librarian, reached 21 years of service on June 17.

Jennifer Hassell, Adult Services Librarian, reached 2 years of service on June 1.

Daniel O'Brien, Page, reached 22 years of service on June 12.

Sheila Sweeting, Technical Services Assistant, reached 2 years of service on June 12.

Joan Tyrell, Network Administrator, reached 2 years of service on June 1.

Staffing Updates:

This month, we welcomed **Tiffany Jones-Bolek-Toubeaux** to the IT department. Tiffany previously worked at Baldwin 17 years ago as a page. In addition to working at Baldwin, Tiffany works as Independent Support Coordinator. She has a Master's Degree in Social Administration and has also been an avid computer builder for many years.

We're also happy to announce two changes to the AS department:

Suzanne Hathon has signed on as a permanent member of the Adult Services team as a parttime librarian. She was recently hired as a substitute librarian and comes to us after having interned at the Sterling Heights Library. Suzanne has worked in a few industries including education and as a technology writer.

Haylie May has been promoted to Adult Services Intern. Haylie has done remarkable work at Baldwin for several years, most recently as a Reference Assistant in the Adult Services department. Haylie is currently enrolled in the MLIS program at Wayne State University.

The Access Services Department has added seven new faces this summer while we work to keep the library as organized as possible during construction. We are glad to have all the help. Page Supervisor Cameron Crawford introduced each new page by highlighting the following tidbits of interest:

- **Sam Hollo**, tech extraordinaire!
- **Jennifer Halpern**, an MSU Special Collections alumnus and former Baldwin patron!
- Angelina Belotti, master of the supply chain and looking to give back to her community through Baldwin!
- Mayoree Jones-Toubeaux, expert on all things ice cream and ready to bring this
 expertise to the stacks!
- Megan Gusho, athletic enthusiast and Dewey wiz!
- AJ Jawad, crazy about data and ready for the challenges of inventory!
- **Sebastian Hernandez**, quite easily the fastest Dewey organizer I've ever met!

In bittersweet news, IT Assistant **Harrison Porter** has accepted a full time IT job with the City of Berkley. His last day was June 15.

Volunteer Hours

139 volunteer hours were utilized in the month of May.

Financial Stability

Strategic goal: Maintain and improve financial health.

Craft continues to monitor 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.

Baldwin Public Library: Friends Funds		
May 2023 Expenditures		
Adult Services		
Seed Library supplies	\$	97.74
Perler Bead Program	\$	25.67
Misc supplies	\$	14.98
Grow a great garden program	\$	300.00
Boblo Boats program	\$	500.00
Books Unshelved supplies for remainder of 2023	\$	127.49
Total	\$	1,065.88
Teen Services		
Book Club Books	\$	75.30
Misc supplies	\$	89.22
Tiny Art Show prizes	\$	175.00
Boba Tea Keychains	\$	39.96
Pizza - TAB, Book Club	\$	92.64
Total	\$	472.12
Youth Services		
BPS Librarian Inservice meeting	\$	318.77
Misc supplies	\$	158.72
Story Time Tiles	\$	205.85
Shelfmarkers	\$	531.62
Cookbook Club supplies	\$	74.50
Total	\$	1,289.46
Idea Lab		
Total	\$	-
Outreach & Equipment		
Printing on Tablecloths	\$	41.20
Parade Candy - Bham, Bev Hills	\$	386.82
LCD quarterly mailing	\$	3,148.96
Parade Banner	\$	125.00
Book Bike Balance	\$	2,926.00
Total	\$	6,627.98
Total Expenditures	\$	9,455.44
May 2023 Balances	1	
Adult Services	\$	4,522.32
Teen Services	\$	852.40
Youth Services	\$	4,880.99
Idea Lab	\$	450.00
Outreach & Equipment	\$	2,506.02
Total Balance	\$	13,211.73
May In-Library Book Sale Donations		\$957.52
Submitted by Jaclyn Miller for June 12, 2023		

PHASE 3 RENOVATION UPDATE

Phase 3 Updates: May 2023

Since the May Board meeting, we have continued to prepare for the upcoming renovation. Construction work will begin on Wednesday, July 5, 2023. Library staff will need to move items from the following locations by July 3.

- Circulation Desk
- Youth Room media shelving
- Sorter
- Teen Scene
- Book Club Books
- Hold Shelving

Jaclyn is organizing the move and we are expecting to save on all moving costs by using staff rather than hiring a moving company.

AIA Construction Management Contract

The AIA contract for Construction Management services was executed by all parties on June 8. The GMP for the project is \$3,688,896.

Project Communications

We have placed informational bookmarks throughout the library advertising the project. Jaclyn has placed informational write-ups about the project in the community print newsletters in Bingham Farms, Bloomfield Hills, Beverly Hills, and Birmingham. The project has been posted on our social media channels. We mailed letters to Baldwin's commercial and residential neighbors notifying them of the upcoming construction.

Project Logistics

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 ramp will be placed on the north side of the building to make the Youth Terrace door fully ADA-accessible. Once the temporary ramp is installed and the existing front entrance is closed, 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.

Owner-Architect-Contractor (OAC) Meetings

We started weekly OAC meetings on May 31. The minutes of these meetings can be found on the following pages. Because construction has not yet begun, these meetings are used to discuss the progress on submittals related to various trades in the project.

Snow Melt System

The current project includes a snow melt system that leads from the front door to the city sidewalk and from the front door to the book drop. The total cost for this system is \$85,110 and the total size of the system is 1,430 square feet.

In my notes from the June 7, 2023 OAC meeting, I stated: "The architectural fees for redesigning the snow melt system will cost \$3,000 - \$4,000. The potential HVAC savings are \$4,000 - \$5,000. Because this system will help cut down on salt erosion on the sidewalks and in the lobby, especially when using the metal book return bins, the savings from downsizing this system is not worth it in the long run. Snowmelt system will be kept as is."

This system has two important benefits. First, the snow melt system will help to eliminate the amount of salt that is tracked in from guests and from the wheels of the curbside book drop bins as they are emptied 4-6 times per day. BTPL had difficulty with the tile in their front entrance deteriorating from salt runoff and had to replace their front entry flooring in their street level entrance. With the amount of salt used on sidewalks during the winter, the new concrete flooring may break down and need to be replaced more quickly, especially since the new entrance is at grade. Replacing the floor will be more disruptive and costly than installing a snow melt system. Additionally, warming the sidewalks during inclement weather will help to cut on down slip and falls during icy weather in winter months and will also save labor costs for maintenance staff.

I spoke with a staff member from the City of Holland about their snow melt system. They stated that Holland has over 800,000 square feet of heated sidewalks around their city. This system was first installed in 1988. The system has been so well received over the years that they are continuing to expand the heated sidewalks around the city as new roads are reconstructed. The city collects 53 cents per square foot of sidewalk from each of the shop owners to maintain the heated sidewalks and this covers more than enough of the yearly maintenance expenses. The staff member said that installation cost of the system is the biggest expense. They have not had any large expenses related to repairing the system because they utilize an annual maintenance plan.

Planter Bed – value engineering

At the May 2023 board meeting, Library Board members inquired about the possibility of value engineering the planter bed and changing the design from a cast in place planter to a landscape block planter.

MCD provided an estimate for revising the raised sculpture planter bed from CIP to landscape block, which would be \$4,000 to \$6,000 based on their hourly rates. This redesign would take

approximately 3 to 5 weeks. Steve Schneemann states, "Please note that these are estimates only and may change if the work scope ends up being significantly different than what is anticipated. Our opinion is to keep the design as-is, as any cost savings will be relatively small, but the detriment to the design and functionality will be significant and permanent."

We are waiting on an estimate from Great Oaks Landscaping for the approximate cost of a landscape block planter bed. Once we determine the potential cost savings on a cast in place planter, we will determine whether the design change from cast in place to landscape blocks is a smart financial move.

Sorter Relocation and Reconfiguration

I budgeted \$50,000 for the relocation and reconfiguration of the sorter machine. The quote that I received from Design Industries came in at \$78,400. The company was able to adjust the location of one belt to lower the cost to \$69,000. I then asked Design Industries to reuse as much of the existing machine as possible and they came back with a final quote of \$65,000. This is \$15,000 more than I had budgeted. It includes the addition of a special incline to lift books from the lower level, a second incline to bring books to the sorter, and a transfer station. Design Industries will be able to reuse an existing incline belt by outfitting it with a new belt type and a new motor. Final layouts of the sorter setup are included after this report. Kristen Tait and Jeff Jimison plan to dismantle and move this system in advance of the renovation, which saves the library about \$10,000 in moving fees.

Marshall Fredericks Siberian Ram Sculpture

Artpack Services removed the Marshall Fredericks Siberian Ram sculpture on June 6. The limestone pedestal was not damaged during the move, which will save the library \$4,500 in replacement fees. The sculpture will be stored by Artpack until it is installed in the new planter bed next spring. A rendering of the sculpture inside the new planter bed is shown in the image below.





Contingency

The project has a total contingency of \$141,966. The contingency has been used for two items so far:

Carpet tiles for study room area \$6,710

We do not have enough carpet tiles in our attic stock to provide replacement tiles in the lobby, so we will need to purchase 15 additional boxes of tiles.

Jersey Barrier Fencing \$34,309
PCI Dailey included a budget of \$15,536 for fencing for the project. After the project budget was set, the City of Birmingham notified PCI Dailey that they have to use jersey barrier fencing for the project rather than chain link fencing. The cost for this more expensive fencing option is \$49,845, which means that \$34,309 from the contingency will need to be used to pay for the difference. The City was unable to waive this fencing upgrade requirement as they require it for all commercial construction projects completed in town.

The amount remaining in the contingency is \$100,947.

A list of project allowances that have been used so far follow this report.



Cove Lighting

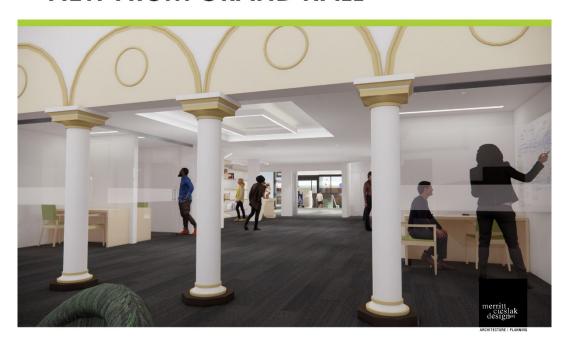
At the May 2023 Board meeting, the Library Board voted to remove the cove lighting from the project to save \$11,450. At the May 31 OAC meeting, architect Steve Schneemann asked if the board might reconsider adding this lighting feature back into the project if there are extra funds left in the contingency. If the Library Board would like to add this design feature back into the project, you will need to vote on this at the June 2023 meeting. The project contingency has \$100,000 remaining and adding this element back into the project would reduce the contingency to \$89,497. Information about the proposed light fixture, the architect's rationale that it should be included in the project, and renderings and drawings of the lighted cove are shown on the next few pages.

The light fixture inside the cove is a rectangular chandelier that is 6'5" x 3'11" and has a cost of \$5,000. The coved ceiling that surrounds the chandelier is 10'4" x 12'6". The proposed light fixture to be used in the cove is described as an LED Suspended Direct/Indirect rectangular shape light fixture, white finish, Direct/Indirect spotless lens shielding, 46" cable drywall suspension.

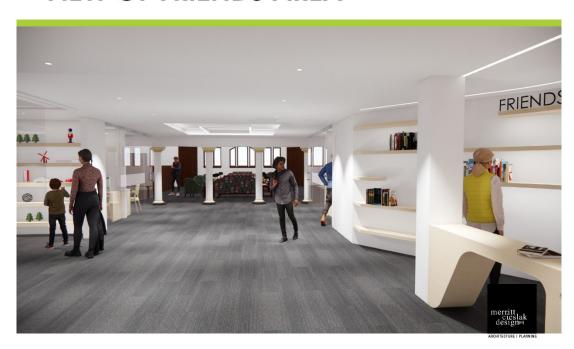
From Steve Schneeman, MCD Architects.

The design of the light fixture and light cove was a direct response to the expressed desire of the board for MCD to transform the current space from a dated, utilitarian aesthetic into a more elegant and sophisticated space that could be used for gatherings and display, and would act as a transition space between the grandeur of original building and the newer additions. Indeed, this space is immediately adjacent to the Grand Hall and the fixture was designed to align with and highlight the original colonnade. This is the only point where the phase three work intersects the Grand Hall, and the fixture and light cove were designed to enhance the connection between these spaces. The fixture also delineates the space between the Friends area and the study room area and, without it, the new painted drywall ceiling with numerous downlights will lack any hierarchy and have a much more mundane character. We strongly recommend that the fixture and cove be installed during this project to respect the design elegance of the original building and the patrons of the library.

