

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

AUGUST 21, 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
e-mail: jennybwheeler@gmail.com

Term expires 2023

Personnel Committee,
Policy Committee

Rock, Karen
VICE PRESIDENT

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

Term expires 2023

Personnel Committee,
Policy Committee

Rumple, Danielle
SECRETARY

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

Term expires 2025

Finance Committee,
Outreach Committee

Mark, Melissa S.

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

Term expires 2025

Building Committee,
Outreach Committee

Pisano, Frank

612 Davis Ave.
Birmingham, MI 48009
Home: (248) 646-0463
Cell: (248) 835-6058
e-mail: frank.pisano@baldwinlib.org

Term expires 2025

Finance Committee

Suhay, James W.

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

Term expires 2023

Building Committee

Smith, Titus III
STUDENT REPRESENTATIVE

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

Term expires February 2024



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, August 21, 2023 at 7:30 p.m.

Delos Board Room

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 July 17, 2023 Board Meeting Minutes p. 7
- B. Approval of July 2023 vendor payments in the amount of \$291,490.35, including payments in excess of \$75,000. p. 10
- C. Approval of total expenses in the amount of \$466,276.16. p. 16

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 29
- D. Upcoming events of interest (Jaclyn Miller) p. 82

IV. Board Committee Reports	
A. Finance – Frank Pisano	p. 14
B. Building – Jim Suhay	p. 20
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 21
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 31
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. 33
VIII. New & Miscellaneous Business	
A. 2024 Calendar	p. 74
Suggested motion: Motion to approve the 2024 Library calendar as found on page 75 of the August 2023 Board Packet.	
B. Fundraising	p. 77
Suggested motion: Motion to direct the Library Director to create a November 2023 fundraising appeal letter and develop a list of naming rights options for furniture and spaces in the Phase 3 Addition.	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	
A. Upcoming events of interest	p. 82
B. Learn.Connect.Discover Autumn 2023 Edition	p. 84
C. Birmingham-Bloomfield Eagle clip, “Baldwin Public Library explores history of Detroit-style Pizza”	p. 92
D. Downtown News Magazine article, “Uncontested races for local commission seats”	p. 93
E. Michigan Radio article, “MI Library Association launches campaign to counter book bans”	p. 94

- F. Grand Valley Lanthorn article, "Illinois book ban law opens conversation for Michigan legislation"

p. 96

XII. Adjournment

The next regular meeting of the Library Board will be on Monday, September 18, 2023 at 7:30 p.m.

Motion: *To adjourn the August 21, 2023 Board Meeting.*

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta 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
July 17, 2023**

Call to Order and Roll Call:

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

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

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: Kathy Mechigian (Bingham Farms).

Members of the public present: Three.

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

Rumble read aloud the Library's Mission Statement.

1. General Public Comment Period: None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Rumble

2nd Rock

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 staff for their work in readying the library for Phase 3 construction, and thanked Miller and Jeff Jimison for creating wayfinding floor signage to guide patrons through the building.

Board comments: Mark thanked staff for their work in moving equipment, furniture, and landscaping elements, saving the library at least \$5,000 in moving costs. Pisano echoed Mark's comments, and enjoyed seeing the BPL book bike at the Birmingham Farmer's Market.

Staff Anniversaries: Rock recognized the following staff anniversary: Rebekah Craft (8 years of service).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 82-83 of the July Board packet. Due to rain, the July 6 Story Time Battle at Barnum Park program has been rescheduled for August 17.

4. Board Committee Reports

Finance Committee:

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

Building Committee:

Suhay reported that the Building Committee met on July 12. Present were Suhay, Mark, Craft, and Miller. Full minutes from this meeting are on page 17 of the July Board packet.

Merritt Cieslak Design (MCD) and PCI Dailey (PCID) are currently examining how high the ceiling over the previous circulation area can be raised. Over the years with various renovations, ductwork and acoustic tiling have reduced the ceiling height of this area.

The Board will give further review to bird strike prevention. A paracord bird strike prevention product may be too aesthetically displeasing, whereas a film product to achieve the same may be too costly.

Board and staff will coordinate perennial landscaping plantings in fall or early spring, in lieu of annuals that had previously been planted by Birmingham DPS.

The next meeting of the Building Committee will take place on Wednesday, August 16, at 4:00 p.m. in the Jeanne Lloyd Room.

5. Library Report:

Craft and Miller provided a quarterly report on key metrics from the Strategic Dashboard, and an update on BPL's Strategic Action Plan (FY2022-2025). Craft and Miller presented highlights from the Library Report. Full details of this report are on pages 21-41 of the July Board packet.

6. Liaisons

Friends: Ryndee Carney reported that the main floor sales tables continue to raise about \$1,000 monthly, though there has been a decrease in donated materials. The Friends are determining a pop-up book sale date in August to help reduce inventory. The Friends are on hiatus through July and August, but are in discussion about a fall book sale.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: Kathy Mechigian reported Bingham Farms Village Council voted unanimously for BPL funding at their recent meeting. She expressed concern for seniors with mobility issues during BPL's renovation, and requested literature on BPL services she could share with the Village.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update. Full details of this report can be found on pages 43-50 of the July Board packet. Craft will survey the Library Board and BPL staff to determine a date for a Phase 3 completion open house / grand opening.

- Motion to adjourn the meeting.**
- 1st** Suhay
- 2nd** Rumple
- A voice vote was taken.
- Yeas: Mark, Pisano, Rock, Rumple, Suhay, Wheeler.
- Nays: None.
- Absent and excused: None.
- The motion was approved unanimously.
- The motion was approved unanimously. The meeting was adjourned at 8:48 p.m. The next regular meeting is scheduled for Monday, August 21, 2023, at 7:30 p.m. in the Delos Board Room.

Date _____

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	1,102.52
	000843	BAKER & TAYLOR BOOKS	147.16
	000249	GUARDIAN ALARM	1,410.00
	001090	INGRAM LIBRARY SERVICES	4,071.21
	008827	KANOPY, INC	434.35
	007927	MICHELLE HOLLO	113.75
	006349	MIDWEST COLLABORATIVE	60.00
	002013	MIDWEST TAPE	8,583.74
	008336	NBS COMMERCIAL INTERIORS	1,434.00
	009478	ODP BUSINESS SOLUTIONS, LLC	88.09
	006785	OVERDRIVE, INC.	16,012.54
	009612	PLAYAWAY PRODUCTS LLC	1,240.30
	007408	T-MOBILE	665.43
	005861	UNIQUE MGMT SERVICE, INC	41.20
	000158	VERIZON WIRELESS	102.72
293057	009202	AQUARIUM DESIGN INC	340.00
293080	009024	THE D.M. BURR GROUP	4,819.00
293084	008777	DESIGN INDUSTRY, LLC	22,050.00
293124	009037	INNOVATIVE INTERFACES INC	60,586.84
293149	006349	MIDWEST COLLABORATIVE	125.00
293161	000678	OCLC, INC.	4,001.53
293208	009026	WELLS FARGO VENDOR FIN SERV	677.87
293210	MISC	WILLIAM THOMPSON	10.48
293223	006759	AT&T	61.66
293233	005717	BSB COMMUNICATIONS, INC.	175.00
293254	000249	GUARDIAN ALARM	263.58
293279	009351	MERRITT CIESLAK DESIGN PLC	1,000.00
293289	009612	PLAYAWAY PRODUCTS LLC	188.97
293307	007408	T-MOBILE	667.76
293309	007115	TERMINIX PROCESSING CENTER	944.44
293321	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
293338	004493	ELITE IMAGING SYSTEMS, INC	1,245.51
293346	006666	GRID 4 COMMUNICATIONS INC.	231.29
293349	007211	HOME DEPOT CREDIT SERVICES	46.20
293350	001090	INGRAM LIBRARY SERVICES	1,118.60
293365	009698	PCI INDUSTRIES, INC	116,303.88
293370	MISC	SARA NYMAN	43.99
293373	007907	SP+ CORPORATION	4,397.00
293416	003904	CAPITAL ONE BANK	8,358.76
293420	000902	CENGAGE LEARNING INC	149.55
293438	000179	DTE ENERGY	10,125.43
293448	008164	GARY EISELE	71.40
293452	000585	FARMINGTON COMM. LIBRARY	4,500.00
293454	009315	FIRST NATIONAL BANK OF OMAHA	59.95
293464	001090	INGRAM LIBRARY SERVICES	3,639.19
293482	MISC	MEAGAN TESSLER	12.41
293492	MISC	NINA MIVCIC	9.71
293498	009478	ODP BUSINESS SOLUTIONS, LLC	14.99

