

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

JULY 17, 2023

Jennifer Wheeler
PRESIDENT

Karen Rock
VICE PRESIDENT

Danielle Rumble
SECRETARY

Melissa Mark

Frank Pisano

James W. Suhay

Rebekah Craft
LIBRARY
DIRECTOR



LEARN.CONNECT.DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Wheeler, Jennifer
PRESIDENT

1665 Holland St.
Birmingham, MI 48009
Cell: (248) 808-4495
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Term expires 2023

Personnel Committee,
Policy Committee

Rock, Karen
VICE PRESIDENT

465 Pilgrim Ave.
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Term expires 2023

Personnel Committee,
Policy Committee

Rumple, Danielle
SECRETARY

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Term expires 2025

Finance Committee,
Outreach Committee

Mark, Melissa S.

635 Puritan Ave.
Birmingham, MI 48009
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e-mail: weir527@gmail.com

Term expires 2025

Building Committee,
Outreach Committee

Pisano, Frank

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

Term expires 2025

Finance Committee

Suhay, James W.

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e-mail: jsuhay@sbcglobal.net

Term expires 2023

Building Committee

Smith, Titus III
STUDENT REPRESENTATIVE

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

Term expires February 2024



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, July 17, 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 June 21, 2023 Board Meeting Minutes p. 7
- B. Approval of June 2023 vendor payments in the amount of \$150,581.12, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$462,521.98. p. 15

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 40
- D. Upcoming events of interest (Jaclyn Miller) p. 82

IV. Board Committee Reports	
A. Finance – Frank Pisano	p. 14
B. Building – Jim Suhay	p. 17
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 21
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 42
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. 43
VIII. New & Miscellaneous Business	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	
A. Upcoming events of interest	p. 82
B. Birmingham-Bloomfield Eagle article "Baldwin embarks on latest renovations"	p. 84
C. Birmingham-Bloomfield Eagle article "Michigan historian shares stories of Mackinac at Baldwin Public Library"	p. 85
D. The Washington Post article "Rooftops, Cafes and Zoom rooms: Libraries evolve to serve remote workers"	p. 87
XII. Adjournment	
The next regular meeting of the Library Board will be on Monday, August 21, 2023 at 7:30 p.m.	
Motion: <i>To adjourn the July 17, 2023 Board Meeting.</i>	

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
June 21, 2023**

Call to Order and Roll Call:

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

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

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: None.

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

Rumble read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Pisano
2nd Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

President's report: Wheeler thanked Miller for managing BPL parade participation, Stratton for handling the *Siberian Ram* sculpture removal and storage, and everyone who participated in the Summer Reading Kick-off event.

Board comments: Rock thanked Ryndee and the Friends for their success of sales and for providing Library wish list items.

Staff Anniversaries: Rock recognized the following staff anniversaries: Debra Gantz (21 years of service), Jennifer Hassell (2 years), Daniel O'Brien (22 years), Sheila Sweeting (2 years), and Joan Tyrrell (2 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 86-87 of the June Board packet.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on June 12. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 16 of the June Board packet. Pisano shared updates from the City's Investment Committee and Retirement Board meetings he attended. The next meeting of the Finance Committee will take place on Monday, July 10, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported that the Building Committee met on June 12. Present were Suhay, Mark, Craft, and Miller. Full minutes from this meeting are on page 23 of the June Board packet. The next meeting of the Building Committee will take place in July.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details are on pages 25-37 of the June Board packet.

Statistics are on track for the end-of-year. Intern Haylie May organized this month's rotating Adult Services book display, highlighting summer beach romance reads, including titles with LGBTQ+ characters to celebrate Pride Month. Summer Reading Kick-off on June 9 reached pre-COVID level attendance. Youth Services Librarian Alyssa Gudenburr has set up the TALK (Text and Learn for Kindergarten) Service for parents to use with young children to promote early literacy.

Library Design Associates completed structural reinforcement of armchairs, which were out of warranty. Staff have begun shifting nonfiction and teen materials to prepare for the upcoming renovation. A PA system for staff phone handsets has been installed.

Library staff participated in the DPS open house, the Celebrate Birmingham parade, Beverly Hills Memorial Day Parade, Birmingham Youth Assistance's Touch a Truck event, and hosted 700 2nd grade participants for Library historical tours.

Craft, Miller, and Pisano met with Bill Seklar and Tim Hunt of The Community House (TCH) to discuss Baldwin's Phase 3 renovations and how the library can lessen the impact of the renovation for TCH. Bill Seklar shared TCH's proposed concept for their future renovation. Craft spoke with architect Victor Saroki prior to the June Board meeting and shared the library's concern with new entrances directly across the street from each other. Saroki noted that the entrance location should not be an issue because the two organizations serve different populations who use the buildings at different times, and because the entrance across from the library is TCH's secondary entrance. Seklar and Saroki will give a presentation to Baldwin board members and other neighbors at an upcoming date. Suhay shared his concerns about the proposed project, including the mass of the building, the reduction in green space, the vehicular congestion, and the increased demand for parking. He urged library board members to draft a joint letter to share with the City Planning Board and The Community House. The Board discussed TCH's proposed renovation but wish to wait to see the new set of proposed plans before issuing a jointly signed letter to voice any shared concerns.

Motion to, as one Library Board, write a collective letter to The Community House to voice any concerns we may have at the time of seeing the updated project renderings after attending the project presentation.

1st Wheeler
2nd Suhay

A voice vote was taken.

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

Staffing updates can be found on page 36-37 of the June Board packet.

6. Liaisons

Friends: Ryndee Carney reported “a strong month of May” with a four-day book sale and ~\$1000 from table sales. Carney, Deb Mohatarem, and Miller will meet to discuss book sales throughout the renovation.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update. Full details of this report can be found on pages 40-71 of the June Board packet. An updated budget was handed out at the start of the meeting.

The Board discussed the possibility of removing the planter and relocating the *Siberian Ram* sculpture elsewhere. This could enable flexible use of tables and seating, and save on cost. The Board decided to wait to receive the cost of a planter made of architectural blocks before making a decision. Craft will discuss relocating the sculpture with the relevant City boards and with ArtPack, who is storing the sculpture.

The Board discussed reinstating the cove lighting feature. MCD had asked Craft if the Library would consider adding the cove lighting back if there was leftover contingency funds. Steve Schneemann (MCD) suggested previously that it was an important feature to transition between the modern wing of the Birkerts addition and the Grand Hall. While it is a risk to deduct from the contingency, the Board discussed the possibility of having future regrets about not adding this feature. Craft indicated potential savings in furniture needed for Phase 3 could be an offset to cove lighting costs.

Motion to reinstate the lighted cove ceiling feature back into the project at the cost of approximately \$11,450.

1st Suhay

2nd Rock

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

MCD originally designed for window panes to be 57” wide, but discovered they were out of warranty at that size. MCD studied how reduced-width windows would work using the current plan, and determined 51” wide panes would work best.

8. New & Miscellaneous Business:

Employee Pay increases and updated Salary & Benefits Schedule

Craft requested the Board approve an increase in pay rate for Pages to \$12/hour and a 4% increase for all other staff. The Director's pay rate will remain unchanged and will be reviewed in January. The total budgeted for personnel would remain unchanged with this increase. The full memorandum detailing a study of area libraries, related cost-of-living data, and an updated salary schedule can be found on pages 74-83.

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 2023-2024 Baldwin Public Library Pay & Benefits Ranges schedule as shown on pages 77-78.

1st	Suhay
2nd	Wheeler

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Fundraiser Opportunity

Mark met with the owner of Elie Wine Co. and casually discussed opportunities to collaborate with the Library for fundraising. Mark suggested planning a fundraiser for Spring 2024. Pisano and Craft said previous Books & Bites planning has started up to eight months in advance. Board and staff will discuss this further in the future.

9. Unfinished Business: None.
10. Items Removed from Consent Agenda: None.
11. Information Only: See pages 85-118 of the June 2023 Board packet.
12. Adjournment:

Motion to adjourn the meeting.

1st	Pisano
2nd	Suhay

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 9:41 p.m. The next regular meeting is scheduled for Monday, July 17, 2023, at 7:30 p.m. in the Rotary Tribute and Donor Room.

Danielle Rumble, Secretary

Date _____

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

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Check Number	Vendor #	Vendor	Amount
	008139	ENVISIONWARE INC.	3,781.00
	001090	INGRAM LIBRARY SERVICES	205.61
	008827	KANOPY, INC	387.60
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	5,174.00
	000795	LIBRARY DESIGN ASSOCIATES, INC.	1,100.00
	007927	MICHELLE HOLLO	665.00
	002013	MIDWEST TAPE	8,082.89
	009478	ODP BUSINESS SOLUTIONS, LLC	174.96
	006785	OVERDRIVE, INC.	19,938.69
	000158	VERIZON WIRELESS	102.95
292580	009202	AQUARIUM DESIGN INC	240.00
292585	000408	BALDWIN PUBLIC LIBRARY	18.38
292588	MISC	BENTON HARBOR PUBLIC LIBRARY	18.99
292604	MISC	CHERYL MYERS	6.19
292610	009024	THE D.M. BURR GROUP	4,819.00
292638	000249	GUARDIAN ALARM	233.58
292643	001090	INGRAM LIBRARY SERVICES	3,579.78
292652	004904	KONICA MINOLTA BUSINESS SOLUTIONS	4,046.50
292663	009351	MERRITT CIESLAK DESIGN PLC	1,000.00
292675	009478	ODP BUSINESS SOLUTIONS, LLC	213.68
292682	009612	PLAYAWAY PRODUCTS LLC	58.49
292698	MISC	SUSAN MAHONEY	16.99
292699	007408	T-MOBILE	672.80
292701	008473	THE FINANCIAL TIMES LIMITED INC	1,848.00
292714	009026	WELLS FARGO VENDOR FIN SERV	677.87
292753	004493	ELITE IMAGING SYSTEMS, INC	966.03
292774	001090	INGRAM LIBRARY SERVICES	668.57
292779	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,593.00
292784	003527	LOWER HURON SUPPLY CO INC	462.74
292802	000678	OCLC, INC.	319.83
292811	MISC	ROSEVILLE PUBLIC LIBRARY	22.00
292820	005498	KRISTEN TAIT	92.59
292841	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
292871	000179	DTE ENERGY	7,628.96
292882	006666	GRID 4 COMMUNICATIONS INC.	227.25
292891	001090	INGRAM LIBRARY SERVICES	1,752.12
292922	MISC	ROBERT STRATTON	40.30
292931	007907	SP+ CORPORATION	4,442.00
292953	009440	ALLIANCE ENTERTAINMENT, LLC	282.42
292957	MISC	ASP	30.00
292962	008355	BIRMINGHAM PUBLIC SCHOOLS	1,030.07
292964	MISC	BRANDON TOWNSHIP PUBLIC LIBRARY	9.99
292965	005717	BSB COMMUNICATIONS, INC.	262.50
292968	003904	CAPITAL ONE BANK	1,966.79
292970	000902	CENGAGE LEARNING INC	642.17
292971	004269	CENTER POINT LARGE PRINT	142.65
292976	000575	DEMCO, INC	190.45
292998	008164	GARY EISELE	105.78

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

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Check Number	Vendor #	Vendor	Amount
293008	001090	INGRAM LIBRARY SERVICES	4,863.81
293023	006349	MIDWEST COLLABORATIVE	80.00
293026	000673	NEW YORK TIMES, THE	2,184.00
293031	009698	PCI INDUSTRIES, INC	54,958.62
293033	009612	PLAYAWAY PRODUCTS LLC	883.85
293039	007098	SHAW SYSTEMS & INTEGRATION	616.00
8318	002013	MIDWEST TAPE	459.14
8320	008336	NBS COMMERCIAL INTERIORS	294.00
8326	005861	UNIQUE MGMT SERVICE, INC	51.50
8344	000517	BEIER HOWLETT P.C.	305.25
8349	000605	CINTAS CORPORATION	245.43
8369	002013	MIDWEST TAPE	750.46
8370	008336	NBS COMMERCIAL INTERIORS	1,736.00
8423	002013	MIDWEST TAPE	75.96
8445	009126	AMAZON CAPITAL SERVICES INC	119.75
8449	009126	AMAZON CAPITAL SERVICES INC	149.81
8473	005550	LEE & ASSOCIATES CO., INC.	1,115.90
8475	002013	MIDWEST TAPE	1,710.48
		Total:	150,581.12

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

July 2023 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, July 10, 2023 at 4:00 p.m. in the Delos Board Room. Present were Rebekah Craft, Jaclyn Miller and Frank Pisano

- Public comment - none
- FY 2022-23 Budget
 - The final budget ended close to the predictions;
 - half of the final pay period of FY 22-23 will be added to June's final budget numbers
 - county and state revenue anticipated by the end of July
 - waiting on final investment income
 - expenditures are less than anticipated in all funds except building improvements
- Phase 3 budget update – First payment has been made to PCI Dailey
- Miller shared the June Trust expenditures with Friends of the Library funds. The new balances reflect the recent wish list deposit of \$27,000 from the Friends
- The next Finance Committee meeting will be held on Monday, August 14, at 4:00 p.m. in the Delos Board Room. Raymond James financial advisor Jim Cummins will meet with the committee to discuss the Trust's performance.

FINANCIAL REPORT: June 2023

This report references the Revenue and Expense Report 2022-23, found on the following page. At 100% of the way through fiscal year 2022-2023, the Library has spent 94.0% of its budget and received 100.1% of its revenue. By this point of the year, the Library was budgeted to have spent 100.0% of its budget and to have received 100.0% of its revenue.