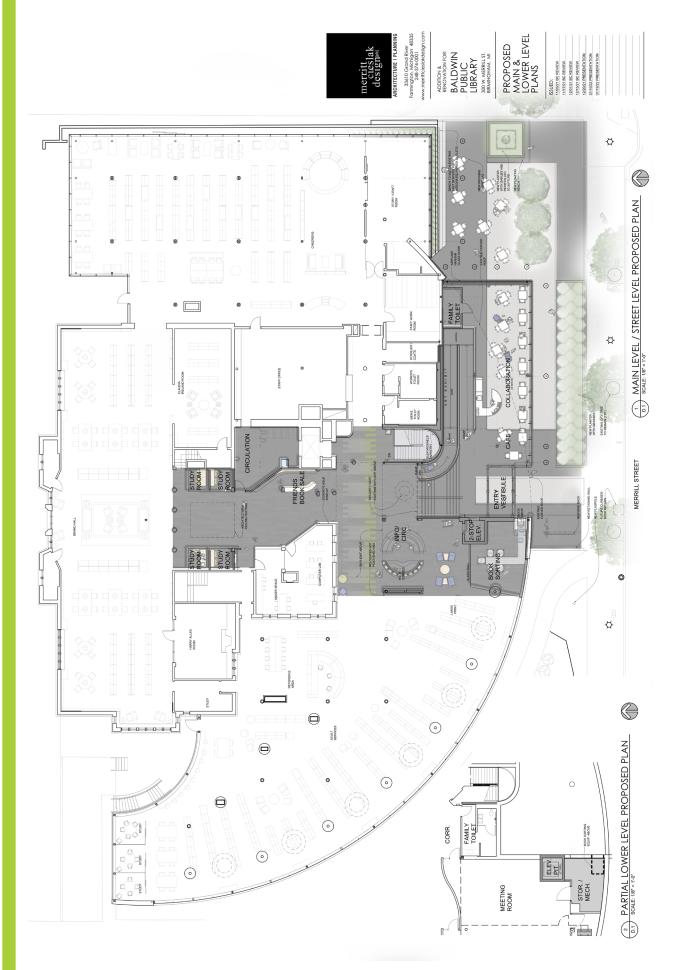
VIEW FROM GRAND HALL

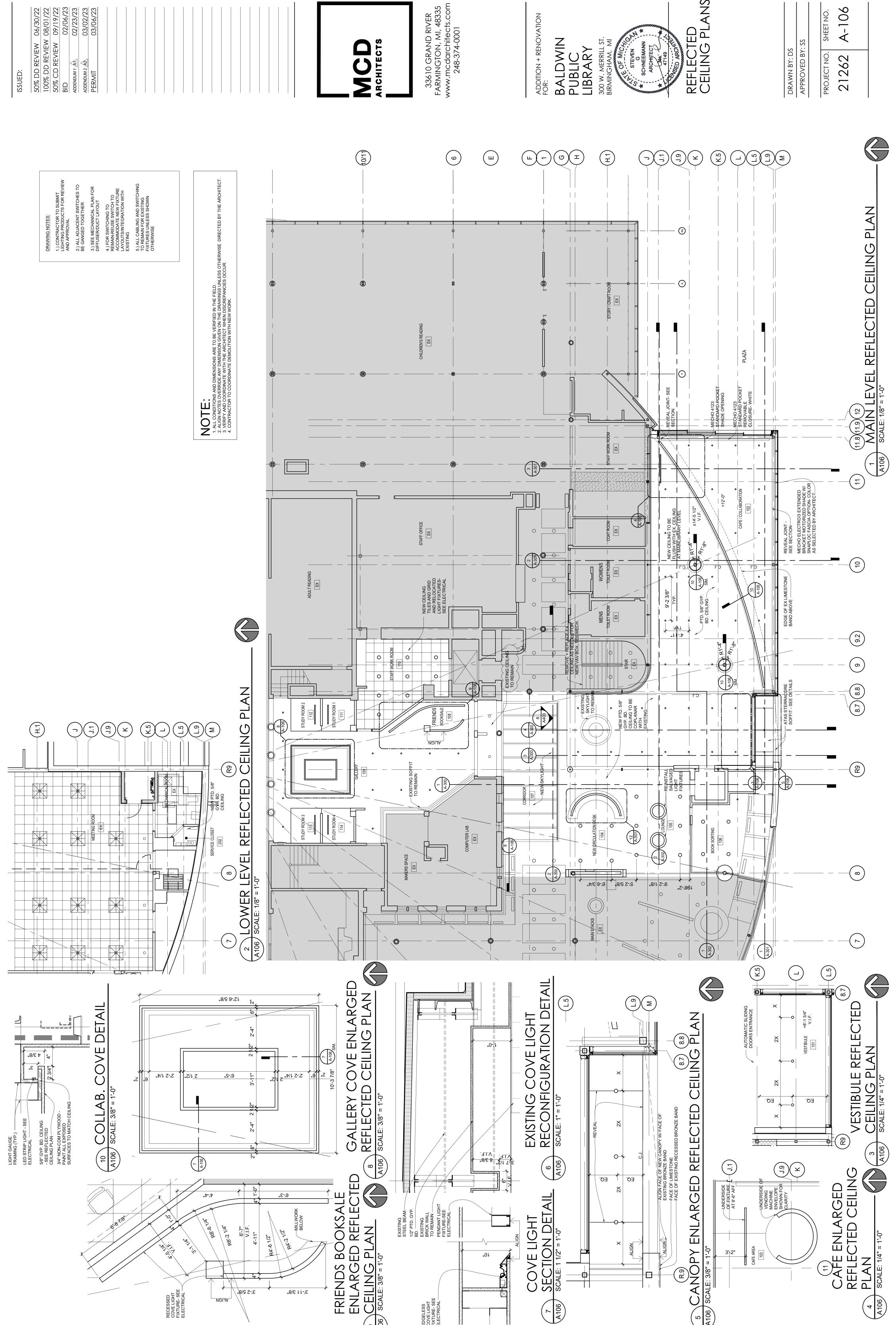


VIEW OF FRIENDS AREA



PROPOSED PLAN





9) A106,

33610 GRAND RIVER FARMINGTON, MI, 48335 www.mcdarchitects.com 248-374-0001

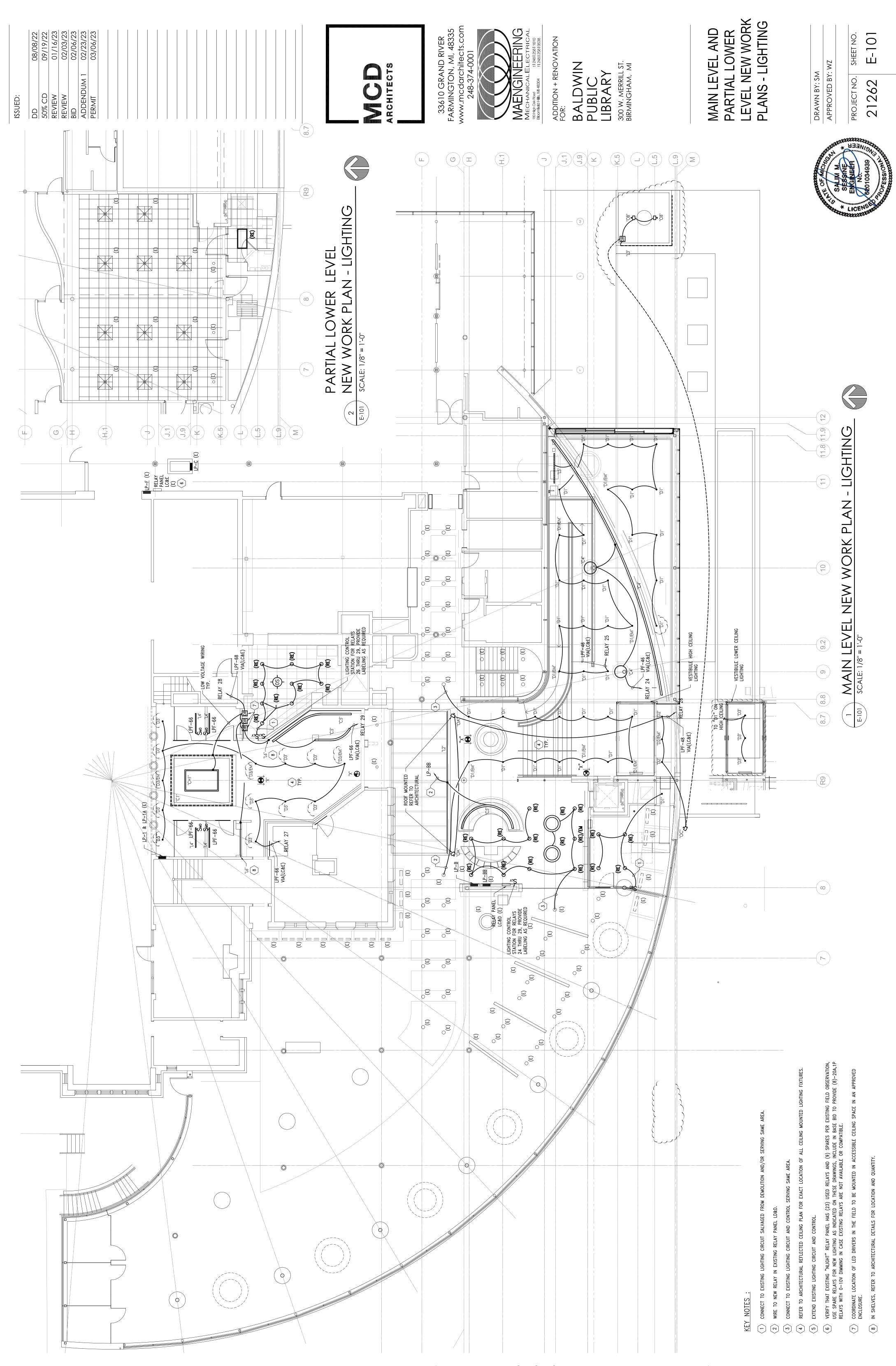
ADDITION + RENOVATION FOR: BALDWIN

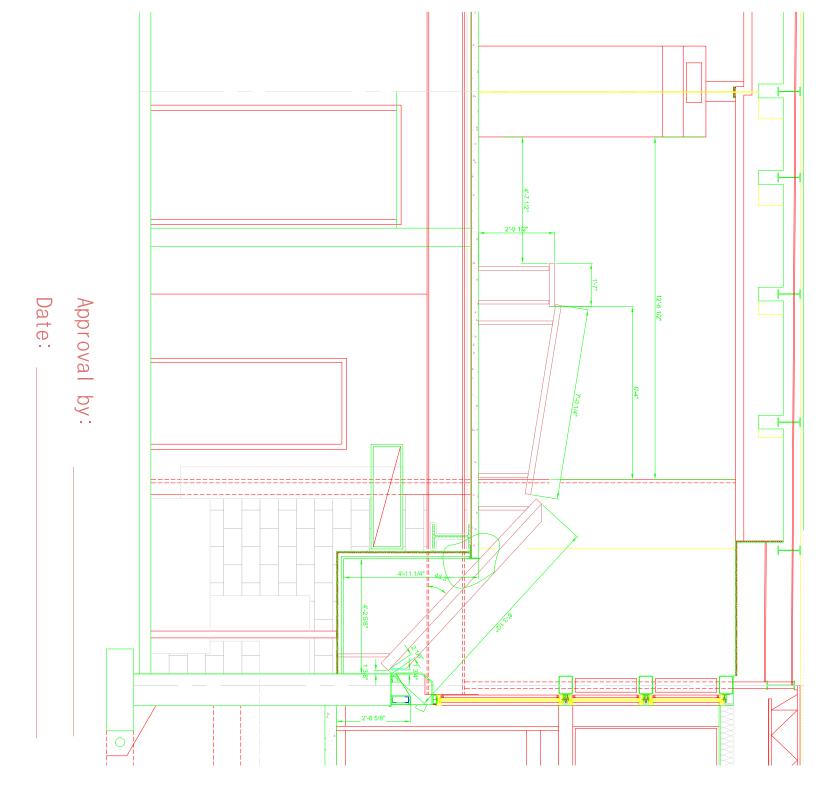
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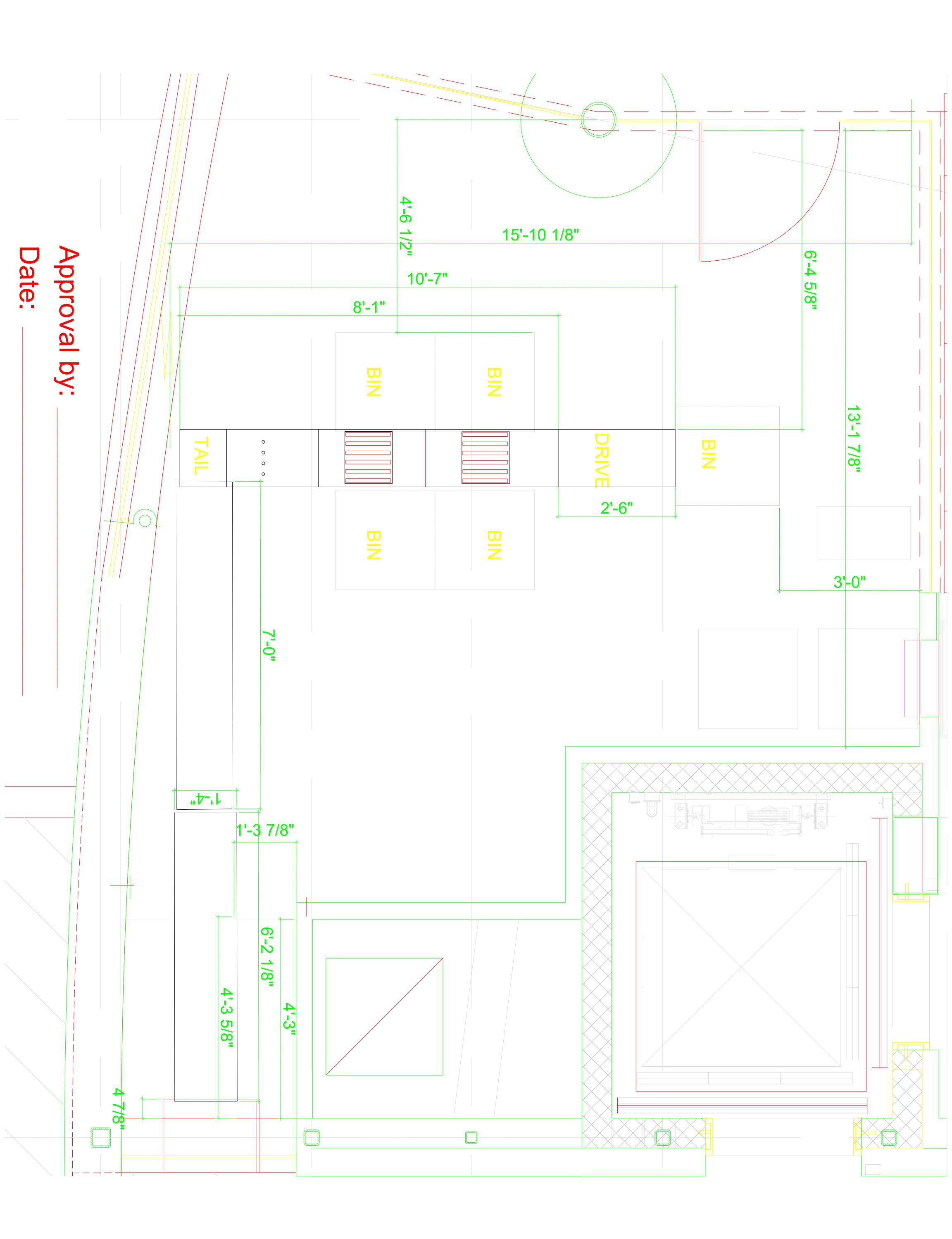
SON STEVEN TO SCHNEEMANN ARCHITECT ANS

APPROVED BY: SS

A-106 SHEET NO.







PCI Industries, Inc 21717 Republic St. Oak Park, Michigan 48237 P: +12485422570 Project: GC-2304-007 Baldwin Public Library 300 W Merrill St Birmingham, Michigan 48009

BPL Phase 3 OAC Meeting Agenda: Meeting #1

Meeting Date May 31, 2023 Meeting Time 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company		Phone Number	Email
Steve Schneemann		Rebekah Craf	t, Baldwin	ss@mcdarchitects.com
Mary Cay Lancaster	MCD Architects	Jaclyn Miller, l Jeff Zielke, Cit	Baldwin by of Birmingham	mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		uilding Committee Building Committee	pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.	one anonymo	us Zoom attendee	twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open

Description

Submittals currently in A/E Court:

- Masonry Submittals
- Masonry Samples
- · Lighting Submittals
- · Nanawall Submittals
- · Roofing / Soffit Submittals
- · Lighting Controls Submittal
- Electrical Power Submittal
- · Completion of HVAC Submittal Requires finishes selected by architect

Submittals currently in Contractor's court:

- · Unit Heater Resubmittal
- · Trench Drain Cover Resubmittal
- Underground Detention System Resubmittal
- Ceiling Tile Sample To be dropped off 5/31
- Weep Screed Sample To be dropped off 5/31

MCD will receive both samples and will match to existing materials on site

Outstanding Submittals:

- · Landscaping
- Millwork
- · Concrete
- · Steel

- · CFMF Engineering
- Glass & Glazing (Curtainwall & Glass systems)
- Plaster
- Plumbing
- · Fire Suppression
- · Window Shades
- Lula Elevator Shop drawings for the elevator are in progress
- Book Return
- Bike Rack

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	
2.1 1 RFI 1: HVAC Work Above Reception Desk This design work needs to be redone because the skylight was eliminated.						Open	
	Description RFI initiated 5/5						
	Response to RFI #1 indicated a forthcoming bulletin on 5/10.						
	Bulletin Statu	s? Mary Cay intends to send an upda	te on this bulletin by EOD 6/1/23				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	
2.2	1	RFI 2: Paint Colors				Open	
	Description RFI Initiated	5/11					
	Initial respons	ial response on 5/12 indicated paint colors would be selected the following week.					
	Follow up res	v up response on 5/30 indicated no date had been given.					
	Status? R	ebekah will provide Youth Room colors to	MCD - all will match existing				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	1 RFI 3: HVAC VE Options				Open	
Description RFI Initiated 5/11. MCD will need to check and make sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure there are no changes in performance for the sure the sure there are no changes in performance for the sure that sure the sure the sure the sure that sure the sure the sure the sure the sure that sure the sure the sure that sure the sure the sure that sure the sure t						
	RFI response	RFI response issued on 5/30 indicating approval to proceed.				
	This created	a savings of \$12,100 to the project.	Potential savings would be \$9000 for air handler & b requested that they be included in the decision maki	* *	110	City mainter

No.	Mtg Origin	Title		Assignment	Due Date	Priority	Status
2.4	1	RFI 4: Millwor	k Selections				Open
	Description RFI initiated 5	5/18	MCD requested that shop	drawings are submitted with finish selections ma	rked "TBD" to ex	pedite prod	cess
	No response	received to dat	e.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	1	RFI 5: Proposed Stair Nosing				Open
	Description RFI initiated 5/19 Concrete subcontractor suggested an alternative stair nose because the nose in the design raised conc damage to the finish, raw edges, and polishing. Alumicast finish samples will be delivered to MCD next suitable alternative, this could result in a \$3100 savings.					
	RFI response on 5/30 requested a sample be delivered to MCD.					
	PCI-Dailey w	orking to procure sample.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status		
2.6	1	RFI 6: Exterior Signage Replacement			Open			
	Formal RFI o	n 5/17 requested direction to replace sign created on 5/22. Exist letter	nage or reuse existing. Samples will be ready nexing signage is bronze but the coating has eroded. So with powder coated aluminum in a bronze color wring the bronze letters will cost \$5000. MCD will locate.	Sign company say rill cost \$5300 wh	nile removir	ng and		
	PCI-Dailey w	orking to procure sample for delivery to	MCD.					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	1	RFI 7: Plaster Trim				Open
						does not iterior and curves.
	RFI created 5	5/22 with proposed substitution.			eep screed s MCD by 6/2/	
	Response on	n 5/26 requested a physical sample.				
	Sample to be	e dropped off 5/31 for review and RFI will re	eturn to MCD's court.			

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
	Description Long lead HV	AC items have been released to HVAC co	ontractor and will be placed on order this week.			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
	Description Nanawall is c	urrently in for architect review.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
	Description Light fixtures	are currently in for architect review.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1 Curtain Wall System					Open
	Description Curtain wall s	system meeting to be set up for later this w	eek to discuss pertinent issues with manufacture	er and installer.		

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
	Description A4 Access is	in the shop drawing creation process				

Owner / AE Items

No.	Mtg Origin	Title		Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV					Open
	Description Has a contract	ctor been selected for this work?	Rebek	ah will work with Jamie in IT to have drawings em	nailed to low volta	age vendor	

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
	Description Have plans b	een laid to remove items from the work sp	Rebekah and Jaclyn will work with staff aces? desk, and remove stacks around the box rather than LDA will result in a \$5000 co	ok sorting room b		
	Book s	sorter, book shelves, content, book returns	p, etc DPS will relocate curbside book drop.			

No sorter quote has been received from Filip yet. Kristen will followup.

No.	Mtg Origin	Title	Assignmen	t	Due Date	Priority	Status
4.3	1	Permit Status		MCD will submit corrections to City	/		
	Description Have revised	drawings been issued to the city for perm	iit approvals?	MCD confirmed that square sculpti midget arborvitaes and native pere		vill have a ı	mix of Hetz

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
	Description No updates to current schedule.					
	Work is set to	commence with barricades / temp ramp of	on 7/5/23.			

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	
6.1	1	Billing	PCID will submit first bill to Library. \$17,000 for bidding			Open	
	Description Initial billing will be sent this week for the project.		assistance and ~\$35,000 for project bond. Barricade will be billed monthly.				

Additional Notes from 5/31/23 OAC meeting

- PCID will submit a monthly report showing project spending, allowances used, and contingency remaining.
- Steve Dailey will send GMP document to be signed by relevant parties.
- Group discussed glazing concern raised in 5/26/23 email from Tyler:

I have an outline of some issues below:

- Glass Size (deflection and distortion)
 - With large glass of this size distortion will be an issue with the glazing units due to the manufacturing process
 - The lifespan of glass units of this size is greatly diminished and chances of failure are significantly higher
- Defects
- Potential future issues (breakage and capabilities to do replacements)
- Thickness of Glass
- Framing (toggle system vs. 4 sided SSG gives it the same look and size just different back member or supplier)
 - Cutsheets and technical information attached
- Supplier will not warranty this large size of the glass (may need to shrink width to make these units work)
- Wind Loads (Engineering was required for the area but will this affect Library Life when there is an abnormal wind load that day)
 - o Calculation screenshots are attached
- Install Capabilities due to sizing
 - New concrete will be poured and may cause an issue if additives are not included to increase strength prior to glazing installation
- Lead Times (these vary on each supplier) as well as with the sizing of glass
- If toggle system is required with channel, this will need to setup for 14 days after production for maximum seal before install (need to find a different supplier to make these/Agnora can only produce the pocket system with 5/8" or 11/16" spacer)
 - Agnora was one of the only suppliers who would create glazing units of this size, typical local manufacturers had varying maximum size requirements.
 See below:

MANUFACTURER	MAX SIZE
OBE – INDY	92 x 142
Thompson IG	72 x 140

MWGF 98 x 157 (but cannot produce SNX 62/27

which matches existing)

AIG 96 x 130

- With such large units, more movement and deflection can occur (which in this case more movement can cause more wear and tear on the seals)
- We can possibly shrink the size of the units and do a look similar to the rest of the building with dual panels of equal size

Steve S. says adding a horizontal member is a last resort and the glass must match the design as close as possible. OAC will meet with glazing contractors on 6/2 to discuss concerns.

- Discussion about snow melt system: Rebekah inquired about reducing the size of the snow melt system to save costs. PCID said that 85% of the cost of the system is the boiler and system piping and that a reduction of even 500 square feet of heated sidewalk would result in a minimal amount of savings. MCD will provide a quote for design services to redesign a smaller footprint for the snowmelt system and PCID will provide an approximate savings before either party will proceed with this value engineering.
- Discussion of cast in place planter vs brick planter. MCD will provide a quote to Rebekah for
 design services to redesign a brick planter vs. a cast in place planter. The built in bench will be
 kept in the new design. PCID will provide an approximate savings before either party will
 proceed with this value engineering.
- Steve asked about the possibility of adding the LED ceiling fixture back into the project if there is remaining contingency at the end of the project. He noted it's a transitional decorative piece between the modern wing and the Grand Hall and would be a cool focal point.
 - Jim and Missy thought the board would consider adding back the lighted cove back, but later this summer when we are more certain on bottom line costs and remaining contingency. Also, Steve S should be present at the Board meeting to explain MCD's rationale on why this design feature is important.