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
293547	006782	BIBLIOTHECA, LLC	2,639.79
8624	003527	LOWER HURON SUPPLY CO INC	1,031.78
8635	005861	UNIQUE MGMT SERVICE, INC	20.60
8665	002013	MIDWEST TAPE	1,628.94
8666	008336	NBS COMMERCIAL INTERIORS	792.00
8667	001194	NELSON BROTHERS SEWER	145.00
8716	009126	AMAZON CAPITAL SERVICES INC	197.51
8720	000517	BEIER HOWLETT P.C.	412.50
8748	002013	MIDWEST TAPE	1,240.73
8750	008336	NBS COMMERCIAL INTERIORS	1,157.50
8751	001194	NELSON BROTHERS SEWER	437.00
Total:			291,490.35

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

August 2023 Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, August 14, 2023 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, Jaclyn Miller, and Jim Cummins from Raymond James.

- Public comment – None
- Discussion with Jim Cummins, Raymond James, on Trust Investments
 - Overall, Cummins is pleased with our 9.05% YTD return
 - Cummings discussed the breakdown of our investments; we are behind the S&P, but if you take out the 7 unusually high performing technology stocks, the S&P return is around 4%
 - The government has raised rates 10 consecutive times, which has never happened. Once the rates get cut – likely next quarter – we should start to see a stronger return on our portfolio, which has been designed to mitigate risk and perform steadily over 5-7 years. Being a little more conservative compared to the indices is preferred.
 - Cummins recommends one change – selling off shares in the Touchstone Dividend Equity Y fund and purchasing shares in the BNY Mellon Dynamic Value I fund. With this trade, expenses will drop and the BNY performance is higher in every metric.
 - The Trust's investment goal is to reduce risk. The Trust investments favor duration and longer term maturity. Right now the Trust is positioned well because it is more diverse in an incredibly skewed market.
- FY 2023-24 budget update after one month
 - Largest disbursement is to PCI Dailey for Phase 3 work.
 - Waiting on the City of Birmingham tax disbursement, which should be deposited in August
 - Penal fines were lower than expected at \$50,000 instead of the \$65,000 budgeted
 - Technology line shows an overage for the month due to the yearly Polaris expenditure and the deposit for the new sorter
- Phase 3 budget update
 - 3 payments have been made to PCI Dailey so far
 - FFE and AV/Low voltage expenses are a little lower than estimated
 - Endowment plaque placement will be included in the project, resulting in savings

- Jaclyn discussed July Trust expenditures with Friends of the Library funds
 - Funds were used for programs, supplies, book clubs, Idea Lab equipment
 - FOBPL generated a little over \$800 in July at Grand Hall sale shelf
- Pisano: Meetings attended - none
- Items not on agenda - none
- The next Finance Committee meeting will be held on Monday, September 11, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: July 2023

This report references the Revenue and Expense Report 2023-24, found on the following page. At 8.33% of the way through fiscal year 2023-2024, the Library has spent 6.0% of its budget and received 0.03% of its revenue. By this point of the year, the Library was budgeted to have spent 8.3% of its budget and to have received 8.3% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	116,303.88
Total vendor payments in excess of \$75,000	\$	116,303.88
Balance of vendor payments less than \$75,000	\$	175,186.47
Total vendor payments	\$	291,490.35

City of Birmingham allocations:

Payroll Period Ending 07/08/23	\$	112,458.92
Payroll Period Ending 07/22/23	\$	97,850.42
Employee Health Care Payroll Deduction 07/22/23	\$	(691.06)
Payroll Year end Adjustments	\$	(56,233.13)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	165,255.73

BS&A Software Charge (acct 811.0000)	\$	351.67
Administrative Services (acct. 813.0000)	\$	8,740.83
MML Insurance Premium (acct. 960.0400)	\$	514.17
Total City of Birmingham allocations	\$	174,862.40

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals)	\$	(76.59)
Accounts Payable - Comerica Credit Card Posted Retroactively	\$	-
Credit Card Fees	\$	-
Total Recon Adjustments	\$	(76.59)

Total expenses for the month	\$	466,276.16
-------------------------------------	-----------	-------------------

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
July 2023

	Approved 2023-2024 Budget	Current Month Budget July 2023	Current Month Actual July 2023	Variance For Month	Y-T-D Budget 2023-2024	Y-T-D Actual 2023-2024	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2022-2023	1st Month of the year 8.33%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$348,387	\$0	(\$348,387)	0.0%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$1,250)	\$0	\$1,250	0.0%	(\$1,213)	8.1%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$0	(\$8,917)	\$8,917	\$0	(\$8,917)	0.0%	\$0	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$0	(\$85,678)	\$85,678	\$0	(\$85,678)	0.0%	\$0	0.0%
PATRON USE REVENUE	\$25,650	\$2,138	\$1,852	(\$286)	\$2,138	\$1,852	(\$286)	7.2%	\$3,382	12.5%
INVESTMENT INCOME	\$5,000	\$417	\$0	(\$417)	\$417	\$0	(\$417)	0.0%	(\$197)	-0.7%
TOTAL REVENUE	\$5,331,430	\$444,286	\$1,852,00	(\$442,434)	\$444,286	\$1,852,00	(\$442,434)	0.03%	\$3,871,853	77.3%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$165,256	(\$81,593)	\$246,848	\$165,256	(\$81,593)	5.6%	\$146,603	5.2%
SUPPLIES	\$151,150	\$12,596	\$7,078	(\$5,518)	\$12,596	\$7,078	(\$5,518)	4.7%	\$27,983	19.6%
CONTRACTED SERVICES	\$303,450	\$25,288	\$19,364	(\$5,923)	\$25,288	\$19,364,44	(\$5,923)	6.4%	\$36,740	7.4%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$93,940	\$80,481	\$13,458	\$93,940	\$80,481	58.2%	\$60,134	43.3%
UTILITIES	\$117,600	\$9,800	\$10,125	\$325	\$9,800	\$10,125	\$325	8.6%	\$10,640	10.1%
OTHER CHARGES	\$93,180	\$7,765	\$13,260	\$5,495	\$7,765	\$13,260	\$5,495	14.2%	\$10,756	13.2%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$116,304	(\$162,529)	\$278,833	\$116,304	(\$162,529)	3.5%	\$0	0.0%
COLLECTIONS	\$660,250	\$55,021	\$40,950	(\$14,071)	\$55,021	\$40,950	(\$14,071)	6.2%	\$57,680	8.9%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$466,276.16	(\$183,333)	\$649,609	\$466,276.16	(\$183,333)	6.0%	\$350,537	7.7%
VARIANCE	(\$2,463,880)	(\$205,323)	(\$464,424)	(\$259,101)	(\$205,323)	(\$464,424)	(\$259,101)			
FUND BALANCE-BEGINNING OF YEAR									\$2,563,101.08	
FUND BALANCE-CURRENT									\$2,098,676.92	

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 \$4,165,640 in Birmingham net tax revenue, \$3,483,976 is for operating expenses, and \$681,664 is for funding the Phase 3 expansion and renovation.