Three 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	\$	150,581.12
Total vendor payments	\$	150,581.12

City of Birmingham allocations:

Payroll Period Ending 05/27/23	\$	107,807.99
Payroll Period Ending 06/10/23	\$	91,234.76
Employee Health Care Payroll Deduction 06/10/23	\$	(691.06)
Payroll Period Ending 06/24/23	\$	91,511.56
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	3,469.00
Retirement Cost (acct 711.0010)	\$	7,744.58
Total Payroll	\$	301,076.83

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	\$	310,659.33

Reconciling adjustments:

Refunds (JD Power)	\$	(175.50)
Refunds (Fines, Bags, Room Rentals)	\$	(72.17)
Accounts Payable - Comerica Credit Card Posted Retroactively	\$	387.58
Water Bill	\$	1,042.01
Credit Card Fees	\$	99.61
Total Recon Adjustments	\$	1,281.53

Total expenses for the month	\$	462,521.98
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2022-23
June 2023

	Approved 2022-2023 Budget	Current Month June 2023	Current Month June 2023	Variance For Month	Y-T-D Budget 2022-2023	Y-T-D Actual 2022-2023	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2021-2022	12th Month of the year 100.00%
REVENUES										
TAXES	\$3,869,880	\$0	\$0	\$0	\$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	(\$15,000)	(\$2,086)	\$12,914	13.9%	(\$7,004)	46.7%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$448	(\$8,386)	\$106,000	\$26,623	(\$79,377)	25.1%	\$101,368	101.4%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$16,407	\$16,407	100.0%	\$3,200	0.0%
COMMUNITY CONTRACTS	\$992,390	\$82,699	\$83,254	\$555	\$992,390	\$999,843	\$7,453	100.8%	\$965,579	100.0%
PATRON USE REVENUE	\$27,000	\$2,250	\$4,965	\$2,715	\$27,000	\$38,207	\$11,207	141.5%	\$32,254	150.7%
INVESTMENT INCOME	\$30,000	\$2,500	(\$201)	(\$2,701)	\$30,000	\$66,150	\$36,150	220.5%	(\$80,958)	-269.9%
TOTAL REVENUE	\$5,010,270	\$95,033	\$88,465	(\$6,567)	\$5,010,270 100.0%	\$5,015,024	\$4,754	100.1%	\$4,692,536	98.2%
EXPENSES										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$301,077	\$63,892	\$2,846,220	\$2,642,362	(\$203,858)	92.8%	\$2,618,978	98.0%
SUPPLIES	\$143,000	\$11,917	\$6,373	(\$5,544)	\$143,000	\$114,157	(\$28,843)	79.8%	\$115,615	96.7%
CONTRACTED SERVICES	\$499,590	\$41,633	\$34,385	(\$7,247)	\$499,590	\$495,182.27	(\$4,408)	99.1%	\$346,608	90.3%
TECHNOLOGY & MAINTENANCE	\$139,000	\$11,583	\$2,001	(\$9,583)	\$139,000	\$98,091	(\$40,909)	70.6%	\$102,681	68.6%
UTILITIES	\$105,000	\$8,750	\$8,671	(\$79)	\$105,000	\$102,073	(\$2,927)	97.2%	\$95,207	99.2%
OTHER CHARGES	\$81,480	\$6,790	\$7,208	\$418	\$81,480	\$71,043	(\$10,437)	87.2%	\$70,571	85.8%
BUILDING IMPROVEMENTS & FURNISHING	\$67,300	\$5,608	\$53,261	\$47,653	\$67,300	\$91,007	\$23,707	135.2%	\$46,379	72.1%
COLLECTIONS	\$649,750	\$54,146	\$49,546	(\$4,599)	\$649,750	\$645,355	(\$4,395)	99.3%	\$638,592	98.7%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$462,521.98	\$84,910	\$4,531,340 100.0%	\$4,259,271	(\$272,069)	94.0%	\$4,034,630	95.9%
VARIANCE	\$478,930	(\$282,579)	(\$374,057)	(\$91,478)	\$478,930	\$755,753	\$276,823			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$2,624,286.19				

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.

July 2023 Building Committee Agenda

The Baldwin Public Library Board's Building Committee meet on Wednesday, July 12 at 1:30 p.m.
Present were Jim Suhay, Melissa Mark, Rebekah Craft, and Jaclyn Miller.

Public Comment Period – No members of the public were present.

Phase 3

- Updates from OAC meetings – Jaclyn shared updates from today's OAC meeting. Minutes from the meeting can be found in the Renovation section of the monthly board packet. The donor plaques have been removed and placed in storage. MCD and PCID will be investigating the ceiling over the previous circulation area.
- Budget – the budget is on track and the contingency remains at \$100,947. We are waiting on quotes for low voltage wiring.
- We will be working with DPS to add a temporary ADA-accessible parking spot to Martin Street close to the entrance.

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

- Terrace furniture – Craft received a cost estimate from Landscape Forms for purchasing the same style tables and chairs used on the Children's Terrace.
 - 6 tables - \$7,920
 - 24 chairs - \$9,600
 - Shipping ~\$2,000
 - **Total: \$19,250**
 - MCD will meet with us to select furniture that fits our budget later this fall
- Umbrella for plaza
 - 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.** (This umbrella is less expensive than a similar model that was quoted by Landscape Forms.)

Furniture list for study rooms, staff areas –

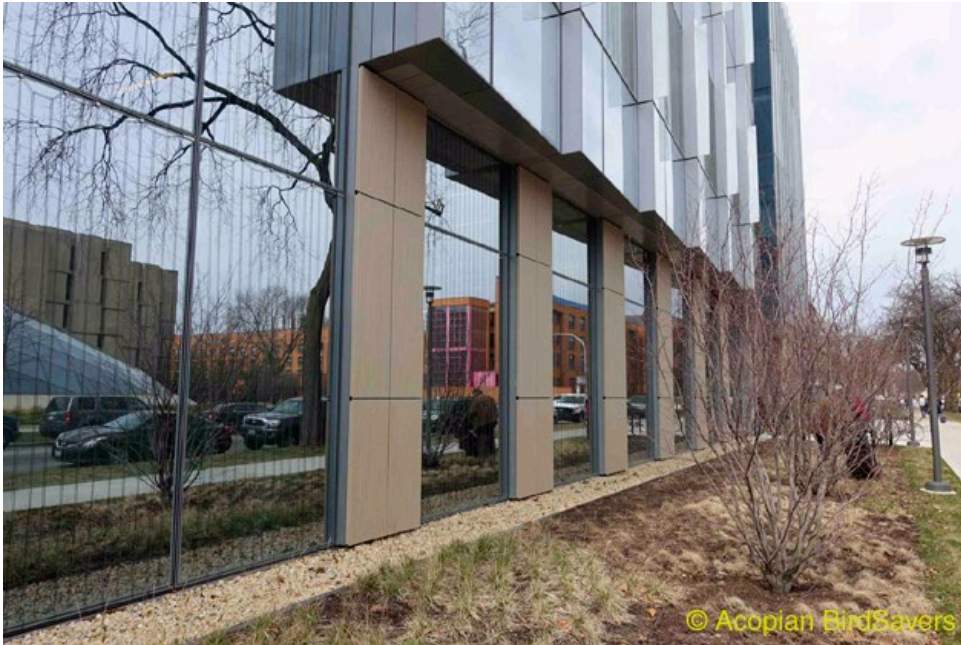
- Staff recommends tables be moved from the Idea Lab to the Study Rooms, and adjustable height tables be purchased in the Lab for better accessibility – quote coming from ISCG
- 48" wide desk, 60" wide desk – quote coming from ISCG

Library Gardens

- Starting in 2024, the City will plant annuals only in round planters around street trees. The City reduced our landscaping bill from \$2,000 to \$1,200.
- The library will need to purchase more perennials going forward.

Bird strike prevention:

- Paracord product – We will purchase enough of this product to hang on one window section in the youth room. After it's reviewed by the board, we will make a determination of whether or not to add this product to the entire youth wing. The total cost for outfitting the youth room is around \$4,000. The paracord product is hung on the outside of the windows and we will need to make sure the cords are not long enough for passersby to reach.



- Solyx film covering (dots in a 2" grid) – requires cleaning beforehand and installation by a professional. This product will be more expensive than the paracord product. Depending on the results of the paracord installation, we will investigate using this product on windows.



The committee discussed the potential relocation of the Marshall Fredericks Ram sculpture to the north side of the building and would be estimated to reduce costs by \$6,000 to \$7,000. Based on

feedback from the director and architect, the Building Committee recommends that the Library Board keep the construction plans for the terrace as is.

- Eliminating the planter bed from the Plaza will mean reconfiguring the allowable permeable space on the Terrace.
- The planter provides a barrier between Bates Street and the Plaza and is safer for pedestrians.
- Keeping the Marshall Fredericks Siberian Ram sculpture in the Terrace helps to create a connection with the Marshall Fredericks "Freedom of the Human Spirit" sculpture in Shain Park.
- The planter bed frames an iconic work of art, and offers a handsome and unique seating area for guests.
- The under seat lighting provides necessary lighting and a warm and inviting ambiance in the evenings.
- Relocating the sculpture to the north side of the Library where it was originally located is problematic due to changes in the landscape and expansion of the Children's Garden.

The next Building Committee meeting will be held on Wednesday, August 16 at 4:00 pm.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

June 2023						Better/ (Worse) Target	Off Target Cautionary On Target
	Current Month	This month last year	Current FYTD	Previous FYTD	FY 22-23 Q4 Target		
Financials							
Revenues	\$ 88,465	\$ 84,115	\$ 5,015,024	\$ 4,722,453			
Expenses	\$ 462,522	\$ 584,835	\$ 4,531,340	\$ 4,208,760			
Circulation							
Circ (Charges & Renewals)	51,574	45,445	561,855	564,794	540,000	21,855	On Target
Self-Check Usage	54.6%	66.6%	49.8%	50.9%			
% of Circ by Residents*	91.3%	92.4%	91.7%	92.7%	92.0%	0%	
% of Circ by Non-Residents	8.7%	7.6%	8.2%	7.3%	8.0%	0%	
Interlibrary Loans							
Items borrowed	788	679	8,600	9,377			
Items loaned	775	997	9,828	10,145			
Technology Usage							
Database Sessions	5,355	2,769	56,521	34,229	34,000	22,521	On Target
Downloadable Content	12,848	12,285	150,273	142,513	128,000	22,273	On Target
Public Computer Usage	585	330	6,090	3,561			
Wireless Sessions	5,056	4,273	58,421	52,191	65,000	(6,579)	Off Target
Program Attendance							
Program Attendance for Adults	166	238	2,470	4,007			
# of Programs for Adults	12	20	160	222			
Program Attendance for Teens	79	97	1,940	2,541			
# of Programs for Teens	6	7	70	64			
Program Attendance for Youth	3,103	3,298	21,538	14,628			
# of Programs for Youth	30	55	493	397			
Computer Classes	46	36	416	297			
# of Computer Programs	5	6	67	64			
Online Video Views	52	38	821	1,863			
Idea Lab Visits	378	210	2,598	1,169			
Total Program Attendance	3,824	3,917	29,783	24,505	28,000	1,783	On Target
Total # of Programs	53	88	790	747	350	440	On Target
Outreach Attendance	2,002	2,055	11,379	7,420			
# of Outreach Programs	25	28	153	125			
Visitors	24,573	19,935	207,335	168,255	180,000	27,335	On Target
Volunteer Hours	116	100	1,397	660	1,200	197	On Target
Social Media New Users							
Website Hits/Pageviews	22,975	24,666	281,255	264,416	260,000	21,255	On Target
e-Newsletter Subscribers**	-16	-19	11,016	11,309	11000		On Target
Facebook Page Followers	14	17	3,316	2,718	2800	516	On Target
TikTok Followers^	43	0	708	-			
Twitter Followers	-3	5	1,338	1,340	1475	(137)	Off Target
Instagram Followers	19	6	2,204	1,993	2000	204	On Target

*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

Visitors incl. Terrace Door as of 4/2023

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.

Key Metrics Explanation: July 2023

On Target = Met or exceeded goal, or no more than 0.1% below goal

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

At the end of the fiscal year:

Financials

- The numbers shown in the financial section of the dashboard are not final. A final report will be issued by September.

Circulation (On Target)

- Circulation was 4% higher than our FY2022-23 goal and down just slightly from last year. We did a lot of collection shifting this quarter which may have caused patrons to check out fewer items as they figured out where collections are newly located.

Technology Statistics

- Database Sessions (On Target): The Library's database usage was 39% higher than the FY2022-23 goal. Databases continue to receive additional promotion as 24/7 options, and includes the consistent usage of online newspapers.
- Downloadable Content (On Target): The Library's downloadable content usage remains extremely popular. Usage exceeded the yearly goal by nearly 15%. We have had to make adjustments to the way we purchase ebooks to keep up with demand and stay on budget.
- Website Pageviews: Total pageviews were 7.5% higher than our goal, as patrons accessed the library website to take advantage of our electronic resources, and get updates on hours and services.

Visitors (On Target)

- The number of people entering the library was 13% higher than the target number for FY 2022-23 and up 18% from last year. A people counter was installed at the Youth Terrace Door to help give a more accurate count of folks utilizing this entry. The youth room has seen increased usage by parents and children treating the department as a destination, rather than just a stop on the way to storytime.

Program Attendance (On Target)

- Program attendance increased 17% over last year, and exceeded our FY2022-23 goal by 6%. It was our pleasure to welcome 29,783 guests to 790 programs this year.

Social Media (Mostly On Target)

- The number of our Facebook, Twitter, and Instagram followers are steady, and the introduction of our TikTok account added 700 people to our online presence. Twitter remains off target, but continues to struggle with internal changes in operation. We continue to evaluate the best use of these resources, making promotion of and through them action items on our 2022-25 Strategic Plan.