Post meeting note:

PCID suggested using Johnson Controls for the boiler and air handler at a savings of \$12,000. John Galik, City Maintenance Supervisor is firmly against this substitution:

- Johnson Controls has a history of bad service. He has firsthand experience of difficulties with Johnson Controls in a unit at the Birmingham Museum.
- He confirmed with his MCMI rep that the Johnson Controls air handler and boiler is not compatible with MCMI.
- He says that this new system, if installed, would be an entirely different system that is independent of the system that works with the city building.
- He is adamant that it will cost a lot more than \$12,000 in the long run with the numerous issues it will bring.

Because of this, we will use the system as specified in original design and forgo the \$12,000 substitution in favor of the product preferred by the City's maintenance department.

PCI Industries, Inc 21717 Republic St. Oak Park, Michigan 48237 P: +12485422570

Project: GC-2304-007 Baldwin Public Library 300 W Merrill St Birmingham, Michigan 48009

BPL Phase 3 OAC Meeting Agenda: Meeting #2

Jun 7, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada) **Meeting Date**

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company		Phone Number	Email
Steve Schneemann		Bruce Johnson		ss@mcdarchitects.com
Mary Cay Lancaster	MCD Architects	Jeff Zielke Kristen Tait		mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Jaclyn Miller Rebekah Craft		pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.			twilson@pcionesource.com

Submittals

No	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open

Description

Submittals currently in A/E Court:

- Masonry Submittals 2 new limestone bands will be added below the three bands on the portion of the building where existing ramp
- Masonry Samples
- is. The new limestone will need a radius cut to match existing limestone bands and will be field measured.
- · Lighting Submittals
- · Nanawall Submittals
- · Lighting Controls Submittal
- · Electrical Power Submittal
- · Unit Heater Resubmittal
- · Specified AHU/CU Submittal Approved as noted
- · Partial Millwork Shop Drawings
- · Handrail Sample
- Nanawall Glass Sample Approved 6/7/23
- · Exterior Signage Samples
- CFMF Engineered Drawings Cold Formed Metal Flooring Submitted
- Lula Elevator Requires a 11/16" differential. PCID will measure on field and no redesign is needed in plans from MCD.

Submittals currently in Contractor's court:

- · Trench Drain Cover Resubmittal
- Underground Detention System Resubmittal will be ready by 6/8/23
- · Fabricated Plaster Trim Sample Currently being created
- Steel Drawings submitted 6/7/23
- Roofing / Soffit Resubmittals
 Currently adding details. Will be using a mechanically fastened system.

Outstanding Submittals:

- Landscaping Changing irrigation from sprinkler to drip
- · Millwork Remaining Submittals Will have by end of next week
- Concrete
- CFMF Engineering For Above Interior Glazing Cold Formed Metal Flooring submittal will be signed by engineer
- Glass & Glazing (Curtainwall & Glass systems)
- Plaster
- · Plumbing
- · Fire Suppression Waiting on City Flow Test Results
- Window Shades
- · Book Return
- Bike Rack
- · Stainless Steel Handrails
- · HVAC Boiler

The City requested a new set of drawings without the skylight and without the coved light fixture. This will take MCD several weeks to complete and the drawings should be ready by the end of June. This will not hold up the review or permitting schedule. Rebekah will ask the board to discuss the potential addition of the coved light fixture back to the project at the June board meeting before MCD does work to remove it from drawings.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status		
2.1	2.1 1 RFI 1: HVAC Work Above Reception Desk							
	Description RFI initiated	5/5						
	Response to	RFI #1 indicated a forthcoming bulletin on	5/10. MCD would like to have a small reveal suggested using J-trim around the peri			•		
	Bulletin Status?							
	May 31, 202		eview shaft size to determine if it needs to increa	ase. PCI-Dailey to	o follow up	with		

Elevator vendor regarding sizing requirements to ensure shaft fits specifications of shop drawings.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.2	1	RFI 2: Paint Colors				Open				
	Description RFI Initiated 5/11 Initial response on 5/12 indicated paint colors would be selected the following week. Follow up response on 5/30 indicated no date had been given. Jaclyn emailed paint colors from Phase 2 to MCD on 6/7/23									
	Status?	Status?								
	May 31, 2023 This RFI will I	Previous Meeting Minutes May 31, 2023 This RFI will be extended for another week to Friday 6/9 and placed back in MCDs's court. Rebekah indicated the white from the phase 2 youth services center would be preferred.								

PCI Industries, Inc Page 2 of 6 Printed On: Jun 6, 2023 05:57 PM EDT

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.3	1	RFI 3: HVAC VE Options				Closed				
	Description RFI Initiated	5/11.								
	RFI response issued on 5/30 indicating approval to proceed.									
	This created a savings of \$12,100 to the project.									
	UPDATE 6/1: ordered.	UPDATE 6/1: It was requested we not proceed by John Galik from City Maintenance. This has been stopped and specified products will be ordered.								
	Previous Me	Previous Meeting Minutes								
	May 31, 2023									
	This was an approved as noted submittal requiring a small electrical revision.									

No.	Mtg Origin	Title		Assignment	Due Date	Priority	Status			
2.4	1	1 RFI 4: Millwork Selections Closed								
	Description RFI initiated 5	5/18	These are due 6/	/17/23. Dianne will review and respond.						
	No response	No response received to date.								
	Previous Meeting Minutes May 31, 2023 MCD to reply that selections will be made on an approved as noted millwork submittal once received.									

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.5	1	RFI 5: Proposed Stair Nosing				Open				
		Description RFI initiated 5/19 RFI response on 5/30 requested a sample be delivered to MCD. Still in progress								
	PCI-Dailey w	PCI-Dailey working to procure sample.								
		Previous Meeting Minutes May 31, 2023 (None)								

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	1	RFI 6: Exterior Signage Replacement				Open
	Description Email sent on	5/17 requested direction to replace signa	ge or reuse existing.			
	Formal RFI ci	reated on 5/22.	Shop drawings are being created.			
	Sample of sig	nage requested on 5/26.				
	PCI-Dailey w	orking to procure sample for delivery to Mo	CD. Samples delivered on 6/2 to Steve Schneem	ann.		
	Re-finish of e	xisting signage will be too costly as they a	re aluminum signs with what used to be Bronze	Anodized Finish.		

Previous Meeting Minutes

May 31, 2023

PCI-Dailey to discuss with signage vendor possibility of refinishing signs and additional cost.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.7	1	RFI 7: Plaster Trim				Open				
		nase it was determined the specified produ	nct would not function in the desired capacity for in	nstallation.						
	RFI created 5/22 with proposed substitution. Sample was delivered to MCD's office from DeAngelo's Plastering in Farmington									
	Response on 5/26 requested a physical sample.									
	Sample to be dropped off 5/31 for review and RFI will return to MCD's court.									
	Custom Fabr	Custom Fabricated sample is in production and will be delivered once complete.								
	Previous Meeting Minutes May 31, 2023 (None)									

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	
3.1	1	HVAC				Open	
	Description Awaiting appropriate to the control of the control o	roval on long lead HVAC items.	Boiler will be ordered by end of week				
	Previous Me May 31, 2023 (None)	eting Minutes 3					

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
	Description Nanawall is currently in for architect review.		t will be ready 24 weeks after approval			
	Previous Me May 31, 2023 (None)	eting Minutes B				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status			
3.3	1	Light Fixtures				Open			
	Description Light fixtures are currently in for architect review. 14 week lead time								
	Previous Meeting Minutes May 31, 2023 (None)								

No.	Mtg Origin	Title		Assignment	Due Date	Priority	Status	
3.4	1	1 Curtain Wall System Open						
	Description MCD provided final glass layout on 6/6. PCI-Dailey working to finalize submittals. Previous Meeting Minutes May 31, 2023 Final layout was completed on 6/6/23. Product data is coming by 6/9/23. Windows were reduced from 57" to 51" wide to eliminate skinny end panel windows.							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status			
3.5	1	1 Lula Elevator Open							
	Description Shop drawings in review with MCD. A4 Access is requiring the elevator hoistway to be 11/16" larger than indicated on drawings. PCI-Dailey can handle this as a no cost field change to accommodate their requirements. MCD will review								

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status			
4.1	1	1 Low Voltage / AV Open							
	Previous Me May 31, 2023 Contractor ha	eeting Minutes 3	will be used. Jamie Richards, IT, is in contact and storeview and talk with BPL & MCD about any recogning with John from city maintenance.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status		
4.2	1	Decommission of Existing Systems				Open		
	Description Have plans been laid to remove items from the work spaces? • Book sorter, book shelves, content, book returns, etc							
	Previous Meeting Minutes May 31, 2023 Rebekah is working on this and will coordinate with PCI-Dailey once a final plan is in place. The current goal is to have the areas cleared and removed by July 3rd, but PCI-Dailey will be flexible and work with the library if some additional time is needed.							

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status			Open	
	Description Have revised	drawings been issued to the city for perm	it approvals?			

Previous Meeting Minutes

May 31, 2023

Final comments will be addressed by MCD this week as there are still some landscaping issues with irrigation systems to allow for permit release. MCD to revise to soaker hose in lieu of sprinkler system if allowed by City. The site specific logistics issues have been cleared up by PCI-Dailey and City correspondence/logistics plans. Sent to Planning last week. Bruce will expedite the completion.

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status	
5.1	1 Schedule						
	Description No updates to current schedule. Work is set to commence with barricades / temp ramp on 7/5/23.						
	Previous Me May 31, 2023 (None)	eting Minutes Dr	opbox will be moved by DPS once new ramp is ins	stalled.			

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status		
6.1	1	Billing				Open		
	Description Billing has been submitted for month of May & Contract was dropped off to Rebekah on 6/5 to get sign off from City and lawyers morning of 6/6.							
	Previous Meeting Minutes							
	Previous Me May 31, 2023	•						

Bills will be sent to MCD first and then to BPL. PCID will be using the AIA Schedule of Values for all billing. The bill for May services was emailed on 6/7/23.

MCD is designing project signage for barricades. Building Department will approve all signage before it is printed and hung.

The architectural fees for redesigning the snow melt system will cost \$3000 - \$4000. The potential HVAC savings are \$4000 - \$5000. Because this system will help cut down on salt erosion on the sidewalks and in the lobby, especially when using the metal book return bins, the savings from downsizing this system is not worth it in the long run. Snowmelt system will be kept as is.

The architectural fees for redesigning the raised sculpture planter bed from cast in place to landscape block will cost \$4000 to \$6000. PCID will check with landscape contractor to estimate the cost for a landscape block bed and get back to Rebekah.

PCI Industries, Inc 21717 Republic St. Oak Park, Michigan 48237 P: +12485422570 Project: GC-2304-007 Baldwin Public Library 300 W Merrill St Birmingham, Michigan 48009

BPL Phase 3 OAC Meeting Agenda: Meeting #3

Meeting Date Jun 14, 2023 Meeting Time 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location

Overview Meeting for the Baldwin Public Library Phase 3 Project

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann	Rebekah Cra	ıft. Baldwin	ss@mcdarchitects.com
	Jaclyn Miller, Kristen Tait,	Baldwin	
Paul Danko		ity of Birmingham	pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No. Mt	g Origin	Title		Assignment	Due Date	Priority	Status
.1 1		Pending Submi	ittals	·	·		Open
	Masor Masor Masor Lightin Nanav Electri Unit H Partial Handr CFMF Lula E HVAC Book I Bike R Kawne Under Roofin Steel I Windo Interio Trench	urrently in A/E Co ary Submittals ary Samples ag Submittals vall Submittals cal Power Submite eater Resubmittal Millwork Shop D ail Sample Engineered Full levator - Boiler / Radiant Return tack eer Clear Wall Fra	These two submittals ittal al brawings Drawings t Heating aming System a System Resubmittal nittals and hardware	are overdue. Mary Cay sent glass an	oproval but not the complete s	submittal.	

- Fabricated Plaster Trim Sample Currently being created
- · Sample of Alternate Stair Nosing

Outstanding Submittals:

- · Landscaping
- Millwork Remaining Submittals Will have by end of week
- · Concrete
- · Glass & Glazing (Shop Drawings)
- Plaster
- Plumbing
- Fire Suppression Waiting on City Flow Test Results, Test is to be performed Friday 6/16
- · Exterior Signage Shop Drawings
- Stainless Steel Handrails will field measure at a later date

Previous Meeting Minutes

Jun 7, 2023

(None)

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open				
	Description									
	RFI initiated	RFI initiated 5/5								
	Response to RFI #1 indicated a forthcoming bulletin on 5/10.									
	Bulletin Status?									
	Previous Me	Previous Meeting Minutes								
	Jun 7, 2023									
	2 Bulletins to	2 Bulletins to be created and issued.								
	Bulletin 1 will	Bulletin 1 will be for minor changes to the project. To be submitted within next week or two.								
	Bulletin 2 will	reconcile drawings with the accepted alte	rnates for construction. To be submitted by end o	f month.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
2.2	1	RFI 2: Paint Colors				Open				
	Description RFI Initiated									
	Initial respon	Initial response on 5/12 indicated paint colors would be selected the following week.								
	Follow up res	Follow up response on 5/30 indicated no date had been given.								
	Status?	Status?								
	Previous Me Jun 7, 2023 (None)	·								

No.	Mtg Origin	Title	Assignment		Due Date	Priority	Status
2.3	3 RFI #8: Stainless Steel Monument Bocx/Cover		system. The existing supplier offers an undipped color of			Open	
	Description EJ does not r	nanufacture a monument box/cover in sta	inless steel.	orange and a dipped color of black. MCD would like the cover to be in a stainless steel color. MCD asked PCID to look for an alternate mfr. that offers powder coating in a more acceptable color.			re

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
3.1	1	HVAC				Open				
	Description Awaiting approval on long lead HVAC items.									
	Previous Me	Previous Meeting Minutes								
	Jun 7, 2023	Jun 7, 2023								
	AHU/CU app	AHU/CU approved and on order. A sketch will be issued for the fry reglet trim detail requested for the EUH but will not hold up approval and								
	ordering. Th	ne unit heater can be approved as is. MCI	is concerned about the drywall work around the	unit, not the des	ign/look of	the heater.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status			
3.2	1 Nanawall								
	Description Nanawall is currently in for architect review.								
	Previous Me Jun 7, 2023 (None)								

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status				
3.3	1 Light Fixtures Oper									
	Description Light fixtures are currently in for architect review.									
	Previous Meeting Minutes Jun 7, 2023 (None)									

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
		d final glass layout on 6/6. PCI-Dailey wor	king to finalize submittals.			
	Previous Me Jun 7, 2023	eting Minutes				
	(None)					

No.	Mtg Origin	Title	Assignment		Due Date	Priority	Status
3.5	1	Lula Elevator					Open
	Description						
		•	requiring the elevator hoistway ge to accommodate their requi	· ·	n indicated on dr	awings.	

Owner / AE Items

No.	Mtg Origin	Title		Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / A	W				Open
	Previous Me Jun 7, 2023	ctor been selecte eting Minutes w voltage contra	Presidio will install wirel	less access points in the new cafe area. MCC ower for the Nanawall door so that it does not ewing layouts to verify placement. Book sorter	obscure the ceiling	g.	

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
	Description Have plans b	een laid to remove items from the work spa	aces?			
	Book s	sorter, book shelves, content, book returns,	etc Jaclyn in managing this. PCID will remove be discarded. BPL will save shelves.	e all wall shelvin	g frames th	nat are to

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
		drawings been issued to the city for per	mit approvals? leff will check on the sign approval.			
	Jun 7, 2023 Permit to be i	eeting Minutes issued with stamped drawings prior to cone construction team to prevent inspection	onstruction start. Once Bulletin 2 is submitted and a	approved it will b	e stamped	and

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
		o current schedule.	on 7/5/23.			
	Previous Me Jun 7, 2023 (None)	eting Minutes				

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
		een submitted for month of May to Steve v	ria docusign. Awaiting executed copy of contract f	rom Library.		
	Jun 7, 2023	eting Minutes				

					•	
Allowance Description	Starting Bala	Balance	Usage	Amo	Amount Remaining	Reason for Usage
Contingency	\$ 1,	141,966.00 \$	41,019.00	\$ (100,947.00	Additional stock carpet tile, Jersey Barriers w/ fence panels and screen
Layout / Testing		29,200.00		φ.	29,200.00	
Temporary Fencing	\$	15,536.00 \$	15,536.00	\$ (-	Jersey Barriers w/ Fence Panels and Screen
Temporary Ramp Maintenance / Repairs	\$	15,000.00		φ.	15,000.00	
Additional Demolition Related to Field Conditions		10,000.00		φ.	10,000.00	
Coordinating Shoring between trades	\$	3,500.00		\$	3,500.00	
Removal of bad soil & import sand for steps	\$	4,100.00		❖	4,100.00	
Winter Conditions for Concrete		31,875.00		ş	31,875.00	
Remove Dampproofing off foundation		5,000.00		⋄	5,000.00	
Power Wash exposed foundation walls-Sealer	\$	3,000.00		φ.	3,000.00	
Misc. Masonry/Limestone Repairs	\$	7,500.00		φ.	7,500.00	
Misc. structural & Other Fabr not detailed		10,000.00		❖	10,000.00	
LULA Elevator SWL Lifting Beam	\$	00.000,6		φ.	9,000.00	
Shop Drawing Revisions - Millwork	\$	5,000.00		÷	5,000.00	
Rework existing glass for Book Sorting	\$	4,500.00		φ.	4,500.00	
Misc. Patching / Ceiling Repairs / Access panels	\$	12,000.00		\$	12,000.00	
Alternate Schluter May Be Required	\$	3,000.00		\$	3,000.00	
Flooring	\$	4,034.00		\$	4,034.00	
Touchup Painting	\$	3,000.00		\$	3,000.00	
Bondo and Painting of Columns	\$	2,000.00		\$	2,000.00	
Exterior Signage	\$	\$ 00.000,9	5,197.00		803.00	New Exterior Signage for South Face of Building
Install carpet in elevator (Not Indicated)	\$	00.009		\$	00.009	
Additional Sprinkler Heads / Rework for Design	\$	2,000.00		\$	2,000.00	
Nanawall drain tile work - To Be Designed	\$	5,000.00		\$	5,000.00	
Possible Sump Pump Requirement for LULA		15,000.00		\$	15,000.00	
Shift work in Youth Area, Tracing Circuits		5,000.00		\$	5,000.00	
Crawl to Overhead determination	\$	2,500.00		\$	2,500.00	
Security LV Allowance	\$	5,000.00		\$	5,000.00	
Engineering for Flagpole if Needed	\$	1,000.00		\$	1,000.00	
Book Return / Bike Racks	\$	4,050.00		\$	4,050.00	
Temporary Partitions & Protection	\$	38,254.00		ş	38,254.00	
Temporary Heat	۰.	15,000.00		٠	15,000.00	