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2022-23
June 2023
As of August 18, 2023

	Approved 2022-2023 Budget	Current Month Budget June 2023	Current Month Actual 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%
<u>REVENUES</u>										
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)	(\$971)	\$279	(\$15,000)	(\$3,057)	\$11,943	20.4%	(\$7,004)	46.7%
COUNTY AND STATE REVENUE	\$106,000	\$8,833	\$51,394	\$42,561	\$106,000	\$77,569	(\$28,431)	73.2%	\$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	\$4,982	\$2,732	\$27,000	\$38,224	\$11,224	141.6%	\$32,254	150.7%
INVESTMENT INCOME	\$30,000	\$2,500	\$4,327	\$1,827	\$30,000	\$70,679	\$40,679	235.6%	(\$80,958)	-269.9%
TOTAL REVENUE	\$5,010,270	\$95,033	\$142,986	\$47,954	\$5,010,270	\$5,069,545	\$59,275	101.2%	\$4,692,536	98.2%
<u>EXPENSES</u>										
PERSONNEL SERVICES	\$2,846,220	\$237,185	\$355,428	\$118,243	\$2,846,220	\$2,696,713	(\$149,507)	94.7%	\$2,618,978	98.0%
SUPPLIES	\$143,000	\$11,917	\$6,828	(\$5,088)	\$143,000	\$114,612	(\$28,388)	80.1%	\$115,615	96.7%
CONTRACTED SERVICES	\$499,590	\$41,633	\$37,631	(\$4,001)	\$499,590	\$498,428.48	(\$1,162)	99.8%	\$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	\$7,177	\$387	\$81,480	\$71,012	(\$10,468)	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	\$50,577	(\$3,568)	\$649,750	\$646,386	(\$3,364)	99.5%	\$638,592	98.7%
TOTAL EXPENSES	\$4,531,340	\$377,612	\$521,574.61	\$143,963	\$4,531,340	\$4,318,324	(\$213,017)	95.3%	\$4,034,630	95.9%
VARIANCE	\$478,930	(\$282,579)	(\$378,589)	(\$96,009)	\$478,930	\$751,221	\$272,291			
FUND BALANCE-BEGINNING OF YEAR						\$1,868,532.90				
FUND BALANCE-CURRENT						\$2,619,754.28				

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.

Adjustments to June 30, 2023 Financials
Since July Board Presentation
08/18/23

<u>Item Description</u>	<u>Prior YTD</u>	<u>New YTD</u>	<u>Difference</u>
Property Taxes	\$ 3,869,880.00	\$ 3,869,880.00	\$ -
Provision for Tax Loss	\$ (2,085.69)	\$ (3,056.81)	\$ (971.12)
County and State Revenue	\$ 26,622.58	\$ 77,569.00	\$ 50,946.42
Grants	\$ 16,406.75	\$ 16,406.75	\$ -
Community Contracts	\$ 999,843.41	\$ 999,843.41	\$ -
Patron Use Revenue	\$ 38,206.69	\$ 38,223.59	\$ 16.90
Investment Income (net of fees)	\$ 66,150.42	\$ 70,678.94	\$ 4,528.52
Salaries and Direct Wages	\$ 2,014,887.60	\$ 2,054,628.56	\$ (39,740.96)
FICA	\$ 150,231.86	\$ 153,215.83	\$ (2,983.97)
Hospitalization	\$ 175,786.37	\$ 184,176.49	\$ (8,390.12)
Life Insurance	\$ 6,701.37	\$ 6,837.40	\$ (136.03)
Retiree Contributory Health	\$ 45,836.16	\$ 45,912.18	\$ (76.02)
Dental/Optical	\$ 16,256.55	\$ 16,615.12	\$ (358.57)
LT/ST Disability	\$ 10,818.89	\$ 11,034.15	\$ (215.26)
Workers Comp	\$ 7,280.35	\$ 7,399.98	\$ (119.63)
Retirement-DefBen Contrib Employer	\$ 92,934.96	\$ 92,934.96	\$ -
HRA Benefit	\$ 1,000.00	\$ 1,000.00	\$ -
Retirement-Def Contrib Employer	\$ 94,457.92	\$ 96,320.49	\$ (1,862.57)
Ret Health Savings Contrib Employer	\$ 26,169.98	\$ 26,638.11	\$ (468.13)
Supplies	\$ 114,156.85	\$ 114,612.08	\$ (455.23)
Contracted Services	\$ 495,182.27	\$ 498,428.48	\$ (3,246.21)
Tech and Maintenance	\$ 98,091.35	\$ 98,091.35	\$ -
Utilities	\$ 102,073.49	\$ 102,073.49	\$ -
Other Charges	\$ 71,043.26	\$ 71,012.27	\$ 30.99
Building Improvements/Furnishings	\$ 91,006.81	\$ 91,006.81	\$ -
Collections	\$ 645,354.83	\$ 646,385.75	\$ (1,030.92)
Allocation of Bank Service Charge June		\$ -	\$ -
Adjust May Investment Premium/Discount		\$ -	\$ -
Penal Fines		\$ -	\$ -
Gain on Investments		\$ -	\$ -
June Investment Reconciliation		\$ -	\$ -
Patron Use Revenue		\$ -	\$ -
May Bank Rec (credit card fees)		\$ -	\$ -
Accrual of Bloomfield Contract for 1/2 Period		\$ -	\$ -
			<u>\$ (4,531.91)</u>
 Fund Balance	 \$ 2,624,286.19	 \$ 2,619,754.28	 <u>\$ (4,531.91)</u>

August 2023 Building Committee Agenda

The Baldwin Public Library Board's Building Committee met on Wednesday, August 16 at 4:00 p.m.
Present were Melissa Mark, Jim Suhay, Rebekah Craft, and Jaclyn Miller

- Public Comment Period – No members of the public were in attendance
- Phase 3 updates from OAC meetings
 - Schedule/timeline - Overall the project is on target
 - Budget - no additional contingency expenses
 - Concrete demo is almost done
 - Site survey starts week of 8/21/23
- A new ADA parking spot has been fully installed at Bates and Martin
- FFE for Phase 3
 - Terrace furniture has been ordered: 6 tables, 24 chairs, shipping - **\$19,295**
 - 3 Umbrellas for plaza – Tuuci Ocean Master Parasol Crescent – 12' wide with 250lb anchor **\$8,100** total (same company and umbrella used in Shain Park) - waiting on color selection from MCD. BC recommends bright red to match the Youth Terrace umbrella
 - Furniture list for study rooms: ISCG order placed and deposit paid
 - 48" wide desk, 60" wide desk - **\$2,666**
 - Staff recommended tables be moved from the Idea Lab to the Study Rooms, and adjustable height tables be purchased in the Lab for better accessibility – **\$2,599**
- Furniture for café - MCD will meet with us to select furniture that fits our budget later this fall
- Library Gardens
 - Native pollinators to be planted this fall
 - A Grant proposal will be submitted to BH Garden Club to purchase native pollinators
- Bird strike glass deterrent – samples for one section of window will be ordered
 - Paracord
 - Vinyl decal
- Youth Room water damage
 - Nelson Brothers Update - came to scope the line, and will clean out the line on Friday, 8/18