Strategic Plan Action Items – 2023 Q2: The Goal Champions (GC) for each of the 6 Strategic Goals have been working to fill in the action items and timelines for their sections of the plan. Many of our targets are ongoing, or will repeat regularly, and the GCs are engaging with the appropriate staff members to find out who and how those action items can best be implemented.

Baldwin Public Library Strategic Plan (2022-2025): Action Plan - 2023Q2 Update				
Strategic Goal I: Programs & Services - Adapt programs and services to meet the needs of the changing population			Champion: H, Stephanie	
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline
2023Q2 Status				
A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback				
1	Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Ongoing. Annual general programming in January. End of Summer Reading Survey in August.
2	Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Review every December.
3	Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	Ongoing
4	Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Access Services Coordinator	None	Review by September 15 annually.
5	Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Ongoing
6	Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024
YS staff are hosting on-site monthly story times at the YMCA. The YMCA campers come to the library three days a week. We hosted Second Grade Historical Tours in May and we visited the Elementary schools for Summer Reading Visits. Baldwin is providing materials to the All Seasons retirement community to support their book club. Baldwin has provided technology classes to the Sheridan. Baldwin has actively participated in many Birmingham Youth Assistance events this spring.				
B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds				
1	Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Ongoing
We have added a once a month outdoor Saturday story time based on feedback from patrons regarding a need for Saturday story times.				

2	Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services	Ongoing	Toy collection items and Skill Builders backpacks are live in Polaris with pictures. We have created more temporary signage to help with wayfinding until construction is complete and we will create matching permanent signage in the Idea Lab We have moved the Adult Non-fiction neighborhoods closer to the reference desk. We have improved lighting again in the Legacy Room with additional lamps for reading and browsing.
3	Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	Ongoing	Jessica Cortez, LMSW, and her staff are hosting Parenting Strategy classes once or twice a quarter.
4	Significantly expand a <i>Library of Things</i>	H, Ethan	Ongoing	\$10,000.00
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	Ongoing	furniture and lighting signage
C Develop a technology plan to support existing programs and services				
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	Ongoing	editing software
2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads		
3	Provide technology assistance during all hours open to the public	IT Coordinator	What's reasonable for this?	
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads	Ongoing	
Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users				
Strategic Objective & Action Plan		Responsibility	Timeline	Comments/Status
A	Develop and plan for long-term facility needs			

1	Identify exterior needs	Jaclyn, John G.				We have eliminated most annual plantings around the building in favor of native perennials.
2	Identify interior needs	Jaclyn			FY2023-24	
3	Develop long term plan to address interior and exterior needs	Jaclyn			FY2023-24	
4	Update physical environments to support the needs of our customers and staff					
B Develop and complete expansion and renovation of front entrance and circulation area						
1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah	\$264,000	4/18/2022 - selection		Complete, awarded to MCD in April 2022
2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services		Duration of Phase 3b; give notice of temporary entrances 1 month, in advance, then weekly		A construction access plan has been developed in coordination with the City Building Department, Fire Marshal, Construction Manager, and Architects.
3	Publicize availability of the Library during construction	Jaclyn	none	3 months, 2 months, 6 weeks, 4 weeks, weekly leading up to closure.		The library construction project has been advertised in the Birmingham Eagle, newsletters published by Birmingham, Beverly Hills, Bingham Farms, and the City of Bloomfield Hills. Enewsletters have been notifying patrons of upcoming changes. Letters were sent to all neighbors notifying them of the project.
27						
C Maintain a safe and accessible environment						
1	Evaluate building accessibility					
2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads				Youth has child sized noise cancelling headphones available at the Youth Desk for anyone that needs them.
3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads				Staff continue to inventory and rebalance library collections to make sure they are easy to browse and locate in the building and in the online catalog.
D Continue to monitor and make improvements to facility						
1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn		ongoing, as contracts and quotes expire		
2	Establish and document regular maintenance schedule	Jaclyn, John G.		FY2022-23		

3	Update garden beds around the facility with native plantings and pollinators	Robert		ongoing		A serviceberry tree, 15 globe arborescences and 12 native perennials were transplanted from the garden outside the front entrance that is being demolished in Phase 3 to other spots in the gardens along the southwest corner.
4	Investigate/implement/update building management system	John G				
5	Identify ways to make building more eco-friendly	Jaclyn, Robert		ongoing		
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations						
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline		Comments/Status
A Prioritize diversity, equity, and inclusion practices						
1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget	ongoing		
2	Develop and implement civil discourse programming	IDEA TF	presenter fees	ongoing		
3	Include funding for DEI initiatives in the annual budget	Director	TBD	February 2023		
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none	ongoing		
5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None			
B Develop and implement a training and education plan						
1	Identify needs for training	IDEA TF	None	Ongoing		
2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Ongoing		Stephen Jackson has been booked to present a DEI training session for all staff at our September Staff Development Day.
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	\$5000/year	Ongoing		
4	Update website to address accessibility and improve user experience	Associate Director, Director		FY2023-2024		We have been evaluating different websites for accessibility features that we would like to highlight.

C	Review and improve recruitment, hiring, retention and promotion methods										
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Ongoing							
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	In-progress							
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color				We have created a position for a Teen Reference Assistant that is similar in expectations to what the IMLS grant provides.						
4	Actively recruit candidates from underrepresented populations when filling open positions										
5	Provide a transparent pathway to promotion within the organization	Director	None	Hired in September 2022							
6	Solicit feedback from candidates regarding the application and interview process	Director	None	In-progress							
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	In-progress							
DG	Assess and document progress										
1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included										
2	Establish criteria for auditing programs	IDEA TF	None	July 2022 meeting	Criteria has been established for auditing programs.						
3	Create form for staff to evaluate their planned offerings	IDEA TF	None	August 2022 meeting	The programming survey is complete and will be unveiled to staff in August 2023.						
4	Merge and compare results across Library	IDEA TF	None	June 2023							
5	Publish an annual review of programs and trainings	IDEA TF	None	once per year							
Strategic Goal IV: Community Outreach & Partnerships - Develop and strengthen BPL connections within the community											Champion: Jaclyn
	Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status					
A	Identify and develop new community relationships and partnerships										
1	Identify and connect with potential community partners	Jaclyn, work group, Board Outreach Committee		ongoing							

2	Review policies and practices of potential community partners	Jaclyn		ongoing	
3	Attend meetings of retail and civic organizations	Various Staff, Board Members		ongoing	
4	Develop programming with interested partners	Programming Staff		ongoing	We have created / maintained relationships with The Sheridan, All Seasons, Birmingham Youth Assistance Program, Cranbrook, Birmingham Public Schools, NEXT, The Birmingham Museum, BeSmart, Oakland Literacy Council. Rebekah Craft and Melissa Mark are members of Birmingham's ad hoc Aging in Place committee.
5	Coordinate annual 'fairs' with participants of the same "type"	Programming Staff			
B Maintain and strengthen existing community relationships and partnerships					
1	Participate in community events	Jaclyn			Staff have attended: DPS Open House, Beverly Hills Memorial Day Parade, Celebrate Birmingham Parade, Birmingham Farmers Market. Staff will attend other outreach events as they are made available.
2	Establish a plan to engage staff and Board in outreach events	Jaclyn		in-progress	Staff and board members are invited to and attend outreach opportunities as they arise.
3	Develop a plan for requests for Book Bike appearances	Jaclyn	no cost, staff time to manage requests	after book bike is received	We've used the Book Bike at two parades, one farmers market appearance, and are scheduled for another Farmers Market and an event at NEXT in August.
4	Establish "Get to Know the Library" events	Programming Staff			Rebekah hosts a monthly Behind the Scenes tour to share more details about the library and serve as an orientation for new and seasoned library users.
C Develop an external marketing and communication plan					
1	Identify additional marketing outlets				Our new Polaris email notices, which are more aesthetically pleasing and customizable, allow us to add program reminders, registration buttons and ads for more visibility.
2	Update library logo/branding after Bham establishes theirs	Jaclyn, Michelle H, Staff, Board	\$500 in design fees	est completion by Fall 2022	
3	Develop passive advertising - car stickers, license plate frames, t-shirts, etc to be displayed by Library users	Jaclyn, Michelle H, Staff, Board	\$700, FOL donation	in-progress	With the approval of the new logo, Jaclyn has ordered banners, t-shirts, tablecloths, signs, and swag to advertise the library at community events.

Strategic Goal V: Personnel & Organization -Train, empower, and equip members of the organization to best support users and each other					Champion: Rebekah
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A	Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.				
1	Expand transparent communication, policies, and shared documentation	Director, AD, Department Heads, Employees	None	in progress, with a full completion date of September 2023 and yearly reviews thereafter	Brandon is developing the Acquisitions portion of the Tech Services Wiki to help reduce information silos.
B	Attract and retain well-qualified staff who are inclusive and welcoming to all				
1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Annually, in January, following the publication of the DSLRT salary survey and ahead of the March budget process	
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none	March 2023	
3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director		June 2023	
C	Identify and provide opportunities for staff growth				
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities			ongoing	
2	Research library and retail trends to determine how they can best benefit Baldwin's community	All Staff		ongoing	
3	Empower staff and supervisors with quality training, tools, resources, and spaces	Management Team		ongoing	

4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community	Director			Staff have been training one another on Beanstack, Localhop, Polaris, and improved transparency on the budget process and hiring process. One of the reference assistants has been to visit FADL, Berkeley and Royal Oak. Intern has been to Redford as well.
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons	Management Team		ongoing	Jeff Jimison presented on the Idea Lab at the Michigan Library Association's Spring Institute. Kristen Tait presented on using LEAP at Public Desks at the IUG National Conference. Rebekah Craft is a member of the 2023 Michigan Library Association's Annual Conference planning committee.
6	Encourage staff participation in professional conferences and organizations	Management Team		ongoing	
Strategic Goal VI: Financial - Maintain and improve financial health					
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Champion: Rebekah Comments/Status
A	Analyze current and future expenses and identify cost-saving opportunities				
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures	Director	none	ongoing	Expenditures are evaluated on a rolling basis.
2	Recommend changes and cost reductions	Director			
3	Evaluate current staffing structure and recommend adjustments	Director			
4	Identify areas for optimization and consolidation	Director			
B	Analyze current and future revenue and identify potential revenue streams				
1	Identify current Library revenue streams and how much they generate currently and in the future	Director			
2	Explore other revenue sources, including grants, notary public services, and meeting room utilization	Director		ongoing	
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support	Director		ongoing	
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)	Director		ongoing	

C	<i>Maintain awareness of economic trends</i>								
1	Identify sources of economic trend information	Bookkeeper				ongoing	Paul Gillin, bookkeeper, regularly monitors market rates, interest rates, Kiplinger's Economic Forecast, and CPI.		
2	Follow national library financial trends	Director				ongoing, quarterly	Craft regularly review trade journals, Michigan Library Association updates, and national library headlines.		
3	Engage with professional financial services	Director				ongoing, yearly	Plante Moran conducts a yearly audit of the budget.		
4	Publish economic outlook with annual budget	Director				yearly in March			

Programs & Services

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

Book Launch Party

The Youth Department was pleased to host the launch part of A. Kidd's new book "Yasuko and the Dream Eater." Eighteen lucky fans were in attendance to hear the author read from the new book and sign purchased copies.



FRIENDS Trivia Night

The Teen and Adults services staff had fun hosting trivia night for fans of the 90's/2000's TV show FRIENDS. It was a tight contest, with the winners earning 48 out of 50 points.



Idea Lab

Tremendous thanks to our Friends of the Library for approving a generous gift to The Idea Lab. With the funds provided by the Friends, The Lab will enjoy a number of significant improvements:

- A new Multi-Material printer unit, enabling efficient print transitions of up to four different material types per print. This machine also boasts incredibly rapid print speeds, a large build area, LIDAR-based print fault detection, and a number of other extremely high-tech features.
- Upgrades to all of our existing Prusa printers. As is tradition for Prusa, their constant design improvements have led to the release of the MK4 upgrade kit. FOL has enabled us to purchase upgrade kits for all five of our existing Prusa printers. Upgrades include major improvements to speed, accuracy, print success rate, and ease of use.
- Virtual Reality units, for a new series of special VR programs to be offered by The Idea Lab. These VR headsets and controllers will allow patrons to experiment with futuristic new methods of Virtual Reality 3D sculpting, 3D Modeling, and 3D Visualization. It's sure to be an incredible experience, with a fantastically science-fiction feel.
- Materials for creating our extremely popular Take-and-Make kits. The Friends have also donated funds specifically for materials used in our Take-and-Make kits, and some of that fund has already been used to acquire materials for our upcoming "AI-Designed Side Table" kit later this month.



Silent Library Challenge

YS Librarian Rosemary Isbell hosted this fun event where participants were asked to complete challenges without making a sound! Examples included using a straw to move Skittles, keeping a balloon aloft and using only your facial muscles to move a cookie from your forehead to your mouth.

Summer Reading Update, as of 7/12/23:

This year's Summer Reading Program has been popular with patrons of all ages.

Youth Summer Reading:

- 484 registrants
- 3,103 badges

Teen Summer Reading:

- 122 registrants
- 621 badges

Adult Summer Reading:

- 126 registrants
- 309 badges

Facility

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

Water Bottle Refill Station milestone

Our refill station rolled 30,000 water bottles saved this month! Last year at this time, we were at 10,000.

Diversity and Equity

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

IDEA (Inclusion, Diversity, Equity, Access) Task Force

Rosemary Isbell led the staff WOKE Book Club through a great discussion on "Gender Queer" by Maia Kobabe on June 28. Our next WOKE book club will meet on August 30 to discuss "The Devil's Highway" by Luis Alberto Urrea



Stephen Jackson, DEI consultant, has been scheduled to present a training session for staff at our staff development day in September.

Introduction to Restorative Practices in Libraries

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

Project READY

The Youth Department continues to meet monthly 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.