Baldwin Public Library: PHASE 3 RENOVATION BUDGET	ATION BUDGET	
	Current Budget	Deduct alternates*
Renovation Costs		Skylight
Constr. Costs, incl CM Fee, Liability, Owner's Cont.	\$ 3,927,712	Friends counter
Deduct alts*	(250,480)	Study rooms
Construction Manager Fee (2.5%)	incl in const cost	Light cove
Liability Insurance	incl in const cost	Snow melt
Owner's Contingency	incl in const cost	
Guaranteed Maximum Price	\$ 3,677,232	
Other Costs: not coordinated by PCI Dailey		
Architectural Fees	\$ 264,000	Budget Approvals
Engineering Fees	\$ 19,210	Construction (FY23-
FFE & AV/Low Voltage Wiring	\$ 115,000	Arch. Svcs: Constr. A
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$ 5,000	Arch Svcs (complete
Signage made by Idea Lab	1,000	Other project expen
Endowment plaque installation	\$ 1,750	TOTAL FUNDS
Artpack: Siberian Ram sculpture relocation/storage	\$ 14,850	*Requires FY23-24 b
Sorter Relocation (TBD)	\$ \$ 65,000	
TOTAL: Other Costs	\$ 485,810	Additional Trust Fun
GRAND TOTAL	\$ 4,163,042	Trust

		Van Drag
Funding Sources		General
Millage up to Headlee Cap for FY21-22 through FY25-26	\$ 3,353,057	Building
Existing Millage/Cash Reserves	\$ 237,943	TOTAL
Transfer from Library Trust	\$ 572,042	Trust fur
TOTAL FUNDS	\$ 4,163,042	Remaini

Skylight \$			
	239,030	239,030 \$ 239,030 Remove	Remove
Friends counter \$	5,300		Keep
Study rooms \$	34,730		Keep
Light cove \$	11,450	\$ 11,450 Remove	Remove
Snow melt \$	85,110		Keep
•	375,620	\$ 250,480	

Budget Approvals		
Construction (FY23-24 Budget)*	↔	\$ 3,677,232
Arch. Svcs: Constr. Admin (FY23-24 Budget)	↔	20,000
Arch Svcs (completed & paid in FY22-23)	↔	244,000
Other project expenses (FY23-24 Budget)	↔	211,760
TOTAL FUNDS	\$	\$ 4,152,992

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Additional Trust Funds Available		
Trust		
Van Dragt Donation	❖	74,909
General Spendable Funds	❖	362,164
Building Funds	❖	325,473
TOTAL	\$	762,546
Trust funds used for project	❖	(572,042)
Remaining funds after project	δ.	190,504



MEMORANDUM

DATE: June 16, 2023

TO: Baldwin Public Library Board of Directors

FROM: Rebekah Craft, Library Director

SUBJECT: Employee Compensation for FY 2023-24

INTRODUCTION

This memo outlines the rationale for the proposed 4% pay increase for Baldwin Public Library employees. (This memo covers all employees at Baldwin except for Library Pages, who will be receiving a July 1 pay adjustment from \$10.68 per hour to \$12.00 per hour in anticipation of the new Michigan minimum raise.) A raise of up to 4% was included in the FY 2023-24 budget due to the 6.6% inflation rate in the Detroit-Warren-Dearborn area and the continued high cost of living increases in the United States.

BACKGROUND

In July 2022, the Library Board voted unanimously to give Baldwin staff a 5% salary increase and to update the FY 2022-23 Baldwin Public Library Pay & Benefits Ranges, which had last been updated in 2009. At this time, we also eliminated merit-based pay increases for all staff in favor of a uniform salary increase.

The Birmingham City Commission approved the following salary increases on June 5, 2023, which includes a salary range adjustment of 3.5% to answer rising inflation rates and to meet talent acquisition and retention goals:

Resolution to approve a 3.5% salary range adjustment and in-range adjustments based upon performance for full-time and part-time employees in the Department Head and Administrative/Management classifications effective July 1, 2023 and approving a 2.5% performance increment through June 30, 2024 with individual eligibility to be in 4 June 5, 2023 accordance with the attached merit increase guidelines. Further, to authorize the budget amendments from the wage adjustment account 101.0-272.000-709.0000 to the appropriate departments.

This motion was approved by a 7-0 vote.

In effect, City of Birmingham administrative staff will be receiving raises of 4.5% to 10% this year in an effort to counteract the rising inflation rate and cost of living (3.5% cost of living adjustment along with a 1% to 6.5% merit increase).

SURVEY OF SUBURBAN LIBRARIES

In a survey of 22 Metro Detroit area libraries, all in different stages of yearly budgeting, libraries are offering the following percentage increases to staff members:

- 2%-2.5% 4 libraries
- 3%-3.5% 4 libraries

- 4% 4 libraries
- 5% 2 libraries
- 6-6.8% 3 libraries
- 8% 2 libraries
- Percentage not listed 2 libraries
- Other 1 library

Of the 22 responses, 7 directors said that their raises in this FY will be higher than last FY, 7 said raises will be the same rate, and 8 said raises will be lower than last FY.

Directors also shared the following comments about salary increases:

- Even with the 5% increase (higher than last year), our salaries and wages remain below those of most of our neighbors when comparing comparable job duties.
- A few libraries are in the middle of a pre-negotiated labor contract and cannot change the yearly pay increases.
- A few libraries noted that they receive the same incremental wage scale as city staff members.
- I want to re-evaluate our whole wage structure this year. It needs serious revision. The last revision was done in 2017 and things are so different now.
- We recently underwent a comprehensive salary study and will be increasing staff wages from 10-30% to keep our salaries competitive with the surrounding labor market.
- For several years, we have adjusted salaries at all levels to offer competitive wages in order to recruit and retain staff.

CONSUMER PRICE INDEX

As reported by the Bureau of Labor Statistics on June 13, 2023, inflation continues to be high, though it's showing signs of slowing down.

The Consumer Price Index for All Urban Consumers (CPI-U) rose 0.1 percent in May on a seasonally adjusted basis, after increasing 0.4 percent in April, the U.S. Bureau of Labor Statistics reported today. Over the last 12 months, the all items index increased 4.0 percent before seasonal adjustment.

FY 2023-24 BALDWIN PUBLIC LIBRARY PAY & BENEFITS RANGES

The wages and benefits chart for all staff classifications is included after this memo. We have seen a base salary increase for librarians to \$25 per hour at many comparable libraries. For instance, recent job postings have advertised the following rates:

- Ypsilanti \$24-28 per hour
- Canton \$26.31-32.31
- Farmington starting at \$25 per hour
- Northville \$25.36-29.57
- Bloomfield Township starting at \$26.95 per hour

• Troy - \$25-30 per hour

Even with the updated pay and benefits ranges, the hourly rate for librarians is lower at Baldwin than at comparable libraries. While we are not in the position to increase librarian wages beyond a 4% increase this year, I plan to include this pay adjustment for librarians in the FY24-25 Budget.

SUMMARY

Due to the cost of living increases, I propose a 4% pay increase for Baldwin Library. This salary increase is fully supported by the FY 2023-24 approved budget. This pay increase is .5% to 6% less than Birmingham City administrative staff will receive in FY 2023-24. And this pay increase is in line with salary increases of other southeast Michigan public libraries.

If the Board chooses to implement a 3% raise instead of a 4% raise, the Library will save \$22,820. If the Board chooses to implement at 3.5% raise instead of a 4% raise, the Library will save \$11,430. The total budgeted amount for salary and benefits for the FY 2023-24 is \$2,962,180.

SUGGESTED BOARD ACTION

Motion to approve a pay increase for Library Pages to \$12 per hour, to approve a 4% salary increase for all other Baldwin staff, and to update the FY 2023-24 Baldwin Public Library Pay & Benefits Ranges schedule as shown on the following pages.

Baldwin Public Library Pay & Benefits: FY2023-2024

					Pay Scale	cale			
							Max		
	Full	Min	Min Hourly	Σ	Minimum	I	Hourly	Σ	Maximum
	Time		Rate	••	Salary		Rate		Salary
Director	Υ	\$	48.20	\$	100,264	\$	53.56	\$	111,405
Associate Director	>	\$	34.28	\$	71,299	\$	39.68	\$	82,526
Bookkeeper	>	\$	23.57	\$	49,018	\$	29.48	\$	61,327
Office Administrator	Υ	\$	21.42	\$	44,562	\$	27.30	\$	56,784
Operations Assistant	z	\$	15.00			\$	20.35		
IT Coordinator	Т	\$	32.14	\$	66,843	\$	37.49	\$	77,983
Network Administrator	Υ	\$	24.64	\$	51,246	\$	28.92	\$	60,159
IT Technician	Z	\$	18.21			\$	22.50		
ldea Lab Supervisor	Υ	\$	24.64	\$	51,246	\$	28.92	\$	60,159
Idea Lab Assistant I	Z	\$	17.14			\$	21.42		
Department Head	Υ	\$	29.99	\$	62,387	\$	36.42	\$	75,755
Asst. Department Head	Υ	\$	27.04	\$	56,243	\$	32.24	\$	62'029
Librarian II (FT)	Υ	\$	26.00	\$	54,080	\$	31.20	\$	64,896
Librarian (FT)	Т	\$	23.57	\$	49,018	\$	29.99	\$	62,387
Librarian (20 <hr<28)< td=""><td>Z</td><td>\$</td><td>23.57</td><td></td><td></td><td>\$</td><td>29.99</td><td></td><td></td></hr<28)<>	Z	\$	23.57			\$	29.99		
Librarian (<20 hr)	Z	\$	23.57			\$	29.99		
Substitute Librarian	Z	\$	21.90			\$	21.90		
Librarian Intern (PT)	Z	\$	20.80			\$	20.80		
Reference Assistant	Z	\$	18.72			\$	18.72		
Library Assistant III (FT)	Υ	\$	23.57	\$	49,018	\$	28.92	\$	60,159
Library Assistant III (PT)	Z	\$	23.57			\$	28.92		
Library Assistant II	Z	\$	20.35			\$	24.64		
Library Assistant I	Z	\$	15.00			\$	18.21		
Library Page	Z	\$	12.00			\$	12.00		
				l				l	

Note: Librarians (except for Substitute Librarians) and Circulation Assistants receive time and a half pay on Sundays. This does not apply to any other staff members.

Baldwin Public Library Pay & Benefits: FY2023-2024

	•				Ber	Benefits			
	Full-	Sunday 1.5	Vacation/		Health	Dental/	Life	Long/ Short	
	Time	Time	Personal	Sick	Insurance	Optical	Insurance	Term Care	Retirement
Director	λ	z	\	λ	Y	Т	Ь	Υ	>-
Associate Director	λ	z	\	Υ	Υ	Ь	Ь	Υ	>-
Bookkeeper	λ	z	\	Υ	Y	Т	Ь	٨	>-
Office Administrator	>	z	>	>	\	У	Ь	>	>-
Operations Assistant	z	z	z	Z	Z	Z	Z	Z	z
IT Coordinator	λ	z	\	Y	Y	Ь	Ь	Υ	>-
Network Administrator	Т	Z	У	λ	λ	λ	λ	λ	>
IT Technician	Z	Z	Z	Z	Ν	Z	Ν	Z	Z
Idea Lab Supervisor	λ	z	\	Y	Y	Ь	Ь	Υ	>-
Idea Lab Assistant I	Z	Z	Z	Z	Ν	Z	Ν	Z	Z
Department Head	У	У	У	Ь	Ь	Ь	Ь	Ь	Ж
Asst. Department Head	У	У	У	Ь	Ь	Ь	Ь	Ь	У
Librarian II (FT)	У	А	У	Ь	Ь	Ь	Ь	Ь	У
Librarian (FT)	Υ	Ь	Υ	λ	λ	λ	λ	λ	>
Librarian (20 <hr<28)< td=""><td>Z</td><td>Ь</td><td>У</td><td>λ</td><td>Ν</td><td>Z</td><td>Ν</td><td>Z</td><td>></td></hr<28)<>	Z	Ь	У	λ	Ν	Z	Ν	Z	>
Librarian (<20 hr)	Ν	У	У	λ	N	Ν	N	Z	Z
Substitute Librarian	Ν	Z	Z	Ν	Ν	Ν	Ν	Z	Z
Librarian Intern (PT)	Z	Z	Z	Z	Ν	Z	Ν	Z	Z
Reference Assistant	Z	Z	Z	Z	Ν	Z	Ν	Z	Z
Library Assistant III (FT)	У	Ν	У	Ь	Ь	Ь	Ь	Ь	У
Library Assistant III (PT)	Ν	У	У	Ь	Ν	Ν	N	Z	У
Library Assistant II	Ν	У	У	Ь	Ν	Ν	N	Z	У
Library Assistant I	Z	У	Z	Ν	Ν	Ν	Ν	Z	Z
Library Page	Z	Z	Z	Z	N	Z	Ν	Z	Z

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

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



MEMORANDUM

City Manager's Office

DATE: June 5, 2023

TO: Thomas M. Markus, City Manager

FROM: Melissa Fairbairn, Assistant City Manager

SUBJECT: 2023-2024 Compensation Recommendations for Department Heads and

Administrative/Management Employees

INTRODUCTION:

Current Administrative/Management employees consist of 11 City department heads, and approximately 25 other full-time professional employees who are not represented by any labor organization. Settled collective bargaining agreements include wage rate changes to the Teamsters, Police Command Association, and Police Patrol Association as follows:

AFSCME	Under Negotiation	
BCOA	2022—3.5%, 2023—3.5%, 2024—3.5%	
BPOA	2022 – 4.5%, 2023—3.5%, 2024—3.5%	
BFFA	Under Negotiation	
Teamsters	2022—2.0%, 2023 – 2.0%	

Administrative/Management employees are scheduled to receive wage adjustments on July 1, 2023 for the 2023-24 fiscal year.

BACKGROUND:

Individual administrative and management staff do not receive automatic adjustments in conjunction with salary table changes as do employees in bargaining units. Actual increases for this group are determined through annual performance evaluations. The guidelines that connect performance review scores to salary adjustments continue to reward high-quality performance within the confines of the salary range while withholding such rewards when performance is less than high quality.

Salary Ranges

According to the Bureau of Labor Statistics, CPI data has indicated a rise in local consumer prices. The graphic below illustrates the consumer price increases specific to the Detroit-Warren-Dearborn area, resulting in an **increase of 6.6%** since April 2022. To answer to these rising

costs, as well as talent acquisition and retention goals, a more aggressive market adjustment is needed.

For Fiscal Year 2023-24, and effective July 1, 2023, HR recommends a market adjustment of up to **3.5%** adjustment to the salary range for Department Heads and Administrative/Management classifications, as well as for administrative part-time employees not covered by a labor organization, which represents an estimated cost of \$132,000. This adjustment keeps our compensation program in line with the market of comparable communities and is consistent with other settled City labor agreements. Proposed salary tables reflecting these adjustments are attached.

Percent change --- All items less food and energy 11.0 10.0 9.0 8.0 7.0 6.0 5.0 4.0 3.0 2.0 1.0 0.0 -1.0 -2.0 Apr Jun Aug Oct Dec Feb Apr Jun Aug Oct Dec Feb Apr Jun Aug Oct Dec Feb Apr 2023

Chart 1. Over-the-year percent change in CPI-U, Detroit-Warren-Dearborn, MI, April 2020–April 2023

Source: U.S. Bureau of Labor Statistics.

Merit Based Performance Increase Program

In addition to the salary range adjustment, the Commission has approved a merit based increase based on a review of an employee's performance. This program is divided into three groups, subject to performance evaluation results and salary ranges:

- 1) Employees at their maximum pay rate, and eligible for a performance increment of up to 2.5%.
- 2) Employees at or above the 75th percentile of their range, eligible for an increase of up to 3%.
- 3) Employees below the 75th percentile of their range, eligible for up to a 6.5% increase.

LEGAL REVIEW:

No legal review is required.

FISCAL IMPACT:

For FY 2023-24, the recommended increase to the salary ranges of 3.5% for the Department Heads and Administrative/Management group represents an estimated cost of \$132,000. The merit based performance increase program is estimated to cost an additional \$122,000.

PUBLIC COMMUNICATIONS:

N/A

ATTACHMENTS:

• Existing Merit Increase Guidelines (3.5% Market Adjustment)

SUMMARY:

The Human Resources Department recommends approval of the Department Head and Administrative/Management compensation program as presented and included in the attachments to this report.

SUGGESTED COMMISSION ACTION:

Make a motion adopting a resolution to approve a 3.5% salary range adjustment and inrange adjustments based upon performance for full-time and part-time employees in the Department Head and Administrative/Management classifications effective July 1, 2023 and approving a 2.5% performance increment through June 30, 2024 with individual eligibility to be in accordance with the attached merit increase guidelines. Further, to authorize the budget amendments from the wage adjustment account 101.0-272.000-709.0000 to the appropriate departments.

CITY OF BIRMINGHAM Department Heads & Administrative Employees 7/1/2023 Merit Increase Guidelines

For employees currently occupying a position <u>at or above the 75th Percentile</u> of their salary range on the July 1, 2023 salary table:

Merit <u>Increase</u>	Market <u>Adjustment</u>	Performance Review Score *
+ 3.0%	3.5%	4.50 to 5.00
+ 2.0%	3.5%	4.50 to 4.49
+ 1.0%	3.5%	3.50 to 3.99
0.0%	3.5%	3.00 to 3.49
-1.5%	3.5%	2.50 to 2.99
-2.5%	3.5%	2.00 to 2.49

Total adjustment may not exceed salary range maximum.

- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Below Expectations
- 1 Unsatisfactory

^{*} Performance Review Rating Scale:

CITY OF BIRMINGHAM Department Heads & Administrative Employees 7/1/2023 Merit Increase Guidelines

For employees currently occupying a position <u>below the 75th Percentile</u> of their salary range on the July 1, 2023 salary table:

Merit <u>Increase</u>	Market <u>Adjustment</u>	Performance Review Score *
+6.5%	3.5%	4.50 to 5.00
+4.5%	3.5%	4.50 to 4.49
+2.5%	3.5%	3.50 to 3.99
+1.5%	3.5%	3.25 to 3.49
0.0%	3.5%	3.00 to 3.24
-1.5%	3.5%	2.75 to 2.99
-2.5%	3.5%	2.50 to 2.74
-3.5%	3.5%	2.00 to 2.49

Total adjustment may not exceed salary range maximum.

- * Performance Review Rating Scale:
- 5 Outstanding
- 4 Exceeds Expectations
- 3 Meets Expectations
- 2 Below Expectations
- 1 Unsatisfactory

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.

TikTok Potluck

Thursday, June 22 – 7:00 p.m. 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. Grades 7-12.

Book Launch with Local Author A. Kidd

Tuesday, June 27 — 6:15 p.m. to 7:15 p.m.

Meet local author and children's librarian, A. Kidd, as we celebrate the release of her 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. No need to register, just stop by!