The Community House

- Meeting on 8/10/23 was cancelled due to low RSVPs
- Informational meeting to be held on 9/11/23 at 5pm and will be attended by Craft, Miller, Pisano, Suhay, Mark, and Rumble.
- Anything not on the agenda – none

Next meeting: Wednesday, September 13 at 4:00 p.m.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

July 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q1 Target
Financials					
Revenues	\$ 1,852	\$ 22,235	\$ 1,852	\$ 22,235	
Expenses	\$ 466,276	\$ 350,308	\$ 466,276	\$ 350,308	
Circulation					
Circ (Charges & Renewals)	57,754	55,840	57,754	55,840	117,500
Self-Check Usage	20.3%	23.3%	20.3%	23.3%	
% of Circ by Residents*	92.0%	92.2%	92.0%	92.2%	92.0%
% of Circ by Non-Residents	8.0%	7.8%	8.0%	7.8%	8.0%
Interlibrary Loans					
Items borrowed	654	685	654	685	
Items loaned	792	1,009	792	1,009	
Technology Usage					
Database Sessions	10,042	3,535	10,042	3,535	8,750
Downloadable Content	18,618	13,247	18,618	13,247	37,500
Public Computer Usage	586	480	586	480	
Wireless Sessions	6,158	4,389	6,158	4,389	13,500
Program Attendance					
Program Attendance for Adults	204	184	204	184	
# of Programs for Adults	10	12	10	12	
Program Attendance for Teens	117	100	117	100	
# of Programs for Teens	5	7	5	7	
Program Attendance for Youth	2,629	1,942	2,629	1,942	
# of Programs for Youth	46	40	46	40	
Computer Classes	44	31	44	31	
# of Computer Programs	5	6	5	6	
Online Video Views		50	-	50	
Idea Lab Visits	96	218	96	218	
Total Program Attendance	3,090	2,525	3,090	2,525	6,500
Total # of Programs	66	65	66	65	350
Outreach Attendance	358	65	358	65	
# of Outreach Programs	2	5	2	5	
Visitors	16,180	18,363	16,180	18,363	40,000
Volunteer Hours	151	161	151	161	300
Social Media New Users					
Website Hits/Pageviews	20,293	23,293	20,293	23,293	260,000
e-Newsletter Subscribers**	-16	-35	11,016	-35	11000
Facebook Page Followers	14	15	3,316	15	2800
TikTok Followers^	43	0	708	0	
Twitter Followers	-3	1	1,338	1	1475
Instagram Followers	19	10	2,204	10	2000

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

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

^As of December 2022

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.

Programs & Services

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

OverDrive Reciprocal Lending Agreement (RLA)

BPL has partnered with the MetroNet consortium to jointly purchase a yearly OverDrive platform subscription and jointly purchase ebooks. At the beginning of July, MetroNet joined the Michigan Reciprocal Lending Agreement (RLA), which means that Baldwin patrons can now borrow OverDrive ebooks not just from other MetroNet libraries but from participating libraries across the state. The other participating consortia are: Download Destination (The Library Network), Great Lakes Digital Libraries, Lakeland Library Cooperative, Midwest Collaborative for Library Services, Suburban Library Cooperative, Up North Library Cooperative, White Pine Library Cooperative, and Woodlands Library Cooperative. This new partnership is similar to our MelCat interlibrary loan system but for digital materials.

Holds placed by patrons at the owning library are always filled before visitor holds. Visiting patrons cannot borrow titles that are simultaneous use, cost per circulation titles, metered concurrent use, or 3rd party titles (e.g. through Kanopy, which is now owned by OverDrive).

On the Overdrive website, patrons can access these collections by clicking Partner Libraries at the top of the page. In the Libby app or website, patrons can add the Partner Libraries with their BPL card.

Idea Lab

After many months of slow assembly, the Idea Lab's Large Format Printer is now complete! This exciting new printer has a massive print volume, able to create objects within a 2-foot cube. For years we have received requests for objects larger than we can produce. No longer! Already our eager patrons are submitting print requests to be made on this new machine. We're very excited to see this formidable machine in action. It occupies the southeast corner of the Idea Lab. Come and check it out!

Summer Reading Recap

- Quick stats:
 - Youth: 681 registrations, 144 completions, 214,303 minutes read
 - Teen: 190 registrations, 48 completions, 121,043 minutes read
 - Adult: 174 registrations, 21 completions, 580 books read
 - Staff: 24 registrations, 19 completions, 203 books read
- Congratulations to our winners:
 - Natalie, Mason, Maddy who were each awarded a Teen Grand Prize
 - Avi, Britta, Alice, Kyle, and Adaline who received Youth Grand Prize Baskets
 - Adult prize winners Lynne, Sharon, and Karis who received Birmingham Bucks
 - Staff prize winners Stephanie, Rosemary, and Beverly, who also received Birmingham Bucks

A full summer reading report will be shared in the September Board packet.

Facility

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

PA system

Due to Phase 3 construction, the PA system has been relocated to its new permanent location and was reconnected for use August 4.

Youth Room minor water damage

Overnight on August 11, the youth room sustained water damage from an as yet unidentified source during a heavy downpour. Upon arrival on Saturday, August 12 staff onsite immediately began water removal via shop vac, and pitched in to make sure that walkways were clear. Fans were set up, caution tape was hung, computers were functioning, and patrons were well served. It was a stressful situation and everyone worked hard to make sure that patrons could still use the library and work around the damage. Staff did a great job under less than ideal circumstances. Another thanks goes out to the Birmingham Fire Department for their loan of several box fans and a floor squeegee. Administration and Nelson Brothers Plumbing are still working to determine the cause and potential solutions. For the time being, the sewer line in the youth room was cleaned out on Friday morning and several large tree roots were found in the line. Going forward, we will have this line snaked on an annual basis to prevent further roots from obstructing the line.

Diversity and Equity

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

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

The group will continue to meet monthly to accomplish the goals set forth by the Library Board. The Committee is working together to implement action items from the 2022-2025 Strategic Plan Action Plan. In August, we finalized part of the Staff Day training plan.

Our next WOKE book club will meet on August 30 to discuss “The Devil’s Highway” by Luis Alberto Urrea.

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.

Susan Dion, alongside some Baldwin Booster volunteers, staffed the Kids Zone at the Birmingham Farmers Market on July 16. Susan shared 200 crafts with visitors to the booth.



Rebekah Craft rode the book bike and shared information about the Library, while FOL President Ryndee Carney promoted the Friends. Rebekah and Ryndee accepted about \$100 in material sale donations for the FOL.



Jaclyn Miller shared information about library cards and resources at the Shopping District's Merchant Meeting on July 25 with about a dozen local small business owners and entrepreneurs.

Birmingham Fire Department provided AED and CPR training to city staff on August 9 and 10. Thirteen library staff members were able to take part over the two days.

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group meets in a hybrid format at Next and on Zoom. Jaclyn Miller began 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.

Craft attended a volunteer appreciation lunch at Next on August 10.

Birmingham Schools

The week of August 14 was high school registration at Groves and Seaholm. As the kids got their school laptops and textbooks, Teen Librarian Elisabeth Phou informed them that they are eligible for a BPL card and talked about all of the cool things they can access with their card. She created a lot of new library users, updated expired accounts, and gave out replacement cards. All in all, she gave out about 50 library cards on Wednesday and Thursday. Head of Youth Services Stephanie Klimmek finished up the week doing more of the same on Friday.