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Rotary Club

The library discontinued its corporate Rotary Club membership in June because Rebekah has several monthly schedule conflicts with their monthly meetings. Rebekah will continue attending Rotary as part of the City of Birmingham's corporate account. Rebekah, along with City Manager Jana Ecker and Assistant City Managers Melissa Fairbairn and Mark Clemence will rotate attending weekly club meetings.

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. Jaclyn Miller will begin 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.

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 \$1,027 in June. Included in this total was the sale of 432 buttons and 43 bookmarks made from recycled book pages, which is a record month. At the end of June, the Book Sale by donation tables were relocated to the Grand Hall for the duration of construction. When the new book sale space is finished in October, the Friends will move their sale items to their final location. Friends Board meetings are on hiatus until September.

Upcoming Art Installation by Michael Andrews

Later this summer, we will be displaying artwork from a local artist, Michael Andrews, in the Youth Room windows along Bates Streets. Andrews will be designing some undulating lines, having his designs woven into tapestries, painting the tapestries with brightly colored paint, cutting holes in portions of the tapestries, and then hanging them from the wall where the Our Natural World paintings are currently displayed. Thanks to a \$1,000 donation from David Bloom and Laura Host, Andrews will have these tapestries woven at a professional mill.

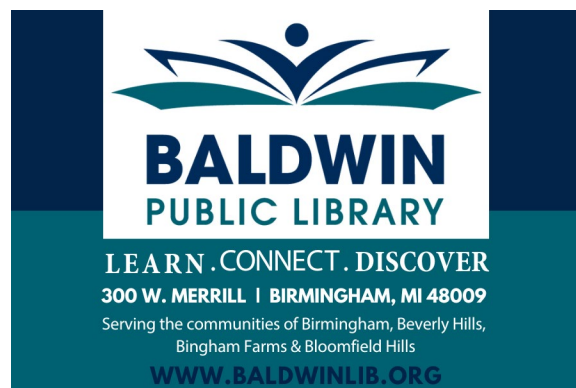


This art installation will be hung from August 2023 to April 2024. Next spring, we will plan to collaborate with the art teachers at Birmingham Schools on a new student art exhibit to coincide with the completion of Phase 3.

Marketing

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

- *Learn.Connect.Discover* fall newsletter draft
- Youth Program posters and fliers
- Teen bulletin board poster
- Birmingham Bloomfield Chamber Ad
- Collection Banners for temporary wayfinding



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.

Library of Michigan Visit from Biz Gallo

On July 13, Rebekah and Jaclyn met with Biz Gallo, the Library of Michigan's Statewide Digitization Initiatives Coordinator to tour the library and discuss how the Library of Michigan can better serve its member libraries. The Library of Michigan continues to be a great resource for Baldwin and we are thankful for the staff trainings they offer, the MeL interlibrary loan services, the databases they offer, and the programming support they provide.

Personnel and Organization

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

Staff Communications

The next all staff meeting will be held on Tuesday, July 18. 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

Rebekah Craft, Director, reached 8 years of service on July 6.

Volunteer Hours

116 volunteer hours were utilized in the month of June.

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	
June 2023 Expenditures	
Adult Services	
Summer Reading Kickoff	\$ 243.37
Books Unshelved	\$ 16.99
Presenter - Tammy's Tastings	\$ 200.00
Total	\$ 460.36
Teen Services	
Summer Reading Prizes	\$ 798.38
Books Unboxed	\$ 200.90
TikTok Potluck	\$ 67.32
Cricut Supplies	\$ 95.88
Summer Reading Programs	\$ 332.78
Snacks - School Visits, Teen Advisory Board	\$ 38.21
Pizza - Teen Advisory Board, Book Club	\$ 125.20
Total	\$ 1,658.67
Youth Services	
Summer Reading Prizes	\$ 331.28
Books Unboxed	\$ 127.96
Birbery Lunch	\$ 382.08
Summer Reading Programs	\$ 153.34
Baldwin Booster Orientation	\$ 11.98
Kids Library Society	\$ 34.28
Filament	\$ 84.96
Total	\$ 1,125.88
Idea Lab	
Idea Lab supplies	\$ 145.13
Total	\$ 145.13
Outreach & Equipment	
Bike supplies	\$ 9.50
Vinyl for Book Bike graphic	\$ 46.40
Ice Cream Overage for SRP kickoff	\$ 266.00
Total	\$ 321.90
Total Expenditures	\$ 3,566.81
June 2023 Balances	
Adult Services	\$ 11,711.96
Teen Services	\$ 3,093.73
Youth Services	\$ 6,225.11
Idea Lab	\$ 7,024.87
Outreach & Equipment	\$ 9,784.12
Total Balance	\$ 37,839.79
June In-Library Book Sale Donations	\$1,027.41
Submitted by Jaclyn Miller for July 10, 2023	



PHASE 3 RENOVATION UPDATE

Phase 3 Updates: July 2023

Construction work kicked off on July 5. Leading up to July 5, staff worked hard to relocate, disassemble, and store the following items:

- Circulation Desk contents downsized and moved to the Youth Room
- Youth Room media shelving were disassembled and placed in storage
- Sorter was disassembled and placed in storage
- Teen Scene materials were shifted to the west side of the Birkerts wing and the shelving was disassembled and placed in storage
- Book Club Books were weeded and moved to the low shelves in the Claudia Ireland Room
- Hold Shelving was transferred to the Grand Hall, just outside the Claudia Ireland Room
- Perennials, shrubs, and the serviceberry tree in the garden outside the front entrance were transplanted to the west side of the Birkerts addition.

Staff members have been flexible, creative, and full of hustle during this last month of turmoil, moving, heavy lifting, and change! Everyone jumped in to make sure that everything was swiftly moved, patrons were helped with smiles, and everyone found their way around the new changes. Additionally, everyone offered lots of helpful suggestions and feedback to make sure that this transition went so smoothly. We are fortunate to have such a collaborative and hardworking team here.

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 \$3,677,232. A project budget to date can be found following this report.

Project Communications

On July 7, we sent an informational email about the project to our email contacts. The email shared details of the project, how to enter the building, and how to find items in the library.

Project Logistics

The construction fencing is now in place and interior walls have been hung to block patrons from entering the construction zone. Signage has been placed on each side of the fence sharing information about the project and how to access the building.

Owner-Architect-Contractor (OAC) Meetings

Starting July 19, all OAC meetings will be held in person on the project site. The minutes of past meetings can be found on the following pages.

Contingency

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

Carpet tiles for study room area	\$6,710
Jersey Barrier Fencing	\$34,309
Cove Lighting above Study Rooms	\$11,450

The amount remaining in the contingency is \$89,497.

Progress Photos



New directional vinyl floor stickers made in the Idea Lab.



Signage on construction fencing.



View into old Teen Scene.



View of previous sorter room and old Teen Scene.



View of demolition after Circulation desk was removed.



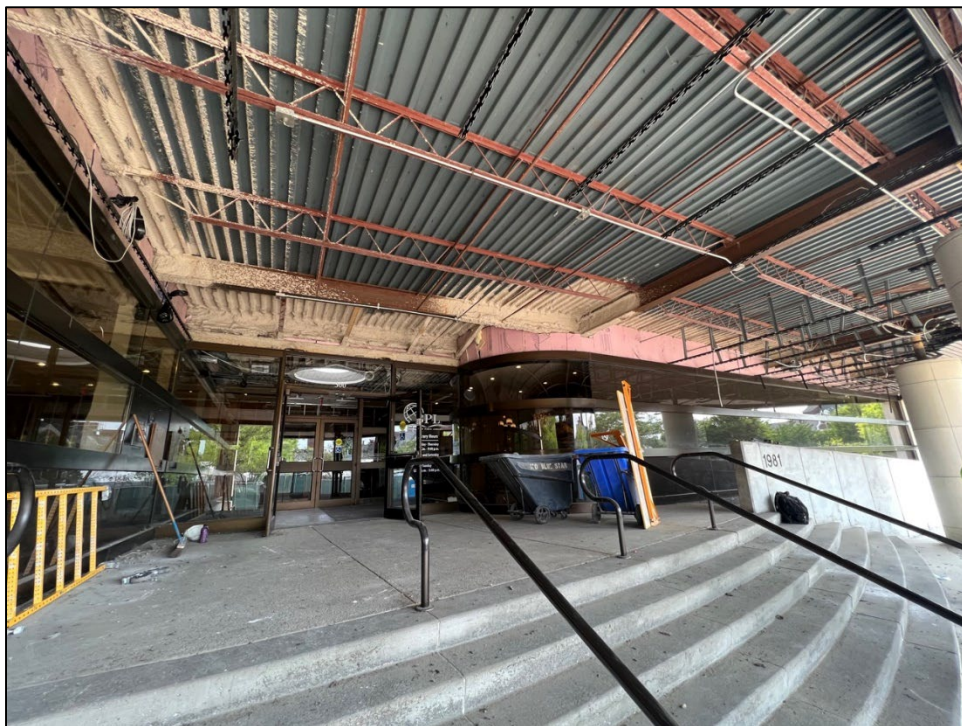
View into the former Circulation area from Idea Lab.



View of west side of former Circulation area (Idea Lab on left)



View of east side of former Circulation area.



View of exterior ceiling under demolition.



View of vestibule ceiling during demolition.



View of exterior book drop after removal of door.



Rebekah Craft <rebekah.craft@baldwinlib.org>

Updates about Baldwin's Expansion & Renovation: Front entrance, Circulation Desk & Lobby

2 messages

Baldwin Public Library <newsletters@baldwinlib.org>

Thu, Jul 6, 2023 at 9:52 AM

Reply-To: newsletters@baldwinlib.org

To: rebekah.craft@baldwinlib.org



Baldwin Public Library
LEARN. CONNECT. DISCOVER.

Updates about Baldwin's Expansion & Renovation: Front entrance, Circulation Desk & Lobby

Our third and final phase of renovations started July 5. The project will last approximately 9 to 10 months and is expected to be completed in April 2024.

Read more about the project at www.baldwinlib.org/renovation

If you'd like to receive periodic updates about the project, please sign up for the Renovation mailing list [here](#).

First Steps

- A new, accessible ramp has been installed on Martin Street.
- Barricades have been set up along Merrill and Bates Street and no parking is available on the sides of the street closest to the library.
- Starting Friday afternoon, July 7, please use the new temporary front entrance on Martin Street through the Children's Garden & Terrace.

Interior Renovation

- Our former circulation area will be renovated to add a dedicated Friends of the Baldwin Public Library sale area, four new study rooms to fit 2 people each, and an expanded staff office area.
- This portion of the project is expected to be completed in October 2023.



Where can I find...?

- **The checkout desk** – Inside the Youth Room terrace door



- **My holds** – In the Grand Hall on the wall outside the Claudia Ireland Room



- **Friends Used Books and Media for sale** – In the center of the Grand Hall



- **Hot Picks** – On the shelving next to the Adult Services Desk



- **New Non-fiction** – Along aisle 9 in the Adult Services area



- **Teen / YA materials** – Aisles 18, 19, and 20 of the Adult Services wing.



- **Idea Lab Entrance** – through the hallway adjacent to the Adult Services computers



- **Curbside Pickup** – On Chester Street at the library's loading dock



- **Street Side Drop Box** – On Martin Street at the corner of Bates. Note: You will need to park your car in the adjacent spot to access the drop box.



Where do I return items?

- At the street side drop box on Martin
- To a staff member at the circulation desk

More Project Information

1. Based on public input, Baldwin's third and final phase of improvements will bring the following benefits to our users:

- Expansion of the Front Entrance by 2,000 square feet
- Accessible, street-level entrance with interior ramp and passenger elevator
- Renovation of 3,000 square feet of interior space
- Energy-efficient, glare-reducing glass from floor to ceiling
- New furniture, flooring, and lighting
- New café and collaboration space with vending machines
- Dedicated sale area for the Friends of the Baldwin Public Library
- Addition of four new enclosed study rooms
- Outdoor terrace and gardens to visually connect with Shain Park

2. Construction will begin on July 5, 2023, is expected to last 9-10 months, and will be completed by April 2024. The library will remain open throughout the construction project.

3. Library materials will continue to be available and library programming will continue to be offered. Curbside pickup will be available on Chester Street at the library's loading dock. Please ask any staff member for help locating materials or meeting rooms.

4. The library's street side drop box has been relocated to Martin Street. An adjacent parking spot on Martin Street is reserved for users returning items to the drop box. The automated materials return system will be unavailable and out of service until the new entrance reopens in spring 2024.

5. No new taxes will appear on your tax bill as a result of this construction. The project is paid for with the library's existing voter-approved millage.

If you'd like to receive periodic updates about the project, please sign up for the Renovation mailing list ([click here](#)).