All Together Now: Michigan Habitats

Wednesday, June 28 — 2:00 p.m. to 3:00 p.m.

Grades 1 to 6. 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.

Pizza and Pages: The Electric Kingdom by David Arnold

Thursday, July 6 — 7:00 p.m. to 8:00 p.m.

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

Parenting Strategy Sessions

Monday, July 10 — 7:00 p.m. to 8:00 p.m.

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.

July 10: Social Conflict & Communication for Elementary and Middle School Parents

August 7: Anxiety and Emotion Regulation for All

Tammy's Summer Tastings: Farm-to-Glass Cocktails

Tuesday, July 11 — 7:00 p.m. to 8:00 p.m.

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

Dungeon and Dragons

Thursday, July 13 — 2:00 p.m. 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. Grades 7-12.

Genealogy Series: Where are the Women?

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

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. *Virtual event. Registration Required*.



Birmingham okays \$46.6 million '23-'24 budget

Published on May 12, 2023 | By Grace Lovins and Lisa Brody

https://www.downtownpublications.com/single-post/birmingham-okays-46-6-million-23-24-budget

Birmingham commissioners voted to approve an estimated \$46.6 million general fund 2023-2024 fiscal year budget, at the meeting on Monday, May 8, after reviewing each department's proposals at a budget hearing at the end of April.

The fiscal year beings July 1, 2023, and ends June 30, 2024.

Finance director Mark Gerber said the city's millage rate will remain the same, at 11.0901 mills. Under the Headlee Amendment, the city cannot collect operating millage on the increase in taxable value derived from existing property which exceeds the Headlee inflation factor, which is 7.9 percent for 2023-2024.

Estimated revenues are \$33.5 million from property taxes, comprising 47 percent of budgeted revenue, is an approximate 7.2 percent increase over fiscal year 2022-2023; \$3.6 million from revenues from services, \$2.8 million from state grants, \$2.7 million from permits and \$2 million from fines and forfeitures.

Projected state shared revenues are about \$5.3 million, in the form of revenue-sharing payments, gas and weight taxes, and reimbursements for personal property tax exemptions.

Estimated expenditures are for personnel, \$27 million, up from \$24 million in 2022-2023; \$19.5 million in other charges; \$6.1 million in charges out; and \$5.5 million in capital outlays.

Gerber presented two amendments to the sewage disposal fund that were identified after reviewing the budget. The sewage disposal cost increased \$116,030, which he says is primarily due to the Evergreen-Farmington sewage disposal district. Storm water increased \$61,650 related to George W. Kuhn drain, which resulted in a \$177,680 increase to revenues and expenditures.

The budget for the Baldwin Public Library was also corrected. According to Gerber, there was supposed to be a \$260,000 revenue from the library trust to help get the fund balance out of the negative. At the budget hearing, the Baldwin Library budget was in the negative due to ongoing renovations, but the funds were to be brought from the trust to offset that. The proposed skylight element for the renovation was removed from the plans to help shrink the cost.

Commissioner Brad Host said he was still concerned about the increased cost for the 48th district court. During the budget hearing, Gerber explained that the court operates on a calendar year, not a fiscal year, so the budget was readjusted based on the percentage of caseloads from 2021. The projected total cost is expected to be approximately \$1.6 million.

The increase in expenditures to the court will also create an increased revenue, but the city will still be in a deficit, according to Gerber. Assistant city manager Jana Ecker said she would push to be involved in the court's budget earlier on in the process for a better understanding of the costs and how the budget is being formulated.

The commission voted 7-0 to adopt the 2023-2024 fiscal year budget.



Party with the city of Birmingham in Shain Park May 21

Published on May 18, 2023 | By Mary Genson

https://www.candgnews.com/news/party-with-the-city-of-birmingham-in-shain-park-may-21-2435

The Celebrate Birmingham Hometown Parade and Party in Shain Park will take place May 21. The parade will begin at 1 p.m., followed by a party in Shain Park ending at 4 p.m.

The parade will include several community groups, including the Baldwin Public Library, the Oakland County Sheriff's Office, veterans groups, the Piety Hill Daughters of the American Revolution and the Redford Township unicycle club.

This is the second parade since a hiatus caused by the pandemic.

The Baldwin Public Library will be showing off its new book bike during the parade. The book bike is actually a tricycle with a box on the front that opens up. This lets them bring library materials, used books for sale and other marketing materials from the library.

The library plans to bring the bike to several community events throughout the summer.

"The main mission of the bike is to share news about the library," Library Director Rebekah Craft said.

Baldwin Public Library officials thanked Moosejaw in downtown Birmingham for helping get the bike up and running.

For the first time since the pandemic, the Seaholm High School marching band will be participating in the parade.

"I want to thank the presenting sponsors," Deputy City Clerk Christina Woods said. "We have Bloom Pediatrics and the Bank of Ann Arbor. Without them, we would not be able to put this on at all."

Beier Howlett, PC, is the parade master for the Celebrate Birmingham Hometown Parade and Party in Shain Park; the Piety Hill Daughters of the American Revolution is a parade supporter, and Goldfish Swim School is a parade friend.

Woods acknowledged that parades are often core memories engrained in people's childhood and said Birmingham loves putting on this parade each year.

"We love to present this Birmingham parade because it focuses on our community and the different aspects and organizations within our community that we have pride in," Woods said. "It just really gives that hometown feel and connects you to your neighbors and the different people and organizations that help make our community go around."

After the parade, a variety of family fun activities will be offered at Shain Park. The Oakland County Parks and Recreation Department will be bringing putt-putt and an interactive kids area with bubbles, chalk and other fun activities. Kids can enjoy the trackless train, face painting and crafts at Shain Park.

This year, the nonprofit Arts & Scraps will be joining the celebration. Arts & Scraps is a Detroit nonprofit that promotes sustainability. They will be providing kids with an environmentally friendly craft with materials that would have otherwise been recycled or thrown in the trash.

Visit bhamgov.org for more information on the event.



The Baldwin library prepares to kick off summer reading

Published on May 23, 2023 | By Mary Genson https://www.candgnews.com/news/the-baldwin-library-prepares--to-kick-off-summer-reading-2493

BIRMINGHAM — Children, teens and adults are invited to participate in the Baldwin Public Library's Summer Reading Challenge. Participants will be able to join fun virtual programs, crafts and activities while spending the summer enjoying good books.

The Summer Reading Challenge theme of "All Together Now" was chosen by the Collaborative Summer Library Program, a national organization.



"We are looking forward to bringing people back together," Library Director Rebekah Craft said. "I think it is a good post-COVID theme."

There will be several in-person programs with activities for all ages throughout the summer at the Baldwin Public Library.

"As a rule, I think the library is about community, so I think that it is a great theme that will, hopefully, start encouraging people to get together again," Associate Director Jaclyn Miller said. "We are going to be doing some really cool things this summer, so we hope that it draws people into the library."

While the theme was chosen nationally, each library was able to get creative with the graphics they use. This year, the Baldwin Public Library decided to have a retro food theme.

The Summer Reading Challenge runs June 9-Aug. 4. Participants can join at any point, as long as everything is tracked in their account by Aug. 4.

"I think summer is such a good time for reading, so why not pair it with a chance to win prizes?" Craft said.

There will be a Summer Reading Kickoff event Friday, June 9. Crafts, games, an ice cream truck and more will be available 1-4 p.m.

"Each program is designed to set realistic, reasonable and reachable goals for the summer," Miller said.

The Youth Reading Challenge is for children of all ages, from babies to sixth grade. Children have the opportunity to earn prizes by either logging their reading time or engaging in one of the enriching activities listed in the challenge.

For every hour they read or activity they complete, they will earn a point. Once they get a certain number of points, they can choose a prize book from a special selection.

Pre-readers can participate in the program by having someone read them a story.

Once a student is a teenager, they can join the Teen Reading Challenge for incoming seventh to 12th graders.

Teens have the opportunity to earn prizes based on the time they have spent reading or completing activities. They also have the opportunity to earn points by writing book reviews.

There is an Adult Reading Challenge available where participants will be challenged to meet a reading goal. Participants can also earn points towards a grand prize drawing.

"We just want to get everyone reading and avoid the summer slide with school and make books as a fun hobby accessible to everyone," Craft said.

The Summer Reading Challenge is sponsored by the Friends of the Baldwin Public Library. While there will be some construction at the library for the summer, Miller said she hopes that this does not discourage anyone from coming in.

"Our staff is working hard to make sure that there is fun stuff that is worth coming for," Miller said. "We are doing our very best to make sure that the entrance is easily identifiable, and we hope that people are still able to find their way in and enjoy the library as much as they have in past summers."

To sign up for the Summer Reading Challenge and update your progress, visit baldwinlib.beanstack.org. The Baldwin Public Library is located at 300 W. Merrill St. and can be reached at (248) 647-1700.





MAY 25, 2023

Jaclyn Miller Baldwin Public Library 300 W. Merrill Birmingham, MI 48009 248-554-4682

Dear Mrs. Miller,

On behalf of the City Hall and the entire Birmingham community, we would like to extend our thanks and gratitude for your participation in the spectacular 2023 Celebrate Birmingham Parade! Your dedication, creativity, and enthusiasm made this event a success and a true celebration of our community. We would like to express our deepest appreciation to the Baldwin Public Library for contributing to the parade's success. Your banner put a smile on everyone's face. Your involvement made the event unforgettable.

It truly would not have been the same without your contributions. The memories created will be cherished by our residents and community. Please enjoy some included photos of your group taken at the event as well.

Thank you once again for being a part of this amazing event!

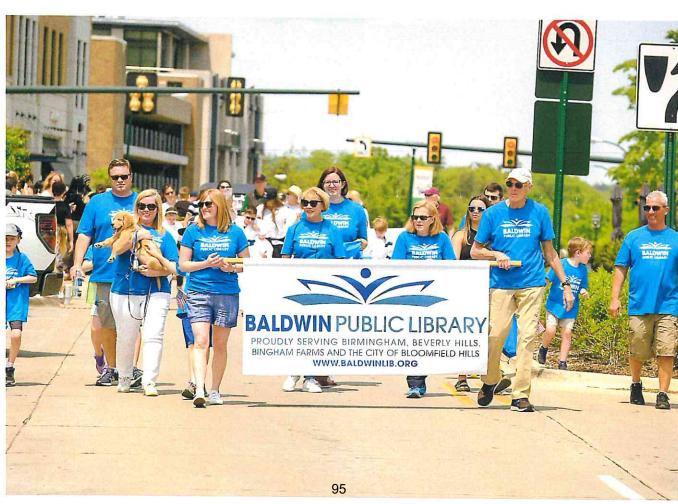
Sincerely,

Alexandria Bingham City Clerk

alwadia By

CITY OF BIRMINGHAM











Chairperson
David Wind
Vice Chairperson
Ann Nazareth-Manning

Secretary
Eileen Pulker
Treasurer
Richard Stasys
Past Chairperson
Shelley Taub

Caseworker Cathy Womack

Members

Andrew G. Acho Judith Adelman Det. James Balagna Pierre Boutros Mary Jo Dawson

Jill Fill Kate Layton Det. Alex <u>Linke</u> Jennifer <u>Rass</u> Jay Reynolds

<u>Embekka</u> Roberson – BPS Sup Susan Robbins

Vicki Sower David Walker

Advisory Members
Sheriff Michael Bouchard

Jason Clinkscale

June 2, 2023

Vicki Sower Baldwin Public Library 300 W Merrill St Birmingham, MI 48009

Dear Vicki Sower,

Please accept our sincere thanks and appreciation for arranging the "crafts to go" for our 13th Annual Touch-a-Truck event that was held on Saturday, May 20, 2023. We're so thankful you were part of this year's event that saw a record crowd of over 1,200 people! With your participation, the event was a great success.

Your participation helped to make the event enjoyable for the children and their families. We hope that Birmingham Public Library will be able to participate again next year. As soon as we have the date reserved we will be contacting you for the 2024 event.

Birmingham Youth Assistance has been providing service to youth and their families for 61 years. Please visit our website to learn more about what our organization is all about at: www.birmighamyouthassistance.org

Sincerely,

Lynne Zacharias Administrative Assistant Birmingham Youth Assistance

The mission of Birmingham Youth Assistance is to strengthen youth and families and to reduce the incidence of delinquency, abuse and neglect through community involvement.









STORY BY JACKIE VALLEY / STAFF WRITER
PHOTOS BY ALFREDO SOSA / STAFF PHOTOGRAPHER

A DAY IN THE LIFE OF A LIBRARY

Caught in the snare of today's culture wars, this community hub keeps humming.

JEFFERSON CITY, MO.

el Prenger enters the main branch of the Missouri River Regional Library seeking a solution.

Weeks earlier, a 9-year-old relative had mailed her a brightly colored self-portrait. The artwork came with a request: Take the paper cutout version of him on adventures and report back. It's a popular elementary

school ritual inspired by the children's book "Flat Stanley," whose eponymous character embarks on thrilling experiences after being pancaked by a bulletin board.

Ms. Prenger accepted her mission. She photographed the boy's self-portrait joining her as she played dominoes with friends, visited a relative in a nursing home, and met an Elvis impersonator in Branson. Next, she typed a letter detailing his travels and then – much to her dismay – hit a snag. It wouldn't print.

"I was so frustrated," she says. "I said, 'Where in the world can I go?' And I thought,

I'm going to run up to the library."

So here she is, laptop and photos in hand, shortly after 5:30 p.m. on a Tuesday. The reference librarian listens to her story and dives into problem-solving mode. Soon, her letter emerges from the printer.

"The really amazing thing about libraries – and this is true around the world about public libraries – [is that] anybody can go in them, and you're not expected to spend money," says Emily Knox, an associate professor in the School of Information Sciences at the University of Illinois Urbana-Champaign.

But in America this institution has come under siege with efforts to ban books and, in some cases, restrict or end public funding for libraries.

Last year marked the largest number of censorship attempts since the American Library Association began tracking that information more than two decades ago. Reported book challenges increased 38% from 2021 to 2022, landing at 2,571 unique titles.

And in the Missouri State Capitol – a mere half-mile from the public library in down-town Jefferson City – lawmakers in the House sent a bill to the Senate that stripped funding from public libraries.

But the all-day hum of activity inside this two-story, Brutalist-style library defies what some perceive as an attempt by a faction of conservatives to silence certain perspectives.

Chectour Desk

Claudia Young (top photo) peers through the stacks in the main branch of the Missouri River Regional Library system, which she directs. Elsewhere in this branch, Hadassah (far left photo) draws as her mother, Kristin Mena, watches, and Lincoln University students Zamar Brake (near left photo, at right) and Keianjah Mosely print emails.

Libraries help job seekers, small-business owners, students preparing for tests, parents who want to promote early literacy, and people who need a respite from hot or cold weather, among countless other functions. They're also one of the first brick-andmortar institutions that open their doors and provide assistance when natural disasters strike, notes Deborah Caldwell-Stone, director of the American Library Association's Office for Intellectual Freedom.

"All that goes away when you say, 'Let's defund the libraries because we don't like a few books on the shelves," she says. "It really is the essence of elevating politics over the needs of communities."

CENTURIES AGO, WHEN BENJAMIN FRANK-

LIN founded the member-supported Library Company of Philadelphia in 1731, it wasn't the technological wonderland libraries have become today. But the nation's first lending library did let members borrow science equipment, such as telescopes and air pumps, says Michael Barsanti, its executive director. In that sense, it was never solely about books.

Libraries grew and evolved along with America. By 1848, the Boston Public Library

WHY WE WROTE THIS

HOPE

Despite legislators' threats to defund libraries, this busy one looks toward the future, with plans to expand its embrace of the community.

opened its doors, ushering in an era of free library service in the United States. Now, more than 9,000 public libraries exist nationwide – and the services they offer have multiplied well beyond printed literature.

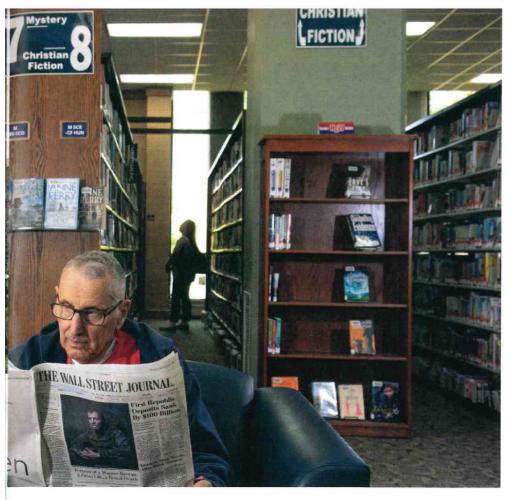
Educational tablets, fishing poles, and tackle boxes are available for checkout here in the children's section. And last year, the library started working with local agencies to connect community members with help for energy bills, health care, food, and financial matters. The library – like its peers in many other cities – sits on the bus line and is centrally located.

"When they're able to come here and kind of hit everything at once, it just removes a lot of barriers," says Natalie Newville, the library's assistant director of marketing and development.

But books matter, too. In a bid to engage more readers, the library offers a free subscription service dubbed "Book Box."







Greg J. Eskijian (photo above) reads the newspaper at the library on April 25, 2023, as he does most mornings. Rose Scheperle (photo left) helps her granddaughter Emersyn pick out books in the library's children's section.

Children, teens, and adults fill out forms identifying their book preferences and personal interests. Then library selectors do their best to provide matches.

The element of surprise attached to the program has proved popular. "Our circulation numbers have gone up with it," Ms. Newville says.

That's not the only growth the library is working on.

claudia Young Bows out of a conversation and heads toward a wooden podium set up near the library's front doors. After 27 years working in this library – now as its director – Ms. Young knows many patrons by name. And the person she is about to honor happens to be particularly well known in Jefferson City.

"I'd like to get everyone's attention," she says. "We're going to start the ceremony now for ambassador of the year."

To her right stands Carrie Tergin, who just a week earlier finished her eight-year run as the capital city's mayor. She's receiving the annual ambassador award, given during National Library Week to someone who understands what the library does for

the community and shares that message broadly. Ms. Young ticks off a list of the former mayor's supportive acts – everything from attending events to plugging the library in speeches and on social media.

But it will take more than a few ambassadors to steer the library in the direction envisioned by its board and staff. The Missouri River Regional Library is asking voters to approve an increase to the operating levy on the August ballot. If approved, it would amount to an average 2.5% property tax increase for most households.

"We need to just remember that libraries are really essential to the functioning of our economy, our democracy, our very lives."

 Deborah Caldwell-Stone, director of the American Library Association's Office for Intellectual Freedom The extra money would go toward expanding and renovating the main branch in Jefferson City – which swells each winter and spring as lobbyists and lawmakers converge for the legislative session – and providing more services for the surrounding, mostly rural Cole County. The area it serves counts nearly 77,000 residents.