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 \$818 in July. The Friends also initiated a popup sale on August 13, due to an influx of material donations. That 4-hour sale, where things were \$1 or less,

generated about \$900. Friends Board meetings are on hiatus until September. At that time, they will be deciding on a name for their new lobby adjacent sale space.

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
- Graphics and website banners for new Story times
- Updated Books Unboxed & Books Unshelved marketing pieces

eNewsletters

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

Personnel and Organization

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

Media Training

Jaclyn Miller attended Media Training with a small MetroNet cohort on Monday, August 7. The interactive course was conducted by Thom Fladung of Hennes Communications and was intended to provide tools and strategies for being interviewed under difficult circumstances or regarding tough topics.

Staff Communications

The next all staff meeting will be held on Tuesday, August 29. 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

Sarah Dalmer, Idea Lab Assistant, reached 1 year of service on August 14.

Paul Gillin, Bookkeeper, reached 10 years of service on August 16.

Mick Howey, Adult Services Librarian reached 6 years of service on August 5.

Tony Lowe, Circulation Assistant I, reached 18 years of service on August 2.

Kathleen McBroom, Substitute Adult Services Librarian, reached 6 years of service on August 4.

Terry Meyer, Youth Services Library Assistant, will reach 11 years of service on August 27.

Daniel Patton, Substitute Adult Services Librarian, reached 6 years of service on August 18.
Kristen Tait, Head of Circulation Services, reached 22 years of service on August 15.

Staffing Updates

AS Librarian Megan Novak has resigned from Baldwin. Her last day was Wednesday, July 19. Megan started here in Circulation in November 2017, was promoted to Adult Intern in May 2018 while she completed her library degree at Wayne State, and then was hired as a part-time librarian in May 2021. She did great work on migrating our local history collection, developing the Adult Graphic Novel collection, maintaining the video game collection, and facilitating the Wednesday afternoon book club. We are sad to see Megan go and wish her the best in her future endeavors.

Interviews for the new part-time Adult Services Librarian position were conducted during the week of August 14 and an announcement is forthcoming.

On August 9, we were pleased to welcome Peter VanGelderren to the IT staff as our new IT Assistant. Peter comes with an extensive background in customer service and experience in troubleshooting hardware and software issues. We are happy to have him onboard as he works to get to know the building and needs of our patrons and staff.

Volunteer Hours

151 volunteer hours were utilized in the month of July.

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.

Craft and Robert Stratton are working together to submit a grant request to the Bloomfield Hills chapter of the Women's Farm & Garden Association to purchase native pollinators for a garden plot on the southwest corner of the library.

Baldwin Public Library: Friends Funds	
July 2023 Expenditures	
Adult Services	
Seed Library envelopes	\$ 50.86
Friends Trivia Prizes	\$ 83.50
Presenter Fees - Mackinac & Doughtown	\$ 500.00
Total	\$ 634.36
Teen Services	
Water for Programs	\$ 14.98
Book Club Books	\$ 139.00
SRP Photo Booth final party deposit	\$ 200.00
Dungeons and Dragons program	\$ 51.98
Model files for teen program	\$ 15.00
Books Unboxed - July	\$ 247.69
Pizza - Book Club	\$ 51.57
Total	\$ 720.22
Youth Services	
Water for programs	\$ 14.98
Wagon for offsite events	\$ 91.32
Mailers, tape, posterboard, paper	\$ 547.27
Filament	\$ 23.99
DIY Fairy House program supplies	\$ 167.82
Owl Diaries Hootenanny supplies	\$ 61.75
Ruff Readers snacks	\$ 48.31
Books Unboxed Bracelets	\$ 10.49
Total	\$ 965.93
Idea Lab	
3D printer update kits	\$ 3,097.36
VR Headsets	\$ 1,196.00
MMU Printer	\$ 1,484.00
Take and Make supplies	\$ 277.06
Total	\$ 6,054.42
Outreach & Equipment	
Bike repair	\$ 32.00
Bike mirror	\$ 16.96
Total	\$ 48.96
Total Expenditures	\$ 2,369.47
July 2023 Balances	
Adult Services	\$ 11,077.60
Teen Services	\$ 2,373.51
Youth Services	\$ 5,259.18
Idea Lab	\$ 970.45
Outreach & Equipment	\$ 9,735.16
Total Balance	\$ 29,415.90
July In-Library Book Sale Donations	\$818.00
Submitted by Jaclyn Miller for August 14, 2023	

**PHASE 3 RENOVATION
UPDATE:
August 2023**

Phase 3 Updates: August 2023

Construction continues at a fast clip. The central “gallery” area of the library renovation is progressing quickly. The ceiling and walls have been framed and electricians are working to update outlets and ceiling fixtures. Exterior project demolition is nearly complete. The round planter on the front sidewalk has been removed, as has the ramp, front steps, ceiling, and former exterior windows. A hole has been excavated to hold the elevator and interior framing around the new Information Desk is completed. Beginning the week of August 21, the site will be surveyed and markers will be placed to delineate the new addition. We are on track to reopen the gallery in early October, at which time the four study rooms, staff office, and Friends Bookshop area will be available.

Library staff have begun purchasing furniture and fixtures for the newly renovated areas. The Idea Lab currently has 6 stationary height tables. Four of these tables will be used in the new study rooms and two of these tables will be used to house the self-check machines, which will be placed adjacent to the new information/checkout desk. We also purchased to work stations for the expanded Access Services office. For the exterior of the library, we purchased 6 tables, 24 chairs, and 3 freestanding umbrellas for the new patio. These will be shipped to the library in April 2024. Our next step will be to purchase furniture for the Bookend Café, Baldwin’s new café and collaboration space at the front entrance.

Project Communications

We have posted weekly progress photos on the library’s social media channels.

Owner-Architect-Contractor (OAC) Meetings

Weekly OAC meetings are 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 five items to date:

Carpet tiles for study room area	\$6,710
Jersey Barrier Fencing	\$34,309
Cove Lighting above Study Rooms	\$11,450
Glazing calculation & engineering review	\$3,000
Sitework changes	\$2,942

The amount remaining in the contingency is \$83,555.

Progress Photos



Two framed study rooms on the west wall (above) and east wall (below) of the new gallery.





Removal of planter in process.



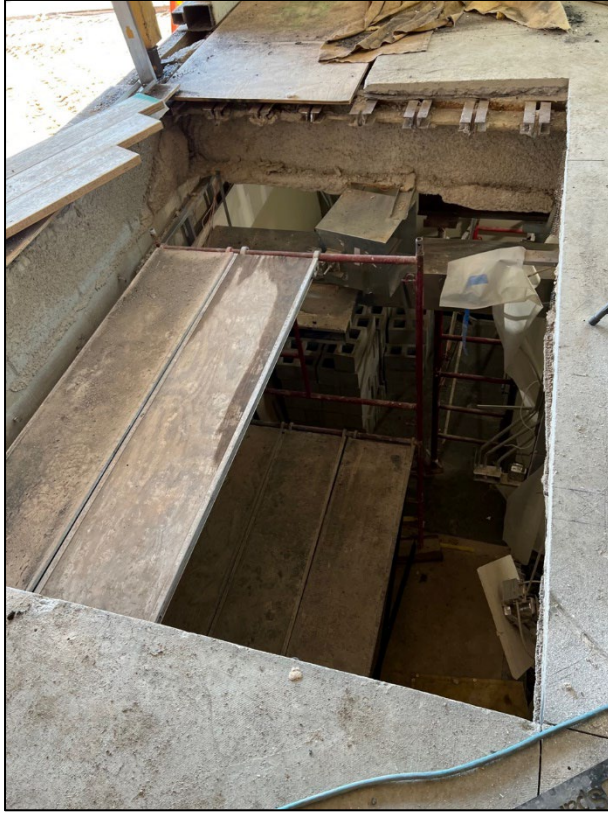
Kristen Tait prepares to enter the jobsite.