The latest on Instagram

Baldwin Public Library: PHASE 3 RENOVATION BUDGET		
	Current Budget	
Renovation Costs		
Constr. Costs incl. FOL counter, Study Rooms, Snow Melt	\$	3,429,574
Deduct alts - Skylight \$239,030 and Light Cove \$11,450*		
Construction Manager Fee (2.5%)	\$	91,114
Liability Insurance	\$	14,578
Owner's Contingency	\$	141,966
Guaranteed Maximum Price	\$	3,677,232
Other Costs: not coordinated by PCI Dailey		
Architectural Fees	\$	264,000
Engineering Fees	\$	19,210
FFE & AV/Low Voltage Wiring	\$	115,000
Furniture Moving (Elevator Room, Circ Desk, Teen, Etc)	\$	5,000
Signage made by Idea Lab	\$	1,000
Endowment plaque installation	\$	1,750
Artpack: Siberian Ram sculpture relocation/storage	\$	19,800
Sorter Relocation	\$	50,000
TOTAL: Other Costs	\$	475,760
GRAND TOTAL	\$	4,152,992
Funding Sources		
Millage up to Headlee Cap for FY21-22 through FY25-26	\$	3,353,057
Existing Millage/Cash Reserves	\$	237,943
Transfer from Library Trust	\$	561,992
TOTAL FUNDS	\$	4,152,992

Deduct alternates*			
Skylight	\$	239,030	Remove
Friends counter	\$	5,300	Keep
Study rooms	\$	34,730	Keep
Light cove	\$	11,450	Keep
Snow melt	\$	85,110	Keep

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

*Requires FY23-24 budget adjustment

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	\$	(561,992)	
Remaining funds after project	\$	200,554	

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

	Current Budget		Paid to Date		Projected	(Over)/Under Budget
PCI Dailey Construction Costs*	\$	3,677,232	\$	54,959	\$ 3,677,232	
Pay Application #1 - Bidding Assistance & Perf. Bond			\$	54,959		
Architectural Fees	\$	264,000	\$	245,000	\$ 264,000	
Fees paid through June 2023			\$	245,000		
Engineering Fees	\$	19,210			\$ 19,210	
FFE & AV/Low Voltage Wiring	\$	115,000			\$ 115,000	
Furniture Moving	\$	5,000			\$ -	\$ 5,000
Signage made by Idea Lab	\$	1,000			\$ 1,000	
Endowment plaque installation	\$	1,750			\$ 1,750	
Siberian Ram sculpture relocation/storage	\$	19,800	\$	7,673	\$ 14,850	\$ 4,950
Deposit - 5/30/23			\$	3,400		
Removal fee - 6/10/23			\$	4,273		
Sorter Relocation	\$	50,000			\$ 65,000	\$ (15,000)
TOTAL	\$	4,152,992	\$	560,305	\$ 4,158,042	\$ (5,050)

<i>*Construction Contingency</i>	<i>Total</i>		<i>Remaining</i>		<i>Used</i>
	\$	141,966	\$	89,497	\$ 52,469

Updated 7/14/2023

Current Contingency / Allowance Expenditure 6-28-23

Current Contingency / Allowance Expenditure 6-28-23					
Allowance Description	Starting Balance	Usage	Amount Remaining	Reason for Usage	
Contingency	\$ 141,966.00	\$ 52,469.00	\$ 89,497.00	Additional stock carpet tile, Jersey Barriers w/ fence panels and screen, Light Cove	
Layout / Testing	\$ 29,200.00		\$ 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		\$ 15,000.00		
Additional Demolition Related to Field Conditions	\$ 10,000.00		\$ 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		\$ 31,875.00		
Remove Dampproofing off foundation	\$ 5,000.00		\$ 5,000.00		
Power Wash exposed foundation walls-Sealer	\$ 3,000.00		\$ 3,000.00		
Misc. Masonry/Limestone Repairs	\$ 7,500.00		\$ 7,500.00		
Misc. structural & Other Fabr not detailed	\$ 10,000.00		\$ 10,000.00		
LULA Elevator SWL Lifting Beam	\$ 9,000.00		\$ 9,000.00		
Shop Drawing Revisions - Millwork	\$ 5,000.00		\$ 5,000.00		
Rework existing glass for Book Sorting	\$ 4,500.00		\$ 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	\$ 6,000.00	\$ 5,197.00	\$ 803.00	New Exterior Signage for South Face of Building	
Install carpet in elevator (Not Indicated)	\$ 600.00		\$ 600.00		
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		\$ 38,254.00		
Temporary Heat	\$ 15,000.00		\$ 15,000.00		
	\$ 418,615.00	\$ 73,202.00	\$ 345,413.00		



BPL Phase 3 OAC Meeting Minutes: Meeting #4

Meeting Date Jun 21, 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

Notes

Attachments

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Steve Schneemann			ss@mcdarchitects.com	
Mary Cay Lancaster	MCD Architects		mc@mcdarchitects.com	
Paul Danko	PCI Industries, Inc.		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: <ul style="list-style-type: none">• Masonry Submittals• CFMF Engineered Full Drawings• Book Return• Bike Rack• Kawneer Clear Wall Framing System - Need Approved Submittal• Steel Drawings• Window Shades• Interior glass systems and hardware• Glazing Product Data• Plumbing• Millwork Remaining Submittals• Plaster• Exterior Signage Shop Drawings Submittals currently in Contractor's court <ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Currently being researched• Sample of Alternate Stair Nosing - Currently being researched. Submitted sample cannot be curved so alternates will be submitted.• C5 Lighting Submittal• Roofing Detail 1/A404						

Outstanding Submittals:

- Landscaping
- Concrete
- Glass & Glazing (Shop Drawings)
- Fire Suppression - Site Visit to review existing conditions 6/21
- Stainless Steel Handrails

Official Documented Meeting Minutes

Kawneer framing system was resubmitted without the snap on attachment for the additional depth. Current system is 6 5/8" to avoid additional delays in Canada. MCD to formally approve and release.

Previous Meeting Minutes

Jun 14, 2023

It was stressed that Millwork and Lighting are critical submittals to approve as soon as possible as they will affect the project schedule. Nanawall was approved post meeting and is approximately 26 weeks out.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status?						
Official Documented Meeting Minutes Bulletin for this change and all other changes to be provided on 6/28.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

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. Status?						
Previous Meeting Minutes Jun 14, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel.						
Previous Meeting Minutes Jun 14, 2023 Steve will get with civil engineer to discuss potential options and reach out to manufacturer for recommendations if proposed options are not suitable.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 25 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. PCI-Dailey working to finalize submittals. Should have shop drawings next week.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Official Documented Meeting Minutes LULA elevator will be moved approximately 20" north of what is shown on the current drawings. This will be updated on a single bulletin with all the other changes discussed thus far on 6/28.						
Previous Meeting Minutes Jun 14, 2023 LULA elevator will require movement of elevator shaft which will be addressed in Bulletin #2 set to be completed at end of month prior to construction start. This will shift the LULA elevator 90 degrees.						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has a contractor been selected for this work?						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						
<i>Jamie and Rebekah will work with MCR and Presidio to make sure all wireless access points and ethernet ports are noted on the drawings. MCD will incorporate and update the drawings to add these fixtures.</i>						

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? <ul style="list-style-type: none"> Book sorter, book shelves, content, book returns, etc 						
Official Documented Meeting Minutes <i>Rebekah & Jaclyn confirmed the Library is on track for us to begin work.</i>						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Have revised drawings been issued to the city for permit approvals?						
Official Documented Meeting Minutes <i>Permit should be issued next week per Bruce. The city engineers were planning to meet directly with Nowak & Frauss this week to discuss the couple remaining items, but this will not hold up construction activities.</i>						
Previous Meeting Minutes Jun 14, 2023 City is working directly with Nowak & Frauss for a few minor civil changes which should be completed next week. Permit to be issued shortly thereafter. Project signage email was sent to Jeff to follow up with Mike and Bruce.						

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 on 7/5/23.						
Previous Meeting Minutes Jun 14, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing will be submitted for month of June to Steve via docusign next week.						
Official Documented Meeting Minutes <i>Executed hardcopy of contract was received on 6/23.</i>						
Previous Meeting Minutes Jun 14, 2023 Executed contract received and billing has been approved by Steve.						

These meeting minutes are believed to be an accurate reflection of those items discussed and the conclusions that were reached during the referenced meeting.
 Please contact PCI Industries, Inc if there are any discrepancies or questions with the content of these minutes.



BPL Phase 3 OAC Meeting Agenda: Meeting #5

Meeting Date Jun 28, 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 Craft	ss@mcdarchitects.com
		Jaclyn Miller	mc@mcdarchitects.com
		Bruce Johnson	
Paul Danko	PCI Industries, Inc.		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: <ul style="list-style-type: none">• Masonry Submittals• CFMF Engineered Full Drawings• Book Return Approved 6/27• Kawneer Clear Wall Framing System - Need Approved Submittal• Roofing Detail 1/A404 Duralast system requires 90 degree edge for counterflashing against existing limestone• Window Shades To match existing shades in Grams Discovery Room• Interior glass systems and hardware returned 6/27• Glazing Product Data MCD will revise and submit 6/27• Plumbing• Millwork Remaining Submittals• Plaster• Exterior Signage Shop Drawings• Concrete Accessories• Fire Extinguishers• Shoring Shop Drawings/Calculations• Electrical poke-thrus• Electrical Surface Raceways Submittals currently in Contractor's court <ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Sample being constructed• Sample of Alternate Stair Nosing - RFI updated with samples and company contact information for MCD to discuss.• C5 Lighting Submittal						

- Steel Drawings
- Mortar Samples - Shipping this week to PCI-Dailey Offices

Outstanding Submittals:

- Landscaping
- Concrete Mix Design & Re-Steel Shops
- Glass & Glazing (Shop Drawings)
- Fire Suppression - Site Visit to review existing conditions 6/21 & 6/27 **Will be ready by 6/30**
- Stainless Steel Handrails

Previous Meeting Minutes
Jun 21, 2023

Bulletin will be coming from MCD by 7/6. Bulletin will include new elevator adjusted location, removal of skylight, and will show all changes to drawings.

Kawneer framing system was resubmitted without the snap on attachment for the additional depth. Current system is 6 5/8" to avoid additional delays in Canada. MCD to formally approve and release.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
Description RFI initiated 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status?						
Previous Meeting Minutes Jun 21, 2023 Bulletin for this change and all other changes to be provided on 6/28.						

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. Status? Answered 6/28 and will be included in Bulletin #1						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Bocx/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel.						
The boxes come in black (dipped) or rust (non-dipped) The cost for powdercoating 4 monument boxes is \$2500. SS will work with Nowak and Fraus on an alternative solution that fits in with existing budget.						

Update?
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	5	RFI #9: Millwork Veneer & Wood Base				Open
Description RFI initiated 6/26. Millwork site visit was on 6/22 with Division 6 staff. Will use same cabinet pulls from Phase 2. PCID will pull specifications on Phase 2 shop drawings. Craft sent vending machine details to PCID and MCD. Color match and base profile match photos were provided for samples/ordering to commence. Please confirm. Pulls to be confirmed. Equipment specifications for vending machine and approved plumbing submittals required.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 25 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. PCI-Dailey working to finalize submittals. Should have shop drawings end of this week.						
Previous Meeting Minutes Jun 21, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Previous Meeting Minutes Jun 21, 2023 LULA elevator will be moved approximately 20" north of what is shown on the current drawings. This will be updated on a single bulletin with all the other changes discussed thus far on 6/28.						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)?						
Previous Meeting Minutes Jun 21, 2023 (None)						
Layout sent to MCD on 6/28. Waiting on Jamie Richards to set up site visits with Presidio and MCR.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items are set to be removed prior to July 5th. Any items to be salvaged, are to be clearly marked and labeled prior to interior demolition beginning.						
Previous Meeting Minutes Jun 21, 2023 Rebekah & Jaclyn confirmed the Library is on track for us to begin work.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Have revised drawings been issued to the city for permit approvals? MCD to contact Nowak Fraus to supply final drawings for engineering review.						
Previous Meeting Minutes Jun 21, 2023 Permit should be issued next week per Bruce. The city engineers were planning to meet directly with Nowak & Frauss this week to discuss the couple remaining items, but this will not hold up construction activities.						

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 on 7/5/23. Flagpole removal planned for 7/7 pending weather changes. Exterior Barricades are set to be delivered on 7/5. Landscape removals have begun and gate/railing rework/removals for temp ramp is complete.						
Previous Meeting Minutes Jun 21, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing will be submitted for month of June to Steve via docusign this week.						
Previous Meeting Minutes Jun 21, 2023 Executed hardcopy of contract was received on 6/23.						

Landscape removal and fence portion removal was completed this morning. Fence panels currently in PCID office but will be stored on site and a PCID storage container for duration of project.

DPS has removed Eick bench and trash cans from front entrance.

DPS will remove flag on 7/6. Flag pole will be taken down on 7/7 and stored on site for project until new location is prepared next spring.

Great Oaks Landscaping provided rough numbers for the cost of a brick planter. It will be more expensive than a cast in place planter and does not provide any cost savings. The Siberian Ram planter bed will stay as is in original plan.