Architectural renderings stationed around the library depict a bright and airy building with a new third floor and outdoor space on a second-floor rooftop. Inside, library officials say, the modernized building would feature shorter, more accessible bookshelves, new restrooms, dedicated space for job skills development, study rooms, and makerspaces.

If voters give the tax increase a green light, the additional yearly cost per \$100,000 of home value would be \$28.50.

"The time is right" for an expansion, Ms. Tergin says while accepting her award. "We're going to make it even better."

Her enthusiasm comes amid a backdrop of cultural and political turmoil. Last year, legislation surfaced in 12 states that would permit criminal prosecution of librarians and educators for distributing certain materials to minors, according to the American Library Association, which has condemned the efforts.

In Missouri, the strife stretches back to August when Republican Gov. Mike Parson signed sex-trafficking legislation (Senate Bill 775) into law. It included an amendment that puts school librarians and educators at risk of criminal prosecution if they provide "explicit sexual material" to a student. School librarians, afraid of potentially breaking a law, preemptively began removing books they thought might fall under that broad description.

Then Missouri's secretary of state, Jay Ashcroft, a Republican running for governor, proposed a rule that tied state funding for public libraries to a number of requirements, including that money cannot be used to purchase materials that "appeal to the prurient interest of any minor." It also required libraries to adopt policies providing parental consent for materials checked out by children and teens.

The Missouri Library Association fired back, calling the proposed rule a "solution in search of a problem." The association also noted that a few of the requirements are already best practices within libraries.

The proposed rule, which drew 20,000 public comments, is going into effect with a few modifications. In response to a concern that "prurient" is too vague, for example, the terms "child pornography," "obscene," and "pornographic for minors" are being used instead.

By late February, the American Civil Liberties Union of Missouri filed a lawsuit on behalf of two organizations – the Missouri Library Association and the Missouri Association of School Librarians – challenging the constitutionality of Senate Bill 775.

A month later, the Missouri House Budget Committee removed \$4.5 million in state aid to local libraries from the budget bill. Critics blasted it as a retaliatory move that would hurt rural libraries the most. Ultimately, the Legislature passed a budget plan that restored state funding for public libraries.

"It's discouraging, but I am undaunted by it. I believe so much – I'm going to get tearful," Ms. Young says, pausing for a moment. "I believe so much in what we're doing that I don't let it get me down."

Ms. Young grew up in a small Illinois town that couldn't support its own library. A bibliophile at heart, she calls this her dream job. The shelves of books, the room full of computers, the aisle of video games, the 3D printer, and even the cozy chairs – these are the tangible objects that draw patrons to the

"We monitor what our kids read and watch and stuff and just also talk with them through things they read and things that they see in general."

- Grace Shaw, a mother who says her family falls on the conservative side politically

library. Together they form a social fabric, she says, that strengthens individuals and the community at large.

"People can become the best version of themselves by using the library, whether that's to learn a new skill or have access to information they need," she says.

JEFFERSON CITY'S NAME IS AN ODE to Thomas Jefferson, a Founding Father and the nation's third president who famously wrote a letter declaring, "I cannot live without books."

The growing city, however, didn't receive its own public library until the turn of the 20th century. A grant from philanthropist Andrew Carnegie, who contributed to the establishment of nearly 1,700 libraries between 1886 and 1919, helped fund Jefferson City's first public library, which opened in 1902. Today, the Missouri River Regional Library's main branch sits next to that original building.

Last year, 158,520 visitors entered the library, and 445,920 materials were checked out. Recent popular items include Prince Harry's memoir, "Spare"; the movies "A Man Called Otto" and "Everything Everywhere All at Once"; and the novels "Losing Hope" by Colleen Hoover, "Identity" by Nora Roberts, and "Happy Place" by Emily Henry.

But at 10:30 a.m. on this day, those stats take a backseat to preschool story time. Three toddlers and a handful of adults gather in an upstairs meeting room. To the tune



Jefferson City's former Mayor Carrie Tergin takes a selfie with library staff, including the director, Claudia Young (center), after being named the Missouri River Regional Library's 2023 Library Ambassador.

of "Wheels on the Bus," Donna Loehner, a youth services programming assistant, reads aloud a picture book called "The Library Doors.'

The words mimic what librarians see day in and day out, and as the children catch on, they add their tiny voices to the mix:

The library doors swing OPEN AND SHUT. OPEN AND SHUT. OPEN AND SHUT. The library doors swing OPEN AND SHUT All through the day!

Grace Shaw and her 2-year-old son, Blake, are among the attendees. Ms. Shaw considers the library a safe, positive place where her children can be imaginative and learn about other people and the world around them. As Blake scans a nearby shelf for books about dinosaurs, Ms. Shaw says her family and many of their friends fall on the more conservative side of the political spectrum, but they're big supporters

of the library.

"We monitor what our kids read and watch and stuff and just also talk with them through things they read and things that they see in general," she says.

Downstairs, retired accountant Mark Rodabaugh has finished his library to-do list for the day - printing a schedule and looking up a book recommended by a friend. Trips to the YMCA and the library make up the bulk of his weekly routine.

His take on state library funding being in jeopardy: "It's a horrible thing."

Mr. Rodabaugh shakes his head at the mention of culture wars triggering attempts to pull certain books from shelves. He says one person or group of people shouldn't be dictating what everyone else can read.

Books written by or about people of color and members of the LGBTO+ community made up the "vast majority" of items challenged or banned last year in libraries across the nation, according to the American Library Association. Forty-eight percent of the challenges occurred in public libraries. and another 41% involved school libraries.

"I have great faith in the library systems that have professional people making these decisions on books," Mr. Rodabaugh says. "And I want that to continue."

IN THE LIBRARY'S BASEMENT, beyond rows of computers in the public business center, staff work behind the scenes taking care of





An unhoused person (photo above) takes a nap at the main branch of the Missouri River Regional Library in Jefferson City on April 25, 2023. The library's lead cataloger Elizabeth W. Pfeiffer (photo left) helps a young woman just released from the county jail next door make a phone call.

daily operations. An aspect of that mission: selecting materials.

Library staff order new books, video games, and DVDs, among other items, from January through October, Ms. Young says. They use publications such as Library Journal and Publishers Weekly to help them select titles, while also paying attention to bestseller lists and stocking up on the eternally popular romance and Western genres.

The library added roughly 12,500 new items in 2022 and withdrew another 19,618 based on their condition and checkout history. Does every patron like or agree with the views presented in all the books and movies? Certainly not, Ms. Young says. The goal, as stated in the library's collection development policy, is to provide a "diverse and balanced collection of materials."

So far this year, the library has received one challenge concerning a children's picture book, Ms. Young says. Prior to that, the most recent challenge occurred in 2021 also involving a children's picture book that the petitioner perceived as promoting an LGBTQ+ agenda. In such cases, the person or group initiating the challenge fills out a form requesting reconsideration, which jump-starts a review process involving the selector of that particular material and the collection development manager. If the patron disagrees with the decision, he or she can request to speak with the library's director or, ultimately, board of trustees.

"Materials are evaluated as complete works and not on the basis of a particular



Ann Seigfreid Kovar (photo left) glues dried flowers onto a balloon to make a flower lantern during a crafting class at the Missouri River Regional Library's main branch. The staff (photo below) gather for a group photo outside the library.

passage," the library policy states. "A work will not be excluded from the library's collection solely because it represents a particular aspect of life, because of frankness of expression, or because it is controversial."

Misinformation and disinformation have led to books about sexuality and reproductive health being "described in the worst terms," says Ms. Caldwell-Stone, of the American Library Association. She worries about what may happen if libraries remain under attack.

"Without libraries, you can't pull yourself up by your bootstraps. Without libraries, you may not be able to access government services, scholarship applications," she says. "We need to just remember that libraries are really essential to the functioning of our economy, our democracy, our very lives."

It's a statement that Ben Franklin very likely would have endorsed. Dr. Barsanti suspects that the famous inventor and statesman, who tried to avoid making blanket statements, would have concluded that "controlling books is doomed to fail."

And as technology and its effect on daily life continue to evolve, particularly with the growing use of artificial intelligence, Dr. Barsanti predicts the role of librarians will become even more important.

"What was already a very wild information environment is just going to get crazier," he says. "And what we will increasingly need are communities that will help us to evaluate the quality of the information we're getting."

AS AFTERNOON DESCENDS on Jefferson City, new visitors arrive. A mother helps her daughter with schoolwork. Teenagers browse aisles and lounge in an upstairs room dedicated to them. A man snoozes in a chair on the first floor. Even Mr. Ashcroft, the secretary of state, wanders in while chatting in hushed tones on a cellphone.



As long as people aren't making a disturbance or violating a library policy, Ms. Young says, all are welcome to enjoy its quiet solace, access resources and services, or connect with others.

As the clock ticks toward 8 p.m. – when the library will close – 18-year-old Madalynn Sanford is making a flower lantern in a crafting class.

When her family moved to Missouri from Arizona, she began attending the library's teen programming. She made friends here, learned some sewing techniques, and recently transitioned to the adult programs.

"It's definitely a place where I think about a community," she says.

At the same time, Ms. Young, the library director, is several miles away at a Lions Club meeting making a pitch she plans to repeat 24 more times at various community organization meetings until the polls open Aug. 8. She says it's time for the library, and the services it offers in rural areas, to grow.

"We want to dream bigger."

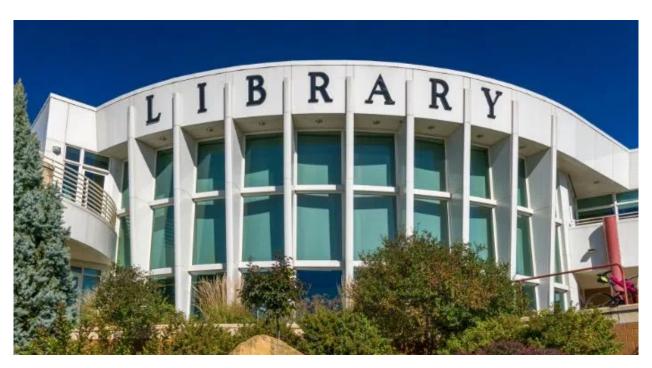
"It's discouraging, but I am undaunted by it. ... I believe so much in what we're doing that I don't let it get me down."

– **Claudia Young,** director of the Missouri River Regional Library system



11+ Things U.S. Public Libraries Offer That You Might Not Know About

Published on June 5, 2023 | By Kelly Jensen https://bookriot.com/things-public-libraries-offer/



Every public library across the United States is different. This is both a strength and a challenge of libraries: they can cater their services and offerings to their communities but in communities where funding is not robust, what the library can offer might be quite hindered. This impacts everything from the kind of staff who can be hired to the kinds of materials made available for borrowing to the array of programs offered throughout the year. That uniqueness, though, is something that can be easy to forget or overlook, especially if you're a power library lover and user. In a recent staff education program for my colleagues and some recent work with my Friends of the Library group, I realized how many cool, often-forgotten, maybe not greatly publicized things U.S. public libraries off that you might not know about.

The above caveats matter for several reasons. Not all of the below are going to be offered everywhere, and while most people can enter any public library and utilize the services, there may be limitations

on who gets priority for programs or materials (taxpayers to that library may get first crack at limited events or borrowing newly-released books and movies, for example). But even for those who don't have top-rated libraries in the community, chances are one or several of these services or programs are available to you.

These things U.S. public libraries offer that you might not know about range from big things to small ones. I'm not including the bread and butter services here, such as reference or reader's advisory, books or media, and so forth. Instead, this roundup highlights both those things that are convenient for being a person in the world, as well as tools and resources that you simply might not know about.

1. ENHANCED PHOTO IDS

News from Austin Public Library (TX) recently of a <u>pilot program</u> for enhanced photo IDs is a much-welcomed opportunity for people of all backgrounds to get their hands on a second official governmental form of photo ID. All users will have the option to get a normal library card, but those who may wish to use their library card as official ID will be able to do so right at the library. This is extremely convenient, and it will be especially useful for those who do not drive or who find themselves moving frequently — limited to those 18 and older, I suspect this will be especially appealing to the large student body of the city, as well as so many other more marginalized populations.

2. SOCIAL WORKERS

More and more public libraries — and to be clear, these are libraries with funding — are <a href="https://minimage.ni.nlm

Social workers on staff at libraries should be standard practice, but the reality of funding does not allow for it. Where librarians can connect people with information, unless licensed as a mental health professional, they cannot help in filling out forms, interpreting information, or talking through challenges the same way a social worker can. Bonus: those social workers often are useful for librarians working with the public, which can be a career full of potential burnout, compassion fatigue, and burnout.

Another bonus is users don't need to pull out their insurance card or navigate the complexities of managed care in order to take the knowledge of the library social worker. They've already paid for their work via taxes.

3. SANTA SUITS, SEWING MACHINES, HOT SPOTS, AND OTHER UNEXPECTED ITEMS TO BORROW FROM THE LIBRARY OF THINGS

We're not talking obscure books or indie films. Those are probably available to borrow, too. Rather, this is the space for talking about how there are some libraries that lend out Santa suits, and there are

some that lend out wifi hotspots. Need a big projector and screen to do an outdoor movie? Check the library. Tools to finish building something? Check the library. Binoculars? Skis? You might find them at the library. Several libraries even have extensive collections of items like cake pans or cookie cutters — the kind of items you might want to periodically use but don't want to invest money in.

Many libraries will <u>share on their website</u> the unexpected things (often called the library of things) they have available to borrow, but if yours does not, you can always ask!

4. COMMUNITY EXCHANGES

More and more libraries have taken up <u>seed exchanges</u> in their facilities, sharing different types of seeds or plant cuttings to help others build their own gardens. But seeds aren't the only kind of community exchanges you might see in the library. Others might include puzzle exchanges — a brilliant way to pass along what you've finished and peruse new options — or knitting/crochet exchanges of yarn and needles. Your library might have a card exchange, where you can grab a birthday card and leave your spare sympathy card.

I hesitate to put food pantry under "community exchanges," as a thing libraries do, but it really is. Many libraries offer a food pantry/clothing exchange for those experiencing economic challenges, and they're stocked with the goods provided by those in the community. My local library has even gone as far as creating entire Thanksgiving meal bags for our poorest community members, all acquired via the donations of library users.

5. NOTARY PUBLIC

Need a legal document signed and witnessed by a notary public? Check your library. Chances are someone on staff is a certified notary public and can help you do just that — and if it's not a free service, it will be very, very low cost.

6. TEST PROCTORING

If you've ever needed a test proctored, have you considered the library? Oddly, this was one of the more common questions I got as a reference librarian. At some libraries, there might be the space and staff capacity to proctor; at others, you'll be directed to appropriate outlets for such proctoring.

7. DATABASES YOU'D USE EVERYDAY IF YOU KNEW ABOUT THEM

When you think of databases, your brain might automatically go to writing an academic paper and seeking out research. But databases, as much as they are about cataloging research, are so much more. In fact, if you knew what databases your public library offers, chances are you would find a use for them every week, if not every day.

Again, every library will offer something different here, but among the most common databases are those to help you with your genealogy research, guides for car repair, consumer reports type guides, and my personal favorite, local newspapers. Don't want to subscribe to your local paper for whatever reason? You might not need to because your library might pay for it via a local news database. Log

into the database with your library card info, find the paper, and voilà — you're reading the local news the same day as everyone else.

8. MAKERSPACES

Ever wanted to try a 3D printer? Learn how to create paper circuits? Try your hand at a Cricut before investing in one? These are but the tip of the iceberg when it comes to what you might be able to do in your library's makerspace.

In the early 2010s, there was a big push to incorporate tinkering and creating in public libraries. As a result, libraries across the country created or expanded spaces within their facilities to allow people to do just that. In some cases, there are librarians who spend a lot of their workday helping people make and create in these places.

The goal of makerspaces is, of course, to create and to spark curiosity. But they have another goal: community. These spaces offer an opportunity to gather with friends or soon-to-be friends to collaborate and connect over trying something new. Your library might keep the makerspace open all hours for free exploration while others might keep the space to more limited hours and programs.

9. BORROW MUSEUM AND PARK PASSES

This could likely slot under the category of items you might not know you can borrow, but it's become more common across libraryland and deserves its own attention. Are you interested in visiting a local zoo or museum but don't want to pay the fee to go? Many libraries offer passes you can borrow that will give you and your family free or reduced rates to attend. It's a wonderful way for libraries to open the doors to even more community experiences, using the funds paid by the community to do so.

In some libraries, there might be a physical pass to use. In others, your library card is itself the pass, <u>like</u> in Illinois.

10. STUDIO, MUSICAL, AND STUDY ROOM SPACES TO BORROW

Quiet study spaces have been a staple in public libraries for generations. Those are still super useful and in demand today. But in addition to study or collaborative work spaces, there are other opportunities to use specialized rooms in the library to pursue a wide range of hobbies, interests, and needs.

In some libraries, you might find a music studio. In others, you might find a room with a green screen you can use to take photos or create films.

Every library will have different policies on who can and cannot borrow rooms, as well as how far in advance they can be booked. In some cases, you might be able to rent a space in your local library when you're in need of a place for a personal reason — think baby showers or birthday parties.

11. PASSPORT SERVICES

Last but not least, if you're in need of a passport or a passport renewal, pick up the phone or navigate to your local library's website. It's possible they have a whole team who can get you set up on renewing or beginning the process. You might even be able to get the necessary photo done right there, rather than having to stop in multiple places to get the work done.

Your library can be your literal gateway to the world.

By no means is this comprehensive, and it's not meant to be. What makes public libraries special is they cater to their unique community, so even in a major metropolitan area, the offerings at each branch might be totally different, depending on who is being served. This is instead meant to encourage you to spend some time poking around your own library's website to see what they offer that you might not even know about.

Love your library? There's no better time than now to <u>let them know</u> and to take advantage of all the services and resources they make available to you.

You'll also love learning the secrets to <u>becoming a library power user</u> — the post might be almost 10 years old (!!) but it's still relevant today.



Rebekah Craft <rebekah.craft@baldwinlib.org>

Re: Function over Form

1 message

Frank Pisano <frankpisano4@gmail.com>

Thu, Jun 1, 2023 at 4:29 PM

To: Steve Schneemann <ss@mcdarchitects.com> Cc: Rebekah Craft <rebekah.craft@baldwinlib.org>

Thanks Steve for getting back to me! I appreciate everything you have said and I look forward to seeing the progress of phase 3! I know we all are very passionate making this project a great success. Thank you and MCD team making phase 3 of BPL a great success for our community!

Take care, Frank

Sent from my iPhone

On Jun 1, 2023, at 3:51 PM, Steve Schneemann <ss@mcdarchitects.com> wrote:

Frank,

I am sorry to hear that you feel that way. I believe that your comment is in response to my query yesterday of your fellow board members (Jim and Missy) as to whether or not, if the project is some months along and the contingency is still in relatively good shape, they thought that the board might consider putting anything that was pulled out of the project for cost-cutting, back in to the project, or whether they would prefer banking the additional funds. I mentioned the decorative light fixture that was adjacent and related to the Grand Hall as a specific example, but the question was also more general.