Removal of the entry steps in progress.



Former exterior walls removed. Elevator pit excavation.



Looking into the elevator pit.



Looking out from the former teen area into the former front steps/future cafe.



Construction of the new awning over the Information desk in process.



Site of new information desk looking toward 1980s vestibule.



Masonry bricks loading into the building for elevator pit walls.

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	\$ 364,934	\$ 3,677,232	
Pay Application #1 - Bidding Assistance & Perf. Bond	\$	54,959		
Pay Application #2	\$	116,304		
Pay Application #3	\$	193,672		
Architectural Fees	\$ 264,000	\$ 248,000	\$ 264,000	
Fees paid through August 2023	\$	248,000		
Engineering Fees	\$ 19,210	\$	19,210	
FFE & AV/Low Voltage Wiring	\$ 115,000	\$ 37,828	\$ 115,000	
MCR - Demolition & installation of low voltage wiring	\$ 5,168			
5 Idea Lab Adjustable Height Tables	\$ 2,599			
2 Access Services Work Desks	\$ 2,666			
3 Umbrellas with stands	\$ 8,100			
6 outdoor tables with 24 chairs	\$ 19,295			
Indoor tables and chairs	TBD			
Furniture Moving	\$ 5,000	\$	-	5,000
Signage made by Idea Lab	\$ 1,000	\$	1,000	
Endowment plaque installation	\$ 1,750	\$	-	1,750
To be installed by Millwork contractor		\$	-	
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	\$	914,109	\$	4,156,292	\$	(3,300)
--------------	----	-----------	----	---------	----	-----------	----	---------

*Construction Contingency	\$	Total		Remaining		Used
		141,966	\$	83,555	\$	58,411

Updated 8/14/2023



BPL Phase 3 OAC Meeting Agenda: Meeting #8

Meeting Date	Jul 19, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Brian Thorpe, PCID	ss@mcdarchitects.com
Dianne Schurg	MCD Architects	Bruce Johnson Morgan, MCD	ds@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Jake, MCD Kristen Tait	pdanko@pcidailey.com
Tyler Wilson	PCI Industries, Inc.	Jaclyn Miller Rebekah Craft	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">• Concrete Accessories Mary Cay will return this submittal today.• Foundation Concrete Mix Design Colored concrete with standard aggregates will be used• Slab Concrete Mix Design• Window shade samples• Glass & Glazing (Shop Drawings) Delivered and will be examined today• Millwork Resubmittal Vestibule requires relief joints• Concrete Re-Steel Shops• Stainless Steel Handrails Shop drawings are in for review• Samples for WV-1 & SS-1/2 Submittals currently in Contractor's court <ul style="list-style-type: none">• Steel Drawings - next week Outstanding Submittals: <ul style="list-style-type: none">• Landscaping						
Previous Meeting Minutes Jul 12, 2023 (None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	3	RFI #8: Stainless Steel Monument Box/Cover				Open
Description EJ does not manufacture a monument box/cover in stainless steel. MCD would like a gray/low contrast monument and cover. The monument boxes need to be ordered ASAP in order to complete the underground work. Danko will followup with vendor to look at gray/stainless coverplates. Update?						
Previous Meeting Minutes Jul 12, 2023 No update on this item. Decision needs to be made ASAP.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	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.						
Previous Meeting Minutes Jul 12, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	8	RFI #11 Wall Furring at Existing Wall				Open
Description Site meeting to review happened last week. RFI response with sketch showing control points, radius details, and other information to be provided by MCD. These will need to match existing radius and be field measured.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	8	RFI #12 Circulation Soffit & Ceiling Height				Open
Description Site meeting to review happened last week. RFI response to be answered with elevations and differing ceiling heights including soffits to be sent by MCD.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	8	RFI #13 D2 Lighting Fixture Alternate				Open
Description Hyperbolic fixtures are not available in specified trim kit. Alternate fixtures of similar kind were provided as an option. Awaiting response from MCD.						

This is urgent. MCD is working with their lighting consultant to double check on the fixture availability.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	8	RFI #14 Existing Mechanical Piping				Open
Description Existing piping was uncovered in-wall near the old book return to be re-used. Alternate routing will be required and MCD mentioned the requirement for a new column surround. Awaiting formal response from MCD.						

Once width of column that fits the plumbing pipes and electrical is determined, MCD will determine the best type of surround - stainless steel, drywall, fiberglass.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	8	RFI #15 Different Ceiling Heights New Circulation				Open
Description There are differing ceiling heights in the new circulation area. PCI has proposed doing a drywall return for the approximate 2" height differential to close the difference.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.8	8	RFI #16 Horizontal Steel Members				Open
Description MCD, IMEG, and PCI met on site earlier this week to discuss the steel horizontal member removal for the circulation area. Official RFI to follow later today. Has response been issued by IMEG?						

Nasr at IMEG says the beam next to the horizontal member will need to be reinforced. MCD is waiting on final requirements. One column can be eliminated and MCD will have to determine how best to wrap the end of the new glass wall now that a column is no longer necessary.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.9	8	RFI # 17 Bulletin 1 Follow Up Questions				Open
Description <ul style="list-style-type: none"> Can you specify a color on PT-4? The drawings say color by architect. Can you provide a color for the wood base? It still says color by architect. Can you provide a color for the vinyl base? It still says color by architect. Can you provide a color for the ceiling? It still says color by architect. Can you provide a color for the transition strips? It still says color by architect. 						

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 12, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 22 weeks out. Awaiting ship date.						

Previous Meeting Minutes**Jul 12, 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 12, 2023 (None) Finalizing lightbulb temperatures.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Jul 12, 2023 Shop drawings approved by MCD.						

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 12, 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. Library staff met with MCR this morning. MCR will clean up low voltage wiring hanging in new study room area. MCR's bid will need to include a marked up shop drawing that shows data raceways and how each line is running from the wall port to the originating point. Shaw security will need to store all cameras during construction. A new ceiling speaker will need to be purchased for the ceiling in the center of the library.						
Previous Meeting Minutes Jul 12, 2023 It was discussed that the low voltage contractor will be to site to disconnect and store cameras and PA system.						

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 12, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Permit was issued Monday 7/3. MCD dropped off bulletin sets last week that need to be stamped and returned.						
Previous Meeting Minutes Jul 12, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-ups will be completed next week. Verifying day and location of pour and email will be sent once information is finalized.						
Previous Meeting Minutes Jul 12, 2023 Mock-Ups were authorized to proceed with additional information relayed by Steve at MCD on color requirements.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description No updates to current schedule.						
Exterior demo will start by 7/27. Interior framing will start week of 7/24. PCID needs new soffit drawings in the center of the library ASAP.						
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 and for the exterior ceiling.						
Previous Meeting Minutes Jul 12, 2023 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Docusign link has expired for month of June. Link is to be resent today for Steve signature and forward to Rebekah for payment.						
Pay application for July to be sent end of next week/beginning of following week.						
Previous Meeting Minutes Jul 12, 2023 No update given. Additional requested documentation was sent within 24-48 hours of request earlier in the month.						