BPL Phase 3 OAC Meeting Agenda: Meeting #6

Meeting Date Jul 5, 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		Bruce Johnson	ss@mcdarchitects.com
Dianne Schurg	MCD Architects	Brian Thorpe, PCID Jaclyn Miller	ds@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Rebekah Craft Kristen Tait	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:						
<ul style="list-style-type: none">• Masonry Submittals will return 7/5• CFMF Engineered Full Drawings• Kawneer Clear Wall Framing System - Need Approved Submittal will return 7/5• Roofing Detail 1/A404• Window Shades - Existing shade information provided to MCD by PCI-Dailey• Millwork Remaining Submittals will return 7/5• Plaster• Exterior Signage Shop Drawings• Concrete Accessories• Fire Extinguishers• Shoring Shop Drawings/Calculations• Electrical poke-thrus• Electrical Surface Raceways• Mortar Samples• HVAC Controls						
Submittals currently in Contractor's court						
<ul style="list-style-type: none">• Fabricated Plaster Trim Sample - Sample being constructed will deliver to MCD on 7/6 or 7/7• Sample of Alternate Stair Nosing - RFI updated with samples and company contact information for MCD to discuss.• C5 Lighting Submittal• Steel Drawings• Glazing Product Data & Samples - Should have into MCD by 7/6 (needs minor revisions before sending to MCD)						

<ul style="list-style-type: none"> Glass & Glazing (Shop Drawings) <p>Outstanding Submittals:</p> <ul style="list-style-type: none"> Landscaping Concrete Mix Design & Re-Steel Shops Fire Suppression - Site Visit to review existing conditions 6/21 & 6/27 Stainless Steel Handrails
<p>Previous Meeting Minutes Jun 28, 2023 It was mentioned by PCI-Dailey that an expedited review of Re-Steel shop drawings once received to meet schedule. MCD confirmed this could be expedited.</p>

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	1	RFI 1: HVAC Work Above Reception Desk				Open
<p>Description RFI initiated 5/5</p> <p>Response to RFI #1 indicated a forthcoming bulletin on 5/10.</p> <p>Bulletin Status? Waiting on final drawings from consultants. Should be submitted by 7/7</p>						
<p>Previous Meeting Minutes Jun 28, 2023 Bulletin delayed due to holiday - will be issued week of 7/3/23.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	1	RFI 2: Paint Colors				Closed
<p>Description RFI Initiated 5/11</p> <p>Initial response on 5/12 indicated paint colors would be selected the following week.</p> <p>Follow up response on 5/30 indicated no date had been given.</p> <p>Status?</p>						
<p>Previous Meeting Minutes Jun 28, 2023 Paint colors were answered - will be included in upcoming Bulletin for clarity.</p>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	3	RFI #8: Stainless Steel Monument Box/Cover				Open
<p>Description EJ does not manufacture a monument box/cover in stainless steel.</p> <p>Update? Steve S. will contact Paul at Nowak Fraus. No resolution has been made yet. Looking for an alternate cover and monument. SS would like to have a conversation with Paul before ordering a substitute</p>						

Previous Meeting Minutes**Jun 28, 2023**

MCD to further discuss with Nowak & Frauss to avoid additional costs by powdercoating lids. MCD also to check with NFE/EJ to confirm no performance issues or product deficiencies by powdercoating.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	5	RFI #9: Millwork Veneer & Wood Base				Closed
Description RFI initiated 6/26. Color match and base profile match photos were provided for samples/ordering to commence. Please confirm. Pulls to be confirmed. Equipment specifications for vending machine and approved plumbing submittals required. Response Issued.						
Previous Meeting Minutes Jun 28, 2023 Rebekah provided vending machine details.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates. Awaiting shipment date						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 24 weeks out. Awaiting ship date. Awaiting shipment date						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						

C5 lighting fixture in cove has been added to the submittal

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description MCD provided final glass layout on 6/6. Shop Drawings being revised per PCI comments.						
Previous Meeting Minutes Jun 28, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue.						
Previous Meeting Minutes Jun 28, 2023 (None) <div style="color: red; margin-top: 5px;">Waiting on confirmation. Library will need to have AV contractor relocate speaker and control panel due to updated location of elevator.</div>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)?						
Previous Meeting Minutes Jun 28, 2023 Contractor to visit site to confirm number of WAPs required. Will mark up drawings and send to MCD/PCI-Dailey for review when complete.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items are set to be removed prior to July 5th. Any items to be salvaged, are to be clearly marked and labeled prior to interior demolition beginning.						
Previous Meeting Minutes Jun 28, 2023 Rebekah requested safe remain within project site. PCI-Dailey to make necessary accommodations to allow for this to remain during construction.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Permit was issued Monday 7/3.						
Previous Meeting Minutes Jun 28, 2023 MCD contacted Nowak & Frauss to deliver the 2 or 3 sheets that needed to be updated to the city so permit can be issued Friday/early next week.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Work has commenced with barricades / temp ramp on 7/5/23. Flagpole removal planned for 7/7 pending weather changes. Exterior Barricades were to be delivered on 7/5.						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						
Barricades, fencing, and dumpsters were delivered on 7/5. Studs and drywall partitions will be installed on 7/6 IT will have the PA system relocated on 7/14.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing was submitted for month of June to Steve via docusign last week. Follow up documentation was sent on 7/5 per request.						
Previous Meeting Minutes Jun 28, 2023 <i>(None)</i>						
Steve S. asked for details on subcontractor billings and will return to PCID shortly.						



BPL Phase 3 OAC Meeting Agenda: Meeting #7

Meeting Date Jul 12, 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		Jaclyn Miller	ss@mcdarchitects.com
Mary Cay Lancaster	MCD Architects	Bruce Johnson	mc@mcdarchitects.com
		Kristen Tait	
		Jeff Zielke	
Paul Danko	PCI Industries, Inc.		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:				
		<ul style="list-style-type: none">• Kawneer Clear Wall Framing System - Need Approved Submittal• Concrete Accessories• Shoring Shop Drawings/Calculations• Electrical poke-thrus• HVAC Controls• Concrete Mix Design• Fabricated Plaster Trim Sample• Glazing Product Data & Samples• Window shade samples• Sample of Alternate Stair Nosing• Glass & Glazing (Shop Drawings)	MCD requested something in writing from the Kawneer rep about the load maximums on the clear wall frame Concrete and Shoring submittals are due ASAP			
		Submittals currently in Contractor's court				
		<ul style="list-style-type: none">• C5 Lighting Submittal• Steel Drawings• Millwork Resubmittal				
		Outstanding Submittals:				
		<ul style="list-style-type: none">• Landscaping				

- Concrete Re-Steel Shops
- Stainless Steel Handrails

Previous Meeting Minutes**Jul 5, 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 5/5 Response to RFI #1 indicated a forthcoming bulletin on 5/10. Bulletin Status? HVAC RFI was received						
Previous Meeting Minutes Jul 5, 2023 Bulletin to be issued early the week of 7/10.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel. Update? Steve said the Stainless Steel monument submittal would be submitted 7/12						
Previous Meeting Minutes Jul 5, 2023 Steve contacted Nowak & Frauss for final solution.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	7	RFI #10 Roller Shade Issues				Open
Description Existing Shade fabric is not authorized for use with specified shade manufacturer. Samples of proposed shade fabric delivered to MCD offices on 7/12.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. Awaiting ship dates.						
Previous Meeting Minutes Jul 5, 2023 (There may be some additional ceiling work necessary to accommodate new HVAC. (No price adjustments were mentioned at this time))						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 23 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jul 5, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Light fixtures are ordered. Awaiting ship date. Light Cove was added back to scope and may be installed after first phase is complete.						
Previous Meeting Minutes Jul 5, 2023 (None)						
Tyler will set up a meeting with everyone involved in lighting to ensure consistency						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description Shop drawings currently in for review with MCD.						
Previous Meeting Minutes Jul 5, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access to confirm comments will not be an issue. A4 Access visited the site last week to take additional measurements.						
Previous Meeting Minutes Jul 5, 2023 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has final contractor been selected for this work? Has contractor completed layout for WAPs and cabling (wireless access points)? Re-work required for basement meeting room.						
Previous Meeting Minutes Jul 5, 2023 (None)						
Baldwin cameras and speakers need to be addressed in the demo zone ASAP. Jaclyn and Jamie are coordinating.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	1	Decommission of Existing Systems				Open
Description All items were removed within space for work to commence. Plaques will be removed and stored for construction duration.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Permit was issued Monday 7/3.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-up plan was sent on 6/30 to the team. Please confirm we can proceed with scheduling these mock-up to remain on track for our concrete pours.						
<i>The challenge with concrete will likely not be supply, but timing</i>						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule. Site barricades are in place and ramp is complete to be used for temporary access. Interior barricades have been created for the sites. Demolition has begun within the building footprint.						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing was submitted for month of June to Steve via docusign last week. Follow up documentation was sent on 7/5 per request. Update on signature and approval?						
Previous Meeting Minutes Jul 5, 2023 <i>(None)</i>						

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.

Baldwin's Digital Library

Thursday, July 20 – 3:00 p.m. to 4:15 p.m.

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

Teen Escape Room

Thursday, July 20 — 6:00 p.m. to 8:00 p.m.

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

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

Total of 8 teens per time slot; coordinate with your friends if you want to play with someone specific. Each game lasts 25 minutes. Please arrive 5 minutes early. Registration required. Grades 7-12.

Behind the Scenes of History: The Straits of Mackinac

Monday, July 24 — 7:00 p.m. to 8:00 p.m.

Hybrid: Visited by millions, Mackinac is a special place for many Michiganders. Andrew Kercher tells the incredible history from the indigenous peoples to fur trade and logging to 19th century battles to fudge production! What is it like to wear the wool uniforms and fire muskets for a living? Also, hear tales from behind the porch! What was it like to live on the island in the winter and work security for the Grand Hotel? Andrew is a Community Engagement Manager at Port Huron Museums and freelance lecturer. Before returning to academia, he lived in the Straits of Mackinac for nearly a decade. This is a hybrid event. Registration is required to receive the Zoom link.

Cards for Hospitalized Kids

Thursday, July 27 — 5:00 p.m. to 7:00 p.m.

Ages 5 & up. Cards for Hospitalized Kids (CFHK) is a charitable organization that spreads hope, joy & magic to hospitalized kids across America through uplifting, handmade cards. We'll provide the supplies, you supply the well wishes! No registration required, just drop in!

Books and Blankets Outdoor Family Story Time at Barnum Park

Saturday, July 29 — 10:00 a.m. to 10:30 a.m.

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

DIY Air Dry Clay Fairy House: Grades 1 to 3

Wednesday, August 2 — 7:00 p.m. to 8:00 p.m.

Grades 1 to 3. Construct your own fairy house out of air dry clay and then take them home to add to your own garden! Registration required.

Adobe Photoshop: An Introduction

Wednesday, August 2 — 7:00 p.m. to 8:15 p.m.

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

End of Summer Reading After-Hours Laser Tag Party for Teens

Friday, August 4 — 6:00 p.m. to 8:00 p.m.

Celebrate after-hours at the library with laser tag, pizza, cake & ice cream, video games, and a photo booth! Registration required. Grades 7-12.

Parenting Strategy Sessions

Monday, August 7 — 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. August 7: Anxiety and Emotion Regulation for All

Genealogy Series: Beyond the Brick Wall

Thursday, August 10 — 7:00 p.m. to 8:00 p.m.

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

Detroit Style Pizza: A Doughtown History

Monday, August 14 — 7:00 p.m. to 8:00 p.m.

With its airy crust, cheesy corners and distinctive red sauce on top, Detroit Style pizza is enjoyed worldwide. How did this Motor City delicacy transform from a singular kitchen in Detroit to an international sensation? Travel with author Karen Dybis through this pizza's humble origins, starting with Gus Guerra putting the first square pie in Buddy's oven to the International Pizza Expo in Las Vegas, where a pizza evangelist spreads the word about Detroit Style, through the waves of chefs who have put their spin on this unique pizza style. This is a hybrid event. Registration is required to receive the Zoom link.

Idea Lab Event: Sculpting in Air - The VR 3D Modeling Experience

Wednesday, August 16 — 6:30 p.m. to 8:30 p.m.

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



ABOVE: The main purpose of the Baldwin Public Library's phase three renovations is make a street-level and accessible entrance.
LEFT: Through the renovations, the library has planned changes that will bring in more sunlight into the building.

Photos provided by the Baldwin Public Library

Baldwin embarks on latest renovations

BY MARY GENSON
mgenson@candgnews.com

BIRMINGHAM — Since 2016, the Baldwin Public Library has been undergoing a three-phase renovation plan.

Phase one was completed in May 2017 and tackled the adult services area.

Phase two, the youth room expansion and renovation, was completed in September 2020.

They are now onto phase three, which includes the circulation area, the lobby and the public entrance.

The early stages of the phase three design process began in 2021 and included outreach initiatives such as a public survey, a community forum and a meeting with library staff.

Construction for the renovation will begin July 5 and is expected to be completed in spring 2024.

The project is estimated to cost \$4 million. It will be paid with the library's voter-approved millage

and donations to the library's trust.

Merritt Cieslak Design are the architects of the project, and construction will be done by PCI-Dailey.

The renovation will achieve a variety of improvements, city officials said.

"The main purpose of the renovation is to make a street-level entrance that is fully accessible," Baldwin Public Library Director Rebekah Craft said.

Craft said she has heard that some people are unable to get into the building due to the steep staircase and ramp that currently exists. Therefore, accessibility has been the focus of their planning.

The front entrance will be expanded by 2,000 square feet. An accessible, street-level entrance with an interior ramp and a passenger elevator will be added.

Three thousand square feet of the library's interior space will be renovated.

Craft said they are continuing with the design that was established with the first two phases. Floor-

See **LIBRARY** on page 12A

12A

Library

from page 3A

ing and wall colors will be consistent throughout the building, and they will continue with the theme of "let there be light" to make the space even more welcoming.

The energy-efficient and glare-reducing glass will be added from floor to ceiling to add sunlight to the building.

A new café and collaboration space will be created with tables and chairs for about 40 people and vending machines, including a customizable coffee maker.

The café is intended to be a space open for anyone who wants to study or socialize while snacking.

"New mothers who come and have their kids in the reading programs can sit there, have a cup of coffee and chat with friends," Baldwin Public Library Trustee Melissa Mark said. "I'm really hopeful that this will be a big success."

People will also be permitted to bring in their own food from home or other restaurants to enjoy in the café.

A dedicated sale area for the Friends of the Baldwin Public Library will be added.

Four new, enclosed study rooms will be added as well as an outdoor terrace and gardens to visually connect with Shain Park.

This construction will not require any street to be closed. However, parking spaces and sidewalks on the west side of Bates, between Merrill and Martin, will be fenced off starting in July. Additionally, parking spots and the sidewalk on the north side of Merrill will be fenced off.

The Baldwin Public Library has addressed how library services will work during construction. A temporary entrance with an accessible ramp will be set up along Martin Street, and all visitors will enter through the Youth Terrace doorway near the corner of Bates and Martin.

Martin Street will also be where the library's streetside dropbox will be relocated. Users returning items to the dropbox will be able to park in an adjacent parking spot reserved on Martin Street.

During the full length of the project, the lower level Rotary and Donor rooms will be unavailable as the new elevator and ventilation system is installed.