To me, this is a perfectly legitimate question, one that I would be remiss not to ask. Most projects of this scale and complexity are continuously moving targets and we believe that it is healthy and beneficial to understand the issues that are driving decisions so that, as a team, we can deliver the best possible project for our client. So, we are going to continue to ask questions and have discussions that we think will benefit the library and will ultimately yield a better project for the patrons and staff. Indeed, the two board members that the question was directed toward seemed to think that it was a question that was worthy of some future consideration.

For the entire tenure of our relationship with BPL, every single effort that we have made is in the interest of the betterment of the library, for its patrons and staff. We have worked incredibly hard to deliver a worldclass project design for a world-class library, one that will transform the way that BPL delivers its services to its patrons, and we are very proud of our exhaustive efforts in this regard. We have also worked incredibly hard to satisfy the desires of a highly-engaged board of directors that has very acute interests in every aspect of the design.

Despite our best efforts, you have made it very clear that you are not pleased with the way in which we have delivered our services. Regardless, we will continue to work as hard as we can to deliver the highestlevel of service for Baldwin Public Library.

I have cc'd the Director so that she is aware of this correspondence.

Steven Schneemann, **Principal Architect**



www.mcdarchitects.com o 248-374-0001 c 248-321-9800

On Wed, May 31, 2023 at 12:33 PM Frank Pisano <frankpisano4@gmail.com> wrote:

Steve,

Your really not listening to your clients and you need to move on...

Frank

Sent from my iPhone



Rebekah Craft <rebekah.craft@baldwinlib.org>

Fwd: Building Committee update

1 message

Jennifer Wheeler < jennybwheeler@gmail.com>

Sat, Jun 3, 2023 at 9:54 AM

To: Melissa Mark <weir527@gmail.com>, Frank Pisano <frank.pisano@baldwinlib.org>, Danielle Young-Rumple <dmeyoung@gmail.com>, Karen Rock <Kgrock13@gmail.com>, Jim Suhay <jsuhay@sbcglobal.net>, Jennifer Wheeler <jennybwheeler@gmail.com>

Cc: Rebekah Craft <rebekah.craft@baldwinlib.org>

Good morning BPL Board of Directors,

Ahead of reading- This is a reminder to not respond with reply all as that would be a violation of the OMA.

Enclosed please find a letter from our director discussing committee meetings. I'd like you to know that I support her requests and wish to make sure we are compliant at all times.

If you have any questions or comments based on the content, you can call Rebekah or me. If there are a lot of concerns we can add this to the agenda for the June meeting and discuss it as a group. The library is a special place for all of us and I understand we are all passionate, that is why we ran for these board/trustee positions. I want to make sure everyone is heard, included and all opinions are considered, but again, I want to make sure we are compliant with the OMA.

Please note- I will be out of town for work from June 9th to June 14th.

Thank you,

Jenny Wheeler

----- Forwarded message ------

From: Rebekah Craft <rebekah.craft@baldwinlib.org>

Date: Fri, Jun 2, 2023 at 2:56 PM Subject: Building Committee update

To: Jennifer Wheeler < jennybwheeler@gmail.com>

Hi Jenny,

I've prepared this letter after speaking with Mary Kucharek and Jana Ecker. If you agree with what I've written, can you please pass this along to the library board?

Thank you, Rebekah

Dear BPL Board Members,

With the start of Phase 3 construction, the Owner/Architect/Contractor (OAC) meetings began on Wednesday, May 31. In Phases 1 and 2, these meetings were held as private "workshops" and were not open to the public even though Board members attended. You may recall City Attorney Mary Kucharek's legal opinion from January 2022 where she stated that all meetings wherein deliberations are occurring or decisions are being made by any member of a Board or Commission must be publicly noticed in compliance with the Open Meetings Act.

Robert Stratton (Office Administrator) followed the notice requirements for a public meeting regarding Wednesday's meeting and the public was able to attend. Frank attended the meeting anonymously and at one point when Steve asked about the possibility of adding a light fixture back into the project if there was extra money left in the contingency, Frank texted me to say "We already voted on this keep it out." Out of frustration at the interruption and interference from an anonymous attendee, I stated that I had received a text from Frank and read it out loud during the meeting. While I ought not to have announced his text, texting me in this manner was inappropriate.

After the meeting, Frank emailed architect Steve Schneemann to further express his dismay at asking about the light fixture. I will forward his email and Steve's response to you all shortly.

As a reminder, if three members of the Library Board are present in a meeting, that is considered a guorum of the Library Board. A committee should not be making decisions on behalf of the full Board. If two or three people are offered the opportunity to make decisions during a committee meeting, that opportunity ought to be available to the full Library Board at a meeting where every member of the Library Board is given the opportunity to attend.

It is inappropriate for a member of the Library Board to attend a public meeting anonymously and then interfere with the committee proceedings, as was done at Wednesday's meeting. The whole purpose of being an anonymous attendee is so that you're not influencing members of the committee. If a member is going to interfere during the meeting, then you're back to the situation of a committee making decisions for the whole Board.

Furthermore, it is inappropriate for any member of the Library Board to contact library consultants directly. If any member of the Library Board has a complaint about a consultant, it should be addressed at a Library Board meeting and the Library Board should decide how to address the matter collectively. This is an advisory Board and all decision making should be done as a full Library Board, not by a subcommittee, and only after hearing input and recommendations from staff.

I reviewed the Library Board's committee structure with City Attorney Mary Kucharek on Wednesday, May 31 and with Jana Ecker on June 2. Based on their guidance, the only people who are to attend weekly OAC meetings should be city and library staff (Rebekah, Jaclyn, Bruce Johnson - Building Official, and Jeff Zielke - Assistant Building Official). No Board or Commission members ought to attend any OAC meetings for building projects in the City of Birmingham; these projects are all staff-managed. Board and Commission members receive regular project updates from city staff at Board and Commission meetings.

At the OAC meeting on Wednesday, Board members present had the opportunity to make several project-related decisions without input from the full Board. This is not appropriate or a best practice. These meetings are inherently full of many small decisions and are not information gathering sessions like our typical committee meetings. That is why these types of meetings should only be completed with city staff members and our consultants. Even though these decisions were coming from a place of dedication to the library and interest in the project outcome, they are still considered deliberating outside of the full Library Board meeting.

We hired MCD and PCI Dailey to create a successful project benefiting the community. You all were careful in reviewing their portfolio and vetting these two firms. It is in their best interest to deliver us a project that is worthy of their reputation and reflects well on our community. We need to trust their judgment and allow them to select and recommend the best finishes for the project, including paint colors, ceiling tiles, sign lettering, and so on. I ask that you respect the process and let it play out as intended.

I will be sending you detailed weekly project updates and minutes from each OAC meeting to keep you informed on how the project is progressing. I am working within the budget framework that you voted on and making careful decisions that will benefit our patrons. When any major issues arise, you will all be included in the decision making process and we can schedule special Board meetings, if necessary. I would like you to trust me with these minor decisions related to the building project and trust the reasons why you hired me to be your library director.

Thank you, Rebekah

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

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

Jenny Wheeler (248) 808-4495 jennybwheeler@gmail.com



Rebekah Craft <rebekah.craft@baldwinlib.org>

Re: BPL Phase 3 OAC Meeting Agenda: Meeting #2

1 message

Rebekah Craft <rebekah.craft@baldwinlib.org> To: BPL Board <board@baldwinlib.org>

Fri, Jun 9, 2023 at 2:11 PM

Frank,

Thank you for sending this email. I will include it in the June board packet along with the other correspondence you have requested.

Here are my responses:

- 1. Value engineering. We constantly are value engineering the project to save costs. Several board members are open to revisiting the cove lighting feature between the study rooms at the prompting of Steve. This is a decision the board will have to make as a group. I am merely passing on background information to help educate everyone.
- 2. Snowmelt system. This system will help to eliminate the amount of salt that is tracked in from guests and from the wheels of the curbside book drop bins as they are emptied 4-6 times per day. BTPL had difficulty with the tile in their front entrance deteriorating from salt runoff and had to replace their front entry flooring in their street level entrance. With the amount of salt used on sidewalks during the winter, I worry about our new flooring breaking down and needing to be replaced, especially since the new entrance is at grade. Replacing the floor will be more costly and disruptive than installing a snow melt system and I don't want to be penny wise and pound foolish. Additionally, warming the sidewalks during inclement weather will help to cut down slip and falls during icy weather in winter months and will also save labor costs for maintenance staff. I will look into repair costs for this system and report them to the board at the June 21 meeting. This system was included in the project cost that the board voted on. If the board would like to revisit this decision, there will need to be a vote at the June 21 meeting. As I noted in the notes from the June 7 OAC meeting,

"The architectural fees for redesigning the snow melt system will cost \$3000 - \$4000. The potential HVAC savings are \$4000 - \$5000. Because this system will help cut down on salt erosion on the sidewalks and in the lobby, especially when using the metal book return bins, the savings from downsizing this system is not worth it in the long run. Snowmelt system will be kept as is."

3. Project budget. I am working within the board-approved budget for this project, which is my responsibility as library director. I question every decision that the architects bring. That's why I asked MCD for their current rates and why I asked PCI Dailey to work with their landscaping company to bring back an estimated cost for a landscape brick planter before making a decision about changing that design. I am extremely worried about cost overruns, which is why I am cutting what I can from the project and having staff and myself do as much manual labor related to the project as possible. For instance, we spent \$60,000-\$80,000 on moving costs in Phases 1 and 2. So far we have not spent any money on moving costs this time around. We are also having the Idea Lab fabricate signage at a cost savings of \$5000 and are reusing chairs and tables in the new study rooms instead of purchasing new. My staff understand that I am going to question every purchase they make and reduce costs whenever and wherever I can.

Rebekah

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

On Fri, Jun 9, 2023 at 10:38 AM Pisano, Frank < Frank. Pisano@opco.com > wrote:

Good morning Rebekah,

Hope you're having a good week! I have a couple of questions regarding the meeting on Wednesday.

#1 I want to confirm that we will not be value engineering this project to save cost? It looks like the alt/delete items are being put back into the project? I see MCD wants to come back to the board and revisit what we voted on last meeting to put back in the coved ceiling with lighting. I know they mentioned this if we don't use all of the contingency they would like to revisit this and have it put in the project. I would say let's wait and see since we haven't even broken ground to see what we might be dealing with this project.

#2 Snow melt system do we really need this luxury? It's expensive and no other public property in Birmingham has this amenity. What will be the annual cost to run this and what is the life expectancy of this system? I talked with Bruce this morning and I asked him if the city would be on the hook for this system if we run into problems or when the life expectancy runs its course the library will be on the hook to repair this system since we are installing this in the project. Do you know what it would cost the library if we had problems with this system in the future?

#3 Do you question the architects regarding some of these expenses or you allow the architect to make these decisions because it's their design? If that's the case I'm worried how your spending tax payer and donated funds that you receive for the library. I think optics is important with our residents and if they see the director not worried with cost overruns and having luxury's that maybe we don't need could deter individuals leaving money to Baldwin.

I have asked in many meetings about cost with the architect and how concerned I am with being over budget and they agree but it seems to me that it's more important to them to have form over function and really not worried about spending tax payer money to achieve their vision? I think they try to scare us with additional architectural fees to make changes because they want to win some AIA award on their design. Just my thoughts and I hope you don't take this email as an attack on you because that is not my intention.

Thanks,

Frank

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The Community House proposes large expansion

Published on March 31, 2023 | By Grace Lovins

https://www.downtownpublications.com/single-post/the-community-house-proposes-large-expansion



Birmingham commissioners voted to approve an estimated \$46.6 million general fund 2023-2024 fiscal year budget, at the meeting on Monday, May 8, after reviewing each department's proposals at a budget hearing at the end of April.

The Community House, located at 380 S. Bates in Birmingham, has submitted plans for a large expansion of its current 100-year-old facility, which was reviewed by the city's planning board during a preapplication discussion on Wednesday, March 22, sparking worry from the board about the design's possible infringement on neighboring townhomes.

Board members will see the application and designs again on Wednesday, April 26, but wanted feedback on the plans before preliminary review. The expansion and new facilities will support The Community House's expanded mission, explained architect Victor Saroki, which was recently changed to encompass life, health and wellness.

Bill Seklar, presdient and CEO of The Community House, stated that the organization has conducted surveys asking what residents want The Community House to be. From those surveys, Seklar said the organization identified critical needs of the community they hope to address, such as helping senior citizens and making the organization more relevant to those aged 20-40 years old. The Community House is proposing to expand services and collaborations with other organizations in the area, and an expanded campus is needed to meet the mission, said Seklar.

Part of the proposal includes having a piece of their campus rezoned from R7, single family residential, to C, for community use, which according to Saroki, would be consistent with The Community House's uses. The expansion includes a new wellness center on the second floor, where there would also be a teaching facility for a partnering healthcare institution to hold classes.

They will also be redoing the kitchen, said Saroki, and there will be a demonstration kitchen constructed. An outdoor garden will be found on its rooftop, also intended for educational purposes to teach individuals how to grow their own food. The rooftop area will also have a glass observatory. The fourth level will largely be a terrace with a conservatory, said Saroki.

Multiple board members were confused about the use of The Community House. Given the number of uses being proposed in the extension, they said they don't really understand the mission of the organization.

Chairperson Scott Clein and board member Bryan Williams each stated they had concerns over the potential impact the expansion may have on its neighbors, considering the building will border townhomes without a buffer. Saroki and Rick Rassel, attorney with Williams, Williams, Rattner and Plunkett, P.C., stated they had not talked to the neighbors in the townhomes yet but do plan to do so.

"We live in a reality where we're bound by ordinances and there are a lot of concerns here just from a process perspective in addition, to me, some from just a basic land planning perspective," chairperson Scott Clein said.

"As you said, you've got a lot of uses you're trying to fit into a very small space, a space which the entire block is currently two stories, all single family residential except for the library across the street which is two stories. ... I worry that this is completely out of proportion with the block. I worry about its impact on the surrounding community, on the residents, particularly those townhomes," he continued.

A member of the association for the townhouses, attending the meeting by Zoom, told members of the planning board that owners of the townhomes objected to the proposed height of the proposed expansion of The Community House and that the group would be retaining an attorney to oppose the project.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Rotary Tribute & Donor Rooms Wednesday, June 21, 2023 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 May 15, 2023 minutes	p. 121
В.	Acceptance of the May 2023 receipts of \$6,515.15	p. 128
C.	Approval of the May 2023 disbursements of \$15,172.89	p. 129

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, July 17, 2023.

Motion: To adjourn the June 21, 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 May 15, 2023

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

The meeting was called to order by President Jennifer Wheeler at 9:53 p.m.

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

Absent and excused: None.

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 Rock

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

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.

1st Pisano

2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.
The motion was approved unanimously.

4. Adjournment:

Motion: To adjourn the meeting.

1st Suhay 2nd Rumple

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:57 p.m. The next Trust Meeting will be on Wednesday, June 21, 2023, following the regular meeting in the Rotary Tribute and Donor Room.

Danielle Rumple, Secretary	Date

Baldwin Public Library Trust: May 2023

May receipts totaled \$6,515.15. May disbursements totaled \$15,172.89.

The current value of the Trust is \$2,025,472.28, divided up in the following way:

	June	2022 - EOY	Ma	y 2023
Total endowment investments*	\$	1,027,375.78	\$	1,008,235.66
Endowment funds distributed for use	\$	175,567.25	\$	207,016.02
Total endowment funds	\$	1,202,943.03	\$	1,215,251.68
General spendable funds	\$	343,568.43	\$	365,965.86
Van Dragt fund	\$	117,388.20	\$	71,124.06
Building fund	\$	309,523.78	\$	323,979.75
Restricted funds**	\$	32,226.33	\$	24,427.39
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	\$	810,220.60
Total endowment funds	\$	1,202,943.03	\$	1,215,251.68
Total non-endowment funds	\$	827,430.28	\$	810,220.60
Total of all Trust funds	\$	2,030,373.31	\$	2,025,472.28

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

As of May 31, 2023, the amount of money in the Trust that is undesignated stands at \$767,526.94.