Bill #2 was submitted to the library on 7/19 and will be paid as an early release check.
 PCID will supply a list of allowances and remaining contingency every other week going forward.



BPL Phase 3 OAC Meeting Minutes: Meeting #9

Meeting Date Jul 19, 2023 **Meeting Time** 11:00 AM - 12:00 PM Eastern Time (US & Canada)

Meeting Location On-Site

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	Present
Mary Cay Lancaster	MCD Architects		mc@mcdarchitects.com	
Dianne Schurg	MCD Architects		ds@mcdarchitects.com	
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com	Present
Brian Thorpe	PCI Industries, Inc.		bthorpe@pcionesource.com	Present
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com	Present

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">• Concrete Accessories• Foundation Concrete Mix Design• Glass & Glazing (Shop Drawings)• Millwork Resubmittal• Structural Steel Drawings• Stainless Steel Handrails• Concrete Joint Sealants• Samples for WV-1 & SS-1/2 Submittals currently in Contractor's court <ul style="list-style-type: none">• Slab Concrete Mix Design - To be submitted for record Outstanding Submittals: <ul style="list-style-type: none">• Landscaping						

Official Documented Meeting Minutes

Concrete Accessories and Millwork Samples were returned. Resubmission required for WV-1. Steel drawings are still working to be expedited for a minimum of fabrication approvals to begin material fabrication process.

Previous Meeting Minutes

Jul 19, 2023

Steel drawings were submitted with a requested expedition. All concrete submittals were promised on 7/24.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	8	RFI #11 Wall Furring at Existing Wall				On Hold
Description Sketches received Saturday and Monday for this condition. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Jul 19, 2023 Sketch showing response to these areas were promised Friday to keep on track with framing/carpentry. To be formally answered in upcoming bulletin.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	8	RFI #12 Circulation Soffit & Ceiling Height				On Hold
Description Sketches received Saturday for this condition. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Jul 19, 2023 Sketch showing response to these areas were promised Friday to keep on track with framing/carpentry. To be formally answered in upcoming bulletin.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	8	RFI #14 Existing Mechanical Piping				Open
Description Existing piping was uncovered in-wall near the old book return to be re-used. Alternate routing will be required and MCD mentioned the requirement for a new column surround. Awaiting formal response from MCD.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	8	RFI #15 Different Ceiling Heights New Circulation				Open
Description There are differing ceiling heights in the new circulation area. PCI has proposed doing a drywall return for the approximate 2-7/16" height differential to close the difference.						
Official Documented Meeting Minutes Official Response received for this RFI.						

Previous Meeting Minutes**Jul 19, 2023**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.8	8	RFI #16 Horizontal Steel Members				On Hold
Description MCD, IMEG, and PCI met on site to discuss the steel horizontal member removal for the circulation area. IMEG responded to specific questions discussed in field. Formal bulletin to be issued.						
Previous Meeting Minutes Jul 19, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.9	8	RFI # 17 Bulletin 1 Follow Up Questions				Open
Description <ul style="list-style-type: none"> • Can you specify a color on PT-4? The drawings say color by architect. • Can you provide a color for the wood base? It still says color by architect. • Can you provide a color for the vinyl base? It still says color by architect. • Can you provide a color for the ceiling? It still says color by architect. • Can you provide a color for the transition strips? It still says color by architect. 						
Official Documented Meeting Minutes Response Received on this RFI.						
Previous Meeting Minutes Jul 19, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.10	9	RFI 18: Existing W16x77 Connection				Open
Description This RFI deals with the connection of a new W16x26 and W16x77, bearing capacities, conflicting drawing notes. Has IMEG been engaged on this item?						
Official Documented Meeting Minutes Formal response to be issued, however, drawing was notated incorrectly. W16x26 beam does not pass through W16x77 to shaft and terminates at existing beam.						

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 finalized ship dates.						

Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						
---	--	--	--	--	--	--

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 22 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jul 19, 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 Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Jul 19, 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. A4 Access visited the site to take additional measurements.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has contractor completed layout for WAPs and cabling (wireless access points) and provided drawing to MCD? Are speakers to be replaced? Has security vendor been selected to complete layout for cameras and provided a drawing to MCD?						
Official Documented Meeting Minutes MCR contracted for low voltage - will bring cabling to code in all areas work is required. Security vendor and MCR will complete drawings to send to PCI & MCD for review. Owner to coordinate removal of cameras, speakers, WAPs, etc in our current work areas.						

Previous Meeting Minutes
Jul 19, 2023
 (None)

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 19, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. Have drawings been stamped and made ready for pick-up?						
Official Documented Meeting Minutes Permit stamped plans for Bulletin #1 will be ready for pick-up 7/27 per Jeff Zielke.						
Previous Meeting Minutes Jul 19, 2023 Revised drawings are awaiting approval for Bulletin 1. Bruce Johnson to look into this.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-ups will be completed next week. PCI-Dailey to send calendar invite to visit JJ Barney's offices to review for late next week.						
Official Documented Meeting Minutes Tyler to email time options for Thursday 8/3 for site visit to JJ Barney's offices to review.						
Previous Meeting Minutes Jul 19, 2023 1st set of mock-ups poured Monday 7/24. 2nd set to be poured Wednesday 7/26. Polishing to happen the following week on Wednesday 8/2. Time/day to be set up by PCI-Dailey to view these at JJ Barney's offices late the week of 7/31.						

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 and for the exterior ceiling.						
Framing to start this week now that sketches have been received.						

Previous Meeting Minutes
Jul 19, 2023
 (None)

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for July to be sent end of this week/beginning of following week.						
Previous Meeting Minutes Jul 19, 2023 Steve approved of June billing morning of meeting and information was sent to Rebekah for payment.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description To be discussed at 1st and 3rd meetings of each month.						

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 #10

Meeting Date	Aug 2, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
AI with PCID, Rebekah Craft, Jaclyn Miller, Kristen Tait, Jeff Zielke			
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Brian Thorpe	PCI Industries, Inc.		bthorpe@pcionesource.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">• Structural Steel Drawings - Need to release items today S.S. said IMEG will be delivering drawings on 8/2• Samples for WV-1 - to be selected today Steve and Kristen reviewed the veneer samples after the meeting. SS will submit selection to PCID.• Waterstop for elevator pit (A waterstop is the waterproof wall and floor covering that prevents groundwater from getting into the elevator shaft). Submittals currently in Contractor's court <ul style="list-style-type: none">• Slab Concrete Mix Design - To be submitted for record• Concrete Accessories - working to limit official resubmittal• Glass & Glazing (Shop Drawings)• Millwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items• Stainless Steel Handrails - will be submitted after bulletin #2 MCD will revise the detail around the last glass panel• Concrete Joint Sealants - samples to be provided Thursday 8/3 at concrete review MCD will select vinyl insert colors for exterior concrete. Outstanding Submittals: <ul style="list-style-type: none">• Landscaping						

Previous Meeting Minutes**Jul 19, 2023**

Concrete Accessories and Millwork Samples were returned. Resubmission required for WV-1. Steel drawings are still working to be expedited for a minimum of fabrication approvals to begin material fabrication process.