Until the new entrance reopens in spring 2024, the library's automated return system will be unavailable and out of service. Curb-side pickup will still be available at the library.

Updates on the project can be found by visiting baldwinlib.org/renovation or on the library's Facebook, Instagram or Twitter pages. The community can also sign up for occasional email updates.

Michigan historian shares stories of Mackinac at Baldwin Public Library

Published on July 12, 2023 | By Mary Genson

<https://www.candgnews.com/news/michigan-historian-shares-stories-of-mackinac-at-baldwin-public-library-2882>

BIRMINGHAM — Mackinac is a popular Michigan tourist destination that brings people from throughout the country to its car-free streets every summer. Whether you are planning a trip Up North this summer or are just fascinated with Michigan history, mark your calendars for Monday, July 24.

The Baldwin Public Library is hosting Andrew Kercher to present "Behind the Scenes of History: The Straits of Mackinac" at 7 p.m. This lecture is a hybrid event. Virtual participants must register at www.baldwinlib.org to receive a Zoom link.

Librarian Mick Howey said local history is a focal point for the Baldwin Public Library's adult services department this summer.

"As someone who's lived in Michigan pretty much my whole life, there is so much state history that I don't know," Howey said. "So that's why I would like to kind of focus on Michigan programs more and local authors more."

While Howey has many Mackinaw City memories from when his grandma and aunt owned a hotel right outside of the city, he does not know a lot of history behind the iconic Michigan travel spot.



Andrew Kercher will present "Behind the Scenes of History: The Straits of Mackinac" at the Baldwin Public Library.

Kercher, the community engagement manager at Port Huron Museums and freelance lecturer, previously lived and worked in the Straits of Mackinac for nearly a decade. He said this particular lecture is an easy one for him because of his extensive personal experience in the area.

When some people think of Mackinac, they may think of its popular tourist traditions, such as the fresh fudge and riding bikes and horses around the island, but Kercher shares that there is much more to it.

"There are so many events that connect the whole world to Mackinac and Mackinac to the rest of the world. It hasn't always been this tourist location that's four hours away," Kercher said. "It has been the center for some of these global conflicts, politics and economics."

The audience will learn the history of Mackinac's indigenous peoples, fur trade, battles and even the island's iconic fudge.

Through the "Behind the Scenes of History: The Straits of Mackinac" lecture, Kercher also wants to give audiences an inside look at what it is like to live and work in Mackinac, especially during the winter.

Kercher shares stories of what it is like to work security for The Grand Hotel, Mackinac's award-winning resort. Kercher emphasized the importance of learning about history, particularly history close to home.

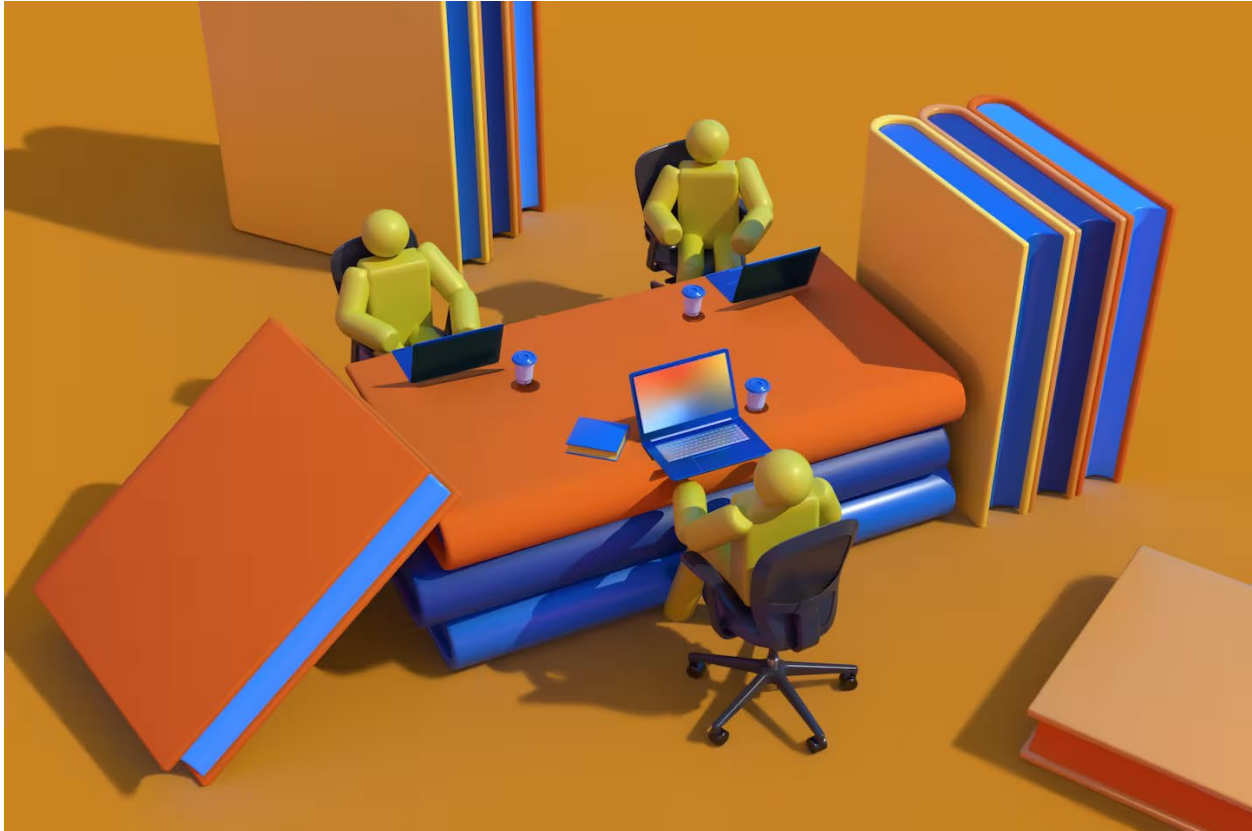
"History gives you context to any kind of decision or thought-making process for the future," Kercher said.

More information about Kercher can be found at kercher.info.

Rooftops, cafes and Zoom rooms: Libraries evolve to serve remote workers

Published on June 29, 2023 | By Taylor Telford

<https://www.washingtonpost.com/technology/2023/06/29/libraries-remote-hybrid-work-offices-rto/>



(Simoul Alva for The Washington Post)

William Gray's ideal workspace is the flagship branch of D.C.'s public library. Sometimes the 36-year-old entrepreneur will check out a reference book on business strategy or graphic design, but mostly he's there for the atmosphere — the private meeting rooms where it's quiet enough to take a Zoom call, the cafe and the rooftop where there's an ambient social buzz of other professionals working on laptops or conducting meetings.

It feels like being "at a happy hour without the drinks," Gray says of the library rooftop, which opened to the public in 2020 after years of renovation.

In addition to the local experts who can help him with license applications for his wellness business or filing his taxes, Gray sees the library as a nexus of community. He loves when his workday overlaps with evening events such as the summer concert series featuring local musicians.



The rooftop terrace at the flagship location of D.C.'s public library is a favorite spot for workers looking to focus with a scenic view. (Robert Benson Photography)

"A lot of people don't realize that the library isn't this super quiet, no-speaking zone anymore," Gray said. "Now it's like a hangout vibe. The only thing that's the same is that they still have books."

Long before WeWork, libraries were the original co-working spaces. But since the coronavirus pandemic started, libraries are evolving to better serve remote and hybrid workers, especially in large metropolitan areas, according to Brooks Rainwater, CEO and president of the Urban Libraries Council.

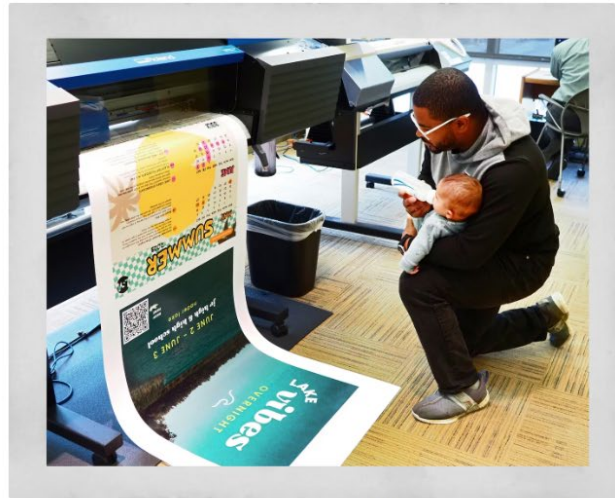
In addition to resources such as free internet and printer access, they're building up offerings aimed at small-business owners and professionals, renovating to include more private work spaces and meeting rooms. Branches in some locations — such as D.C. and New York City — have added cafes and turned rooftops into snazzy destinations where workers can take meetings or work in a more relaxed atmosphere.

The influx of new clientele has helped libraries rebound from the pandemic. In 2022, in-person visits to most urban public libraries rose to more than 50 percent of 2019 levels, a number that's expected to rise even higher in 2023, according to the Urban Libraries Council.

While many companies have used sprawling offices packed with amenities as recruiting tools, many public libraries offer the benefit of a sleek work environment for free. Of course, some public library systems are better-funded and more expansive than others. Some libraries, especially in rural areas, are struggling. But those that have evolved are seeing usage climb closer to pre-pandemic levels.



An archival photo of the information desk at a branch of the Cincinnati & Hamilton County Public Library captures how libraries looked back in the day. (Cincinnati & Hamilton County Public Library) (Cincinnati Public Library)



A visitor multitasks while watching the vinyl printer at work in the MakerSpace. (Cincinnati & Hamilton County Public Library) (Cincinnati Public Library)

One of libraries' biggest challenges, Rainwater said, is thwarting the stereotype that they're musty, strict and focused solely on books.

"It's a constant conversation to let people know you don't need to be quiet in the library, no one's going to shush you," Rainwater said.

The changing face of libraries may not be for everyone, as some people may find the lively atmosphere distracting. But for many remote workers, libraries are an ideal "third place," a term sociologists use to describe locations that are neither work nor home and are accessible to diverse groups of people. At a time when companies are pulling out all the stops to get workers back to offices, libraries have become an attractive alternative — one that offers a boundary between work and home, while still enabling the serendipitous socializing bosses say has been lost as workers spend less time in traditional offices.

"We're seeing more young professionals, people working on their own businesses or working remotely," says Skye Patrick, library director for the LA County Library, one of the country's largest public library systems with more than 80 branches. "A lot of people forgot how important it is to have some sort of adjacency, a way to socialize."

Libraries are "one of the most beloved and least understood" social entities in the United States, according to Patrick. Rather than cultivating an austere environment, many are filled with kids playing games and getting help with schoolwork, plus adults taking meetings or working on computers.

While students tend to be more aware of what libraries have to offer, people tend to “peel off” from using them as they get older, Patrick said. But ever since libraries reopened after shuttering in the pandemic’s early days, there’s been an influx of new people discovering them.

The LA County Library’s study and conference rooms, which once were used on a first-come, first-served basis, have become so popular that they’re booked well in advance, Patrick said. They’re also crucial in conquering the “digital divide” that was laid bare by the immediate shift to virtual school and work.



A man and a woman pore over an early book catalog at a branch of the LA County Library in 1953. (Courtesy of LA County Library)



Access to free internet and technology like laptops, scanners and printers is a big attraction for professionals working at public libraries. (Courtesy of the LA County Library) (County of Los Angeles)

Quieter than coffee shops, libraries provide an optimal setting for the head-down work that Steve Sanders does as chief technology officer for DonorSpring, a small software start-up. The company has a handful of staff members and no offices, so Sanders rotates between working at different libraries near his home in Yorkville, Ill.

Sanders has a home office, but working from a library allows him to be surrounded by people while not requiring him to interact much.

“It’s easy to feel isolated working remotely and not seeing people in person,” Sanders said.

For Annmarie Ekey, D.C.’s central library has been the perfect place to build her leadership consulting business. She’s there a few times a week, printing paperwork, picking up materials or taking meetings. She’s developed relationships with employees at the resource desks and the cafe, which she frequents for the delicious blondies. Ekey said she finds the environment “supportive and inspiring.”

Libraries are positioned to help people at every stop on their professional journeys according to Kathy Bach, public services director at the Cincinnati & Hamilton County Public Library, which has 41 Cincinnati-area locations.

People will come in to use computers and ask for assistance filling out unemployment paperwork, then return to workshop their résumés and take classes on how to navigate job sites such as LinkedIn

and Indeed, Bach said. Then they'll come back weeks later dressed in business attire and take job interviews in private meeting rooms. (So far in 2023, hourly bookings for private meeting rooms in the library system have exceeded 63,700 hours, about a 30 percent increase over the first six months of 2022.)

"People will come in and say, 'You helped me get that job,'" Bach said. "It's the kind of place where it feels good to work."

At the Boston Public Library, librarians are realizing they've "cultivated this habitat for hybrid and remote workers," said Gregor Smart, curator of BPL's Kirstein Business Library & Innovation Center. At any given time, Smart said, the 5,000-square-foot space is full with about 100 people, ranging from small-business owners to coders and nonprofit workers.

Smart said he thinks of himself as a "hotel concierge" whose job is to help patrons find whatever they need: a private meeting room with a whiteboard and display monitors; computers equipped with Adobe's creative suite. Or maybe he can connect them with someone who can help them start a patent or trademark application. Kirstein also offers mentoring sessions for small-business owners, and events such as career fairs and workshops for aspiring podcasters.

"What I love about our space is that you never know who's going to be there," Smart said. "We can all learn from each other."

The people who work in the library are its most underrated resource, according to Xavier Pierre, a 28-year-old who owns a catering and food-truck business. Despite having a home office, Pierre prefers to work from the Forest Park branch of the Cincinnati & Hamilton County Public Library about four days a week. It's a quiet place where he can revise his menus or ship out paperwork for new clients. He's also a card-carrying member of libraries in Columbus, Las Vegas and Miami, using them as a base while traveling.