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

Baldwin Public Library Trust Endowment Funds Portfolio Performance Benchmarks As of May 31, 2023

<u>Index</u>	2023: YTD	2022: Entire Year
S&P 500-Equity Benchmark	8.86%	-19.44%
U.S. Aggregate-Bond Benchmark	1.20%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	6.95%	-17.69%
Baldwin Endowment Funds' Portfolio	0.97%	-20.66%
Endowment Funds' Performance Comp to Blended Return of Benchmarks	ared -5.98%	-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 May 31, 2023, the breakdown was as follows:

Total	\$ 2,025,472.28
Huntington Bank Money Market Account	\$366,528.07
Huntington Bank Checking Account	\$3,722.29
Raymond James Building Mutual Funds Account	\$633,154.26
Raymond James Endowment Funds Account	\$1,022,067.66

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 MAY 31, 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
	04/30/23	Revenue	Revenue	Expenses	Expenses	드	Out	Value	05/31/23
University Ohook Observations									
Endowment Money	00 0\$	00 0\$	00 00	£1 587 11	\$28 205 10	41 587 11			00 0\$
Van Dradt Fund	00.08	00.08	00.08	\$3 785 00	\$46.264.14	\$3.785.00			\$0.00
Restricted Funds	\$3,722.16	\$0.13	\$1.35	\$9,730.83	\$29,770.29	\$9,730.83			\$3,722.29
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,722.16								\$3,722.29
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$59.95	\$6,712.43	\$59.95			\$0.00
TOTAL	\$3,722.16	\$0.13	\$1.35	\$15,162.89	\$111,042.05	\$15,162.89	\$0.00		\$3,722.29
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$150,405.06	\$0.00	\$40.00	\$0.00		\$59,703.96	(\$1,587.11)		\$208,521.91
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	(\$3,785.00)		\$71,124.06
Restricted Funds	\$37,305.15	\$0.00	\$19,970.00	\$0.00		\$0.00	(\$9,730.83)		\$27,574.32
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab	\$0.00	\$2,000.00	\$2,000.00	\$0.00		\$0.00	\$0.00		\$2,000.00
General Spendable Funds	\$52,346.28	\$4,515.02	\$15,588.48	\$10.00	\$110.00	\$0.00	(\$59.95)		\$56,791.35
TOTAL	\$315,481.98	\$6,515.02	\$37,598.48	\$10.00	\$110.00	\$59,703.96	(\$15,162.89)		\$366,528.07
Raymond James & Associates:									
Endowment Fund Investments	\$1,092,188.60	\$0.00	\$0.00			\$0.00	\$0.00	(\$86,032.97)	\$1,006,155.63
Endowment Cash	\$16,612.54	\$0.00	\$11,183.06			\$0.00	(\$59,703.96)	\$59,003.45	\$15,912.03
Sub-total Endowment Funds	\$1,108,801.14	\$0.00	\$11,183.06			\$0.00	(\$59,703.96)	(\$27,029.52)	\$1,022,067.66
General Spendable Funds Cash	\$1,377.24	\$0.00	\$0.00			\$0.00	\$0.00	\$0.29	\$1,377.53
General Spendable Mutual Funds	\$311,899.37	\$0.00	\$0.00			\$0.00	\$0.00	(\$4,101.95)	\$307,797.42
General Spendable Building Mutual Funds	\$328,248.69	\$0.00	\$0.00			\$0.00	\$0.00	(\$4,269.38)	\$323,979.31
Sub-total General Spendable Funds	\$641,525.30	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,371.04)	\$633,154.26
TOTAL	\$1,750,326.44	\$0.00	\$11,183.06			\$0.00	(\$59,703.96)	(\$35,400.56)	\$1,655,221.92
Total All Funds	\$2,069,530.58	\$6,515.15	\$48,782.89	\$15,172.89	\$111,152.05	\$74,866.85	(\$74,866.85)	(\$35,400.56)	\$2,025,472.28

BALDWIN PUBLIC LIBRARY TRUST ENDOWMENT BY INDIVIDUAL FUND MAY 31, 2023

							CHANGE IN	
							VALUE	CURRENT
		PRINCIPAL		VALUE AS OF	2022/23	EARNINGS	JULY 1, 2022 to	VALUE OF
		AMOUNT		JULY 1, 2022	DONATIONS	JULY 1, 2022 DONATIONS INCOME OUT	JUNE 30, 2023	ENDOWMENT
FUNE	FUND NAME	OF FUND	PURPOSE				(29,323.18)	(29,323.18) INVESTMENTS
401	401 Frances Balfour	\$10,000.00	Adult Reading	\$12,201.50			(\$334.24)	\$11,867.25
405	402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens	\$50,559.66			(\$1,385.04)	\$49,174.62
403	403 Jane Cameron	\$68,770.00 Programs	Programs	\$79,753.30			(\$2,298.60)	\$77,454.70
404	404 Jane Martin Clark	\$5,000.00	\$5,000.00 Baldwin Public Library	\$6,100.74			(\$167.12)	\$5,933.62
40£	405 Jan Coil	\$10,500.00	Baldwin Public Library	\$12,688.62			(\$350.96)	\$12,337.66
406	406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,100.74			(\$167.12)	\$5,933.62
407	407 Paul R. Francis	\$10,000.00	10,000.00 Staff Appreciation	\$11,400.02			(\$334.24)	\$11,065.77
408	408 Friends of the Library	\$32,000.00	\$32,000.00 Library Collections	\$39,045.06			(\$1,069.58)	\$37,975.48
406	409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$138,753.52			(\$3,800.96)	\$134,952.56
410	410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$61,007.52			(\$1,671.22)	\$59,336.29
411	411 H. G. Johnston	\$6,350.00	\$6,350.00 Reference Collection	\$7,696.74			(\$212.25)	\$7,484.49
412	412 Bob & Jean Kelly	\$10,508.00	10,508.00 Youth Services Programs	\$12,218.75			(\$351.22)	\$11,867.53
413	413 William Kernan, Jr.	\$25,000.00	Library Collections	\$30,503.78			(\$835.61)	\$29,668.17
414	414 Merle L. Roninger	\$250,890.00	Reference Collection	\$306,043.37			(\$8,385.86)	\$297,657.51
415	415 Rosso Family Foundation	\$10,000.00	\$10,000.00 Baldwin Public Library	\$12,201.52			(\$334.24)	\$11,867.27
416	416 Marion G. Sweeney	\$11,100.00	\$11,100.00 Youth Services	\$12,973.66			(\$371.01)	\$12,602.65
417	417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$12,201.52			(\$334.24)	\$11,867.27
416	419 Clarice G. Taylor	\$59,852.76	Professional Development	\$75,225.67			(\$2,000.55)	\$73,225.12
421	421 Eric & Julie Gheen	\$10,000.00	\$10,000.00 Adult Reading Print Books	\$11,378.44			(\$334.24)	\$11,044.19
422	422 Ileane Thal	\$39,998.98	\$39,998.98 Baldwin Public Library	\$43,368.99			(\$1,336.94)	\$42,032.05
423	423 Judith Nix	\$15,207.48	5,207.48 Adult & Youth Programs	\$16,772.62			(\$508.30)	\$16,264.32
424	424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$11,423.91			(\$334.24)	\$11,089.66
42£	425 Linne Underdown Hage Forester	\$33,309.96	Professional Development	\$31,758.73	\$83.06		(\$1,113.37)	\$30,728.43
426	426 Richard & Mary Henne Book Fund	\$10,000.00	10,000.00 Adult Reading Print Books	\$9,115.82			(\$334.24)	\$8,781.57
427	427 Douglas R. Koschik	\$18,554.00	8,554.00 Building Improvements	\$16,881.60			(\$620.16)	\$16,261.44
428	428 Gerald "Jerry" Dreer	\$10,100.00		\$0.00	\$10,100.00		(\$337.59)	\$9,762.41
		\$877,297.04		\$1,027,375.78	\$10,183.06	\$0.00	(\$29,323.18)	\$1,008,235.66

BALDWIN PUBLIC LIBRARY TRUST ENDOWMENT FUNDS BY DESIGNATION MAY 31, 2023

Gift & Tribute Funds Purpose General Spendable Funds Purpose Restricted Funds: Pund Restricted Funds Building Fund Adult Services Programs Van Dragt Fund Adult Services Programs Memorials/Tributes Youth Services Programs Covid Project Adult Services Programs Friends Youth Services Programs Friends Youth Services Programs Friends Youth Services Programs Restricted Fund - Idea Lab Adult Services Programs Friends Youth Services Programs Rotary Room Fund Naming Rights-Principal Maintenance Funds Maintenance Funds Ileane Thal Reference Desk Maintenance Funds Miranda Burnett Reference Desk Maintenance Funds Total Giff and Tribute Funds	Prior Month Balance 04/30/23 \$365,622.60 \$328,248.98 \$74,909.06 \$9,075.68 \$9,075.68 \$6,170.45 s\$6,170.45 lies \$45,588.20 \$6,170.45 \$1,324,52 \$9,032.81 \$450.00 \$8,450.00 \$1,505.89	\$4,515.02 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	Year to Date Revenue \$15,588.48 \$1,000.00 \$1,000.00 \$201.35 \$0.00 \$2,000.00 \$2,000.00 \$45,000 \$45,000 \$45,000 \$22,971.35	Current Month Expense \$69.95 \$69.00 \$3,785.00 \$0.00 \$0.00 \$1,141.18 \$396.82	Yee Da	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 05/31/23
Purpose Adult Services Pro Young Adult Progr Youth Services Pro Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	8365,6 \$328,2 \$74,6 \$7,6 \$5,6 \$5,1 \$5,1 \$6,1 \$5,1 \$5,1 \$5,1 \$5,1 \$5,1 \$5,1 \$5,1 \$5	## Revenue \$4,515.02 \$0.00	\$15,588.48 \$115,588.48 \$1,000.00 \$201.35 \$201.35 \$2,000.00 \$2,000.00 \$3,375.00 \$450.00 \$22,971.35	## Expense \$69.95 \$69.95 \$69.00 \$3.785.00 \$0.00 \$0.00 \$1.141.18 \$396.82 \$1.289.46	Exp. 86,8	Transfer In	Transfer Out	Investment	Balance 05/31/23
Adult Services Pro Young Adult Progr Youth Services Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	\$365,6 \$328,2 \$74,9 \$7,6 \$5,6 \$6,1 \$6,1 \$5,6 \$6,1 \$6,1,6 \$7,6 \$7,6	\$4,515.02 \$0.00 \$0.00 \$2,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$15,588.48 \$1,000.00 \$1,000.00 \$201.35 \$201.35 \$2,000.00 \$2,000 \$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$69.95 \$69.00 \$3.785.00 \$0.00 \$0.00 \$1.141.18 \$396.82 \$1.289.46	\$6,8	<u>=</u>	Out	Value	05/31/23
Adult Services Pro Young Adult Program Youth Services Pridea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri	\$365,6 \$328,2 \$74,9 \$9,0 \$5,6 \$5,1 \$6,1 \$6,1 \$6,1 \$6,1 \$7,8 \$7,8	\$4,515.02 \$0.00 \$0.00 \$2,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$15,588.48 \$1,000.00 \$2,000 \$2,000.00 \$3,375.00 \$450.00 \$22,971.35	\$69.95 \$0.00 \$3,785.00 \$0.00 \$0.00 \$1,141.18 \$396.82 \$1,289.46	\$6,8				100
Adult Services Pro Young Adult Progr Youth Services Program Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri	\$328.2 \$74.5 \$9.0 \$5.5 \$5.5 \$6.1 \$6.1 \$6.1 \$5.5 \$435.3 \$7.8 \$7.8	\$0.00 \$0.00 \$0.00 \$2.000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,000.00 \$0.00 \$2,000.00 \$2,000.00 \$6,250.00 \$6,250.00 \$6,195.00 \$450.00 \$22,971.35	\$0.00 \$3,785.00 \$0.00 \$0.00 \$1,141.18 \$396.82 \$1,289.46	\$46,2			(\$4,101.81)	\$365,965.86
Adult Services Pro Young Adult Program Youth Services Program Outreach & Equip Sub-total Restric Naming Rights-Pri	\$328,2 \$9,0 \$9,0 \$5,5 \$5,5 \$1,3 \$6,1 \$8,1,5 \$435,3 \$7,8 \$7,8	\$0.00 \$0.00 \$0.13 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$1,000.00 \$0.00 \$201.35 \$2,000.00 \$2,000.00 \$3,375.00 \$450.00 \$3,500.00 \$22,971.35	\$0.00 \$3,785.00 \$0.00 \$0.00 \$0.00 \$1,141.18 \$396.82 \$1,289.46	\$46,2				
Adult Services Pro Young Adult Progr Youth Services Pro Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	\$74,9 \$9,0 \$5,6 \$1,5 \$1,5 \$6,1 \$6,1 \$8,0 \$9,0 \$4,35,3 \$7,8	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$201.35 \$200.00 \$200.00 \$2,000.00 \$6,250.00 \$6,195.00 \$450.00 \$22,971.35	\$3,785.00 \$0.00 \$0.00 \$0.00 \$1,141.18 \$396.82 \$1,289.46	\$46,2			(\$4,269,23)	\$323.979.75
Adult Services Pro Young Adult Progr Youth Services Program Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	\$9.0 \$5.5 \$1.3 \$1.3 \$6.1 \$6.1 \$9.0 \$435,3 \$7.8	\$0.00 \$2,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$201.35 \$0.00 \$2,000.00 \$6,250.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$0.00 \$0.00 \$0.00 \$1,141.18 \$396.82 \$1,289.46	97				\$71,124.06
Adult Services Pro Young Adult Progr Youth Services Program Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	\$5,6 \$1,5 \$1,6 \$1,0 \$6,1 \$9,0 \$435,9 \$7,8	\$2,000.00 \$2,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$0.00 \$2,000.00 \$6,250.00 \$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$0.00 \$0.00 \$1,141.18 \$396.82 \$1.289.46					\$9,075.81
Adult Services Pro Young Adult Progr Youth Services Pr Idea Lab Program Outreach & Equipp Sub-total Restric Naming Rights-Pri Maintenance Func	\$5,5 \$1,3 \$1,3 \$6,1,5 \$9,0 \$435,3 \$7,8 \$1,5	\$2,000.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$0.00	\$2,000.00 \$6,250.00 \$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$0.00 \$1,141.18 \$396.82 \$1.289.46	\$0.00				\$516.43
Adult Services Program Young Adult Program Youth Services Program Guteach & Equip Sub-total Restric Naming Rights-Pri Maintenance Fund	81	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$2,000.13	\$6,250.00 \$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$1,141.18 \$396.82	\$0.00				\$2,000.00
Adult Services Pro Young Adult Progr Youth Services Pr Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	\$1	\$0.00 \$0.00 \$0.00 \$0.00 \$0.00 \$2,000.13	\$6,250.00 \$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$1,141.18 \$396.82 \$1,289.46					
Young Adult Progr Youth Services Pr Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	Si Si	\$0.00 \$0.00 \$0.00 \$0.00 \$2,000.13	\$3,375.00 \$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$396.82	\$7,830.97				\$4,447.02
Youth Services Pr Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	<i>χ</i> ₁	\$0.00 \$0.00 \$0.00 \$2,000.13	\$6,195.00 \$450.00 \$3,500.00 \$22,971.35	\$1.289.46	\$7,144.01				\$927.70
Idea Lab Program Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func	s <u>ei</u>	\$0.00 \$0.00 \$2,000.13	\$450.00 \$3,500.00 \$22,971.35 \$0.00		\$7,426.12				\$4,880.99
Outreach & Equip Sub-total Restric Naming Rights-Pri Maintenance Func		\$0.00	\$22,971.35	\$275.39	\$275.39				\$174.61
		\$2,000.13	\$22,971.35	\$6,627.98	\$7,030.99				\$2,404.83
			\$0.00	\$13,515.83	\$76,034.43	\$0.00	\$0.00	(\$4,269.23)	\$419,531.20
			\$0.00						
	\$1,505.89	\$0.00	000	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
lleane Thal Reference Desk Miranda Burnett Reference Desk Total Gift and Tribute Funds		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
lleane Thal Reference Desk Miranda Burnett Reference Desk Total Gift and Tribute Funds									
Miranda Burnett Reference Desk Total Gift and Tribute Funds	\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Total Gift and Tribute Funds	\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gill allu Tribute Pullus	000	0.00	000	£42 F0F 70	90 000	ç	0	(\$0.074.04)	0400000
	17.700,020¢	\$0,010.10	\$30,338.03	913,303.70	\$62,000.00	\$0.0¢	90.00	(\$0.37.1.04)	\$010,220.00
Endowment Funds									
Endowment Budgeted Funds General Funds	\$66,244.74	\$0.00	\$40.00	\$1,216.42	\$9,011.55	\$12,553.01			\$77,581.33
Adult Large Print	(\$212.50)	\$0.00	\$0.00	\$0.00	\$5,023.76	\$2,904.66			\$2,692.16
Adult Services Department	ent \$25,565.36	\$0.00	\$0.00	\$10.97	\$306.20	\$5,640.04			\$31,194.43
Adult Audio Visual	\$4.53	\$0.00	\$0.00	\$0.00	\$718.75	\$700.98			\$705.51
Adult Reference	\$17,957.65	\$0.00	\$0.00	\$0.00	\$2,355.08	\$18,024.76			\$35,982.41
Adult Programs	\$16,397.11	\$0.00	\$0.00	\$0.00	\$0.00	\$5,078.39			\$21,475.50
Architecture	\$3,142.89	\$0.00	\$0.00	\$0.00	\$37.64	\$658.58			\$3,801.47
Youth Services Department	nent \$4,984.55	\$0.00	\$0.00	\$107.60	\$4,441.11	\$5,551.46			\$10,428.41
Youth Programs (Nix)	\$482.48	\$0.00	\$0.00	\$33.03	\$220.26	\$484.40			\$933.85
Professional Development	ent \$11,473.71	\$0.00	\$0.00	\$219.09	\$5,827.56	\$6,170.35			\$17,424.97
Staff Appreciation	\$1,945.16	\$0.00	\$0.00	\$0.00	\$40.00	\$920.65			\$2,895.81
Koschik Building Fund	\$913.49	\$0.00	\$0.00	\$0.00	\$313.28	\$986.68			\$1,900.17
Sub-total Sub-total	\$148,899.17	\$0.00	\$40.00	\$1,587.11	\$28,295.19	\$59,703.96	\$0.00	\$0.00	\$207,016.02
		0		000	0		300	0000	200
I otal Endowment Investments All Funds	\$1,094,969.14	\$0.00	\$10,183.06	\$0.00	\$0.00	_	(\$58,703.96)	(\$27,029.52) \$1,008,235.66	\$1,008,235.66
Total Endowment Funds	\$1,243,868.31	\$0.00	\$10,223.06	\$1,587.11	\$28,295.19	\$59,703.96	(\$59,703.96)	(\$27,029.52) \$1,215,251.68	\$1,215,251.68
Total All Trust Funds	\$2.069.530.58	\$6.515.15	\$48.782.89	\$15.172.89	\$111,152.05	\$59.703.96	(\$59.703.96)	(\$35,400,56) \$2,025,472,28	\$2.025.472.28

TRUST RECEIPTS May-23

Trust Money Mkt General Funds:

Anonymous Money Market Interest Income	\$ \$	3,500.00 1,015.02	\$ 4,515.02
Friends of BPL: - Adult Programs - Teen Programs - Youth Programs - Idea Lab Program Supplies - Outreach and Equipment	\$ \$ \$ \$	- - - -	\$
Michigan Architectural Foundation for Idea Lab Programs	\$	2,000.00	\$ 2,000.00
Memorial/Book Fund:			
Checking Account Interest	\$	0.13	\$ 0.13
Trust Money Mkt Endowment Fund:			\$ _
Total Receipts at Huntington Bank	\$	6,515.15	\$ 6,515.15
Raymond James			
			\$0.00
Total Trust Receipts (Before Bank Fees)		<u>\$6,515.15</u>	<u>\$6,515.15</u>
Monthly Banking Fee on Money Market Account	\$	(10.00)	\$ (10.00)
Total Trust Receipts (Net)		<u>\$6,505.15</u>	<u>\$6,505.15</u>

05/19/2023 08:34 AM

CHECK REGISTER FOR CITY OF BIRMINGHAM Page: 1/1

User: 2540

DB: Birmingham

CHECK DATE FROM 05/01/2023 - 05/31/2023

Check Date Check Vendor Vendor Name Amount Bank Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST 05/19/2023 LIBRY 5939 009126 AMAZON CAPITAL SERVICES INC 729.51 LIBRY 5940 BABY VOLCANO FILMS, LLC 500.00 05/19/2023 MISC 5941 05/19/2023 009319 LIBRY COMPTON PRESS INDUSTRIES LLC 3,148.96 05/19/2023 LIBRY 5942 004604 GORDON FOOD 266.91 05/19/2023 LIBRY 5943 001090 INGRAM LIBRARY SERVICES 186.79 205.85 05/19/2023 LIBRY 5944 000784 LAKESHORE LEARNING 05/19/2023 LIBRY 5945 009478 ODP BUSINESS SOLUTIONS, LLC 55.96 05/19/2023 LIBRY 5946 MISC SMALL HOUSE LLC 300.00 05/19/2023 5947 LIBRY MISC SWEET DELIGHTS ICE CREAM LLC 350.00 LIBRY TOTALS: Total of 9 Checks: 5,743.98 Less 0 Void Checks: 0.00 Total of 9 Disbursements: 5,743.98