"There's a certain environment and feeling of support that I just love being around," Pierre said.

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

Monday, July 17, 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 June 21, 2023 minutes | p. 95 |
| B. Acceptance of the June 2023 receipts of \$35,990.59 | p. 102 |
| C. Approval of the June 2023 disbursements of \$16,407.81 | p. 103 |

New and Miscellaneous Business

III. Adjournment

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

Motion: To adjourn the July 17, 2023 Trust Meeting.

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

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



**BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
June 21, 2023**

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 9:42 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 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.

3. New and Miscellaneous Business:

Pisano explained why the Trust portfolio may be underperforming the benchmark. Suhay suggested bringing in a financial representative to discuss this with the Board. Craft will contact Raymond James representative Jim Cummins and invite them to the July Trust meeting. If Cummins is available, the Trust meeting may be held prior to the regular Board meeting.

Starting in July, Board and Trust meetings will be held in the Delos Board Room until renovations are complete, which will impact access to the full Rotary Room.

4. Adjournment:

Motion: To adjourn the meeting.

1st Pisano

2nd Rock

A voice vote was taken.

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

Nays: None.
Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:47 p.m. The next Trust Meeting will be on Monday, July 17, 2023, following the regular meeting in the Rotary Tribute and Donor Room.

Danielle Rumble, Secretary

Date

DRAFT

Baldwin Public Library Trust: June 2023

June receipts totaled \$35,990.59. June disbursements totaled \$16,407.81.

The current value of the Trust is \$2,119,492.54, divided up in the following way:

	June 2022 - EOY	June 2023
Total endowment investments*	\$ 1,027,375.78	\$ 1,062,322.97
Endowment funds distributed for use	\$ 175,567.25	\$ 202,855.49
Total endowment funds	\$ 1,202,943.03	\$ 1,265,178.46
General spendable funds	\$ 343,568.43	\$ 382,420.94
Van Dragt fund	\$ 117,388.20	\$ 63,450.66
Building fund	\$ 309,523.78	\$ 334,358.33
Restricted funds**	\$ 32,226.33	\$ 49,360.61
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	\$ 854,314.08
Total endowment funds	\$ 1,202,943.03	\$ 1,265,178.46
Total non-endowment funds	\$ 827,430.28	\$ 854,314.08
Total of all Trust funds	\$ 2,030,373.31	\$ 2,119,492.54

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

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

As of June 30, 2023, the amount of money in the Trust that is undesignated stands at \$793,684.60.

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	15.91%	-19.44%
U.S. Aggregate-Bond Benchmark	0.77%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	12.13%	-17.69%
Baldwin Endowment Funds' Portfolio	6.31%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-5.82%	-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 June 30, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,076,154.97
Raymond James Building Mutual Funds Account	\$653,504.43
Huntington Bank Checking Account	\$3,722.45
Huntington Bank Money Market Account	<u>\$386,110.69</u>
Total	\$ 2,119,452.54

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
JUNE 30, 2023**

Investment and Cash Report										
	Prior Month Balance 05/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 06/30/23	
Huntington Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$4,160.53	\$32,455.72	\$4,160.53			\$0.00	
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$7,673.40	\$53,937.54	\$7,673.40			\$0.00	
Restricted Funds	\$3,722.29	\$0.16	\$1.51	\$3,711.94	\$33,482.23	\$3,711.94			\$3,722.45	
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
Subtotal - Restricted Funds	\$3,722.29								\$3,722.45	
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$851.94	\$7,564.37	\$851.94			\$0.00	
TOTAL	\$3,722.29	\$0.16	\$1.51	\$16,397.81	\$127,439.86	\$16,397.81	\$0.00		\$3,722.45	
Huntington Bank Money Market:										
Endowment Budgeted Funds	\$208,521.91	\$0.00	\$40.00	\$0.00		\$0.00	(\$4,160.53)		\$204,361.38	
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	\$71,124.06	\$0.00	\$0.00	\$0.00		\$0.00	(\$7,673.40)		\$63,450.66	
Restricted Funds	\$27,574.32	\$28,645.00	\$48,615.00	\$0.00		\$0.00	(\$3,711.94)		\$52,507.38	
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43	
Restricted Fund - Idea Lab	\$2,000.00	\$0.00	\$2,000.00	\$0.00		\$0.00	\$0.00		\$2,000.00	
General Spendable Funds	\$56,791.35	\$7,345.43	\$22,933.91	\$10.00	\$120.00	\$0.00	(\$851.94)		\$63,274.84	
TOTAL	\$366,528.07	\$35,990.43	\$73,588.91	\$10.00	\$120.00	\$0.00	(\$16,397.81)		\$386,110.69	
Raymond James & Associates:										
Endowment Fund Investments	\$1,006,155.63	\$0.00	\$0.00			\$0.00	\$0.00	\$53,221.74	\$1,059,377.37	
Endowment Cash	\$15,912.03	\$0.00	\$11,183.06			\$0.00	\$0.00	\$865.57	\$16,777.60	
Sub-total Endowment Funds	\$1,022,067.66	\$0.00	\$11,183.06			\$0.00	\$0.00	\$54,087.31	\$1,076,154.97	
General Spendable Funds Cash	\$1,377.53	\$0.00	\$0.00			\$0.00	\$0.00	\$0.28	\$1,377.81	
General Spendable Mutual Funds	\$307,797.42	\$0.00	\$0.00			\$0.00	\$0.00	\$9,971.45	\$317,768.87	
General Spendable Building Mutual Funds	\$323,979.31	\$0.00	\$0.00			\$0.00	\$0.00	\$10,378.44	\$334,357.75	
Sub-total General Spendable Funds	\$633,154.26	\$0.00	\$0.00			\$0.00	\$0.00	\$20,350.17	\$653,504.43	
TOTAL	\$1,655,221.92	\$0.00	\$11,183.06			\$0.00	\$0.00	\$74,437.48	\$1,729,659.40	
Total All Funds	\$2,025,472.28	\$35,990.59	\$84,773.48	\$16,407.81	\$127,559.86	\$16,397.81	(\$16,397.81)	\$74,437.48	\$2,119,492.54	

JUNE 30, 2023

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JUNE 30, 2023**

		Prior Month Balance 05/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 06/30/23
Gift & Tribute Funds	Purpose									
General Spendable Funds		\$365,965.86	\$7,345.43	\$22,933.91	\$861.94	\$7,684.37			\$9,971.58	\$382,420.94
Restricted Funds:										
Building Fund		\$323,979.75	\$0.00	\$1,000.00	\$0.00	\$0.00			\$10,378.59	\$334,358.33
Van Dragt Fund		\$71,124.06	\$0.00	\$0.00	\$7,673.40	\$53,937.54				\$63,450.66
Memorials/Tributes		\$9,075.81	\$305.16	\$506.51	\$0.00	\$62.81				\$9,380.97
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$0.00				\$2,000.00
Friends	Adult Services Programs	\$4,447.02	\$7,650.00	\$13,900.00	\$460.36	\$8,291.33				\$11,636.66
	Young Adult Programs	\$927.70	\$3,900.00	\$7,275.00	\$1,658.67	\$8,802.68				\$3,169.03
	Youth Services Programs	\$4,880.99	\$2,470.00	\$8,665.00	\$1,125.88	\$8,552.00				\$6,225.11
	Idea Lab Program Supplies	\$174.61	\$6,720.00	\$7,170.00	\$145.13	\$420.52				\$6,749.48
	Outreach & Equipment	\$2,404.83	\$7,600.00	\$11,100.00	\$321.90	\$7,352.89				\$9,682.93
	Sub-total Restricted	\$419,531.20	\$28,645.16	\$51,616.51	\$11,385.34	\$87,419.77	\$0.00	\$0.00	\$10,378.59	\$447,169.60
Rotary Room Fund	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$810,220.60	\$35,990.59	\$74,550.42	\$12,247.28	\$95,104.14	\$0.00	\$0.00	\$20,350.17	\$854,314.08
Endowment Funds										
Endowment Budgeted Funds	General Funds	\$77,581.33	\$0.00	\$40.00	\$676.00	\$9,687.55				\$76,905.33
	Adult Large Print	\$2,692.16	\$0.00	\$0.00	\$0.00	\$5,023.76				\$2,692.16
	Adult Services Department	\$31,194.43	\$0.00	\$0.00	\$15.29	\$269.18				\$31,179.14
	Adult Audio Visual	\$705.51	\$0.00	\$0.00	\$0.00	\$718.75				\$705.51
	Adult Reference	\$35,982.41	\$0.00	\$0.00	\$2,080.00	\$4,435.08				\$33,902.41
	Adult Programs	\$21,475.50	\$0.00	\$0.00	\$0.00	\$0.00				\$21,475.50
	Architecture	\$3,801.47	\$0.00	\$0.00	\$0.00	\$37.64				\$3,801.47
	Youth Services Department	\$10,428.41	\$0.00	\$0.00	\$1,183.54	\$5,624.65				\$9,244.87
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$272.57				\$933.85
	Professional Development	\$17,424.97	\$0.00	\$0.00	\$0.00	\$5,827.56				\$17,424.97
	Staff Appreciation	\$2,895.81	\$0.00	\$0.00	\$205.70	\$245.70				\$2,690.11
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$313.28				\$1,900.17
	Sub-total	\$207,016.02	\$0.00	\$40.00	\$4,160.53	\$32,455.72	\$0.00	\$0.00	\$0.00	\$202,855.49
Total Endowment Investments	All Funds	\$1,008,235.66	\$0.00	\$10,183.06	\$0.00	\$0.00	\$0.00	\$0.00	\$54,087.31	\$1,062,322.97
Total Endowment Funds		\$1,215,251.68	\$0.00	\$10,223.06	\$4,160.53	\$32,455.72	\$0.00	\$0.00	\$54,087.31	\$1,265,178.46
Total All Trust Funds		\$2,025,472.28	\$35,990.59	\$84,773.48	\$16,407.81	\$127,559.86	\$0.00	\$0.00	\$74,437.48	\$2,119,492.54

TRUST RECEIPTS
June-23

Trust Money Mkt General Funds:

Dana I Evans in memory of Lucille Parsons	\$	97.52	
Homaira Danish in memory of Lucille Parsons	\$	146.52	
Mary Rooney in memory of Lucille Parsons	\$	48.51	
Catherine Zimmerman and Paula A Caducio	\$	1,000.00	
Trott Foundation	\$	5,000.00	
Money Market Interest Income	\$	1,052.88	\$ 7,345.43

Friends of BPL:

- Adult Programs	\$	7,650.00	
- Teen Programs	\$	3,900.00	
- Youth Programs	\$	2,470.00	
- Idea Lab Program Supplies	\$	6,720.00	
- Outreach and Equipment	\$	7,600.00	\$ 28,340.00

Memorial/Book Fund:

Suzanne and Michael LaFave in honor of Barbara Fisher	\$	50.00	
The Petroths in memory of Jennifer Peterson's Father	\$	255.00	
Checking Account Interest	\$	0.16	\$ 305.16

Trust Money Mkt Endowment Fund:

\$ -

Total Receipts at Huntington Bank

\$ 35,990.59 \$ 35,990.59

Raymond James

\$0.00

Total Trust Receipts (Before Bank Fees)

\$35,990.59 \$35,990.59

Monthly Banking Fee on Money Market Account

\$ (10.00) \$ (10.00)

Total Trust Receipts (Net)

\$35,980.59 \$35,980.59

06/30/2023 09:55 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 06/01/2023 - 06/30/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
06/16/2023	LIBRY	5954	009126	AMAZON CAPITAL SERVICES INC	491.33
06/16/2023	LIBRY	5955	004867	BALDWIN PUBLIC LIBRARY TRUST	41.98
06/16/2023	LIBRY	5956	004604	GORDON FOOD	211.41
06/16/2023	LIBRY	5957	001090	INGRAM LIBRARY SERVICES	75.73
06/16/2023	LIBRY	5958	009060	ROSEMARY ISBELL	34.28
06/16/2023	LIBRY	5959	009533	LIBRARY IDEAS, LLC	1,023.36
06/16/2023	LIBRY	5960	009478	ODP BUSINESS SOLUTIONS, LLC	11.38
06/16/2023	LIBRY	5961	006432	ELISABETH PHOU	285.00
06/16/2023	LIBRY	5962	000486	PLANTE & MORAN PLLC	700.00
06/16/2023	LIBRY	5963	009612	PLAYAWAY PRODUCTS LLC	114.98
06/30/2023	LIBRY	5964	009688	ARTPACK SERVICES, INC	4,273.40
06/30/2023	LIBRY	5965	007403	SUSAN DION	24.48
06/30/2023	LIBRY	5966	MISC	ESCAPE ROOM NOVI	215.00
06/30/2023	LIBRY	5967	009315	FIRST NATIONAL BANK OF OMAHA	5,445.50
06/30/2023	LIBRY	5968	009315	VOID	0.00
06/30/2023	LIBRY	5969	004604	GORDON FOOD	51.96
06/30/2023	LIBRY	5970	001090	INGRAM LIBRARY SERVICES	627.39
06/30/2023	LIBRY	5971	009060	ROSEMARY ISBELL	30.27
06/30/2023	LIBRY	5972	000673	NEW YORK TIMES, THE	2,080.00
06/30/2023	LIBRY	5973	006432	ELISABETH PHOU	15.36
06/30/2023	LIBRY	5974	MISC	TAMMY'S TASTINGS	200.00
06/30/2023	LIBRY	5975	008145	TOWN SQUARE PUBLICATIONS	445.00

LIBRY TOTALS:

Total of 22 Checks:	16,397.81
Less 1 Void Checks:	0.00
Total of 21 Disbursements:	16,397.81