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	8	RFI #11 Wall Furring at Existing Wall				Closed
Description Sketches received last week for this condition. Pricing is being acquired. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	8	RFI #12 Circulation Soffit & Ceiling Height				Closed
Description Sketches received last week for this condition. Pricing is being acquired. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	8	RFI #14 Existing Mechanical Piping				On Hold
Description Formal response issued for a GRG column cover. Pricing is being acquired. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	8	RFI #16 Horizontal Steel Members				Closed
Description Formal response issued and costs received. Proceeding with this item once required reinforcements are fabricated.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	8	RFI # 17 Bulletin 1 Follow Up Questions				Closed
Description <ul style="list-style-type: none"> To be formalized on Bulletin #2. 						
Previous Meeting Minutes Jul 19, 2023 Response Received on this RFI.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	9	RFI 18: Existing W16x77 Connection				Closed
Description To be formalized on Bulletin #2.						
Previous Meeting Minutes Jul 19, 2023 Formal response to be issued, however, drawing was notated incorrectly. W16x26 beam does not pass through W16x77 to shaft and terminates at existing beam.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	10	RFI #19: HVAC Work Above Reception Desk Part 2	Vent will not blow directly onto staff below. It has been moved to above the wooden ceiling lattice and will not be visible. A cost credit will be issued because there is no need to move the VAV box.			Closed
Description HVAC Work above reception desk was modified. Acquiring cost credit. To be formally issued in Bulletin #2.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.8	10	RFI #21: Existing Column Reinforcement	Yes, these will need existing support because the columns are 3" now.			Open
Description Existing columns along glazing wall are not thickness as shown on structural details. Do these columns need additional support?						

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 finalized ship dates. <ul style="list-style-type: none"> Boiler has been received. 						
Previous Meeting Minutes Jul 19, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 19 weeks out. Awaiting ship date.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						
MCD needs to provide the spandrel glass color to PCID.						

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.						
<ul style="list-style-type: none"> Light fixtures are currently slated to arrive the 1st and 2nd week of September, however, ship dates have moved back one week since 7/25 and may continue this trend. 						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						
Progressing on track and should be able to open up the space by the end of September. Tyler will provide an updated schedule at next week's meeting.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						
Shop drawings are in progress. Some clarifications on the edge detailing will need to be made by MCD.						

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 to take additional measurements.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has contractor completed layout for WAPs and cabling (wireless access points) and provided drawing to MCD? Are speakers to be replaced? Has security vendor been selected to complete layout for cameras and provided a drawing to MCD?						
Previous Meeting Minutes Jul 19, 2023 MCR contracted for low voltage - will bring cabling to code in all areas work is required. Security vendor and MCR will complete drawings to send to PCI & MCD for review. Owner to coordinate removal of cameras, speakers, WAPs, etc in our current work areas.						
Low voltage cabling has been cleaned up. Speakers will need to be replaced and BPL staff will coordinate that. A new speaker will need to be added to the cafe. The AV provider will need to re-route the speaker wire in existing office. Still waiting on drawings from MCR.						

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 19, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. PCI to pick up approved drawings today.						
Previous Meeting Minutes Jul 19, 2023 Permit stamped plans for Bulletin #1 will be ready for pick-up 7/27 per Jeff Zielke.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-ups will be viewed at JJ Barney's offices tomorrow at 3pm. 3 sets (6 samples) are available for viewing.						
Previous Meeting Minutes Jul 19, 2023 Tyler to email time options for Thursday 8/3 for site visit to JJ Barney's offices to review.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Current schedule may be delayed due to millwork and light fixture delivery for friends/gallery. No changes to overall project 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 and for the exterior of the building. Framing has begun on site.						
Previous Meeting Minutes Jul 19, 2023 <i>(None)</i>						
Framing of gallery in center of library is nearly complete. MEP (Mechanical, Electrical, Plumbing) trades are scheduled to begin work later this week. Fire suppression system updates are in progress. MCD will review drawings and approve final location of sprinklers in ceiling. Earthex is coming out to do exterior concrete demo. Planter has been demo'ed and stair demo starts on 8/3. They will work on demo on Saturday, 8/5, pending approval from The Community House.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for July complete. Documentation to be compiled and sent today/tomorrow to Steve for review.						

Previous Meeting Minutes**Jul 19, 2023**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description To be discussed at 1st and 3rd meetings of each month. Expenditure tracking document handed out for review.						
Previous Meeting Minutes Jul 19, 2023 (None)						

Two new items have been added to the contingency:

\$3,000 for professional engineering review of the glazing calculation for the curtain wall system. S.S. said that he did not realize that requesting this calculation would cost \$3,00 and asked PCID to go to the glazing contractor to see why we were charged for glazing calculations for a curtain wall system the glazing company recommended instead of the curtain wall system that MCD specified. PCID said that the glazing contractor selected an alternate curtain wall system because it is from a domestic fabricator and does not require a long lead time from Canada. SS asked PCID to verify this charge with the glazing contractor and said that the client should be notified of potential items to be added to the contingency before granting approval. PCID will report back.

\$2,942 for sitework changes requested by the city's civil engineering firm, Nowak and Fraus, that were included in Bulletin #1. This includes an additional section of sidewalk that needs to be removed and reworked.

Current Contingency / Allowance Expenditure 8-01-23

Allowance Description	Starting Balance	Usage	Amount Remaining	Reason for Usage
Contingency	\$ 141,966.00	\$ 58,411.00	\$ 83,555.00	
Layout / Testing	\$ 29,200.00	\$ 4,000.00	\$ 25,200.00	Stock carpet tile, Jersey Barriers, Light Cove, Bulletin #1, Glazing calculations
Temporary Fencing	\$ 15,536.00	\$ 15,536.00	\$ -	Starting POs for testing and survey companies
Temporary Ramp Maintenance / Repairs	\$ 15,000.00	\$ 9,447.00	\$ 5,553.00	Jersey Barriers w/ Fence Panels and Screen
Additional Demolition Related to Field Conditions	\$ 10,000.00	\$ 1,200.00	\$ 8,800.00	Temporary ramp, concrete, and required removals
Coordinating Shoring between trades	\$ 3,500.00		\$ 3,500.00	Ceiling removal for circulation desk and glue panels (ceiling not supported)
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	\$ 7,665.00	\$ 2,335.00	Demo of column and horizontal members per RFI 16
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	\$ 2,004.00	\$ 996.00	Alternate schluter trim per approved sample
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	\$ -	Book return and Bike Rack
Temporary Partitions & Protection	\$ 38,254.00	\$ 27,825.00	\$ 10,429.00	Temp walls and protections through 8/1
Temporary Heat	\$ 15,000.00		\$ 15,000.00	
	\$ 418,615.00	\$ 135,335.00	\$ 283,280.00	



BPL Phase 3 OAC Meeting Agenda: Meeting #11

Meeting Date	Aug 9, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
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
		Kristen Tait	ds@mcdarchitects.com
		Al, PCI	
		Jeff Zielke	
		Bruce Johnson	
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Brian Thorpe	PCI Industries, Inc.		bthorpe@pcionesource.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">Concrete Accessories - ConfirmationsConcrete Joint Sealants SamplesWaterstop for elevator pit <p>Submittals currently in Contractor's court</p> <ul style="list-style-type: none">Slab Concrete Mix Design - To be submitted for recordGlass & Glazing (Shop Drawings)Millwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for recordStainless Steel Handrails - will be submitted after bulletin #2 <p>Outstanding Submittals:</p> <ul style="list-style-type: none">Landscaping						
Previous Meeting Minutes Aug 2, 2023 Structural Steel were released Friday 8/4. WV-1 was approved. Concrete Accessory response was issued.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	8	RFI #14 Existing Mechanical Piping				On Hold
Description Formal response issued for a GRG column cover. Pricing is being acquired. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Aug 2, 2023 (None) GRG is a glass reinforced gypsum material, similar to the painted column coverings in Birkerts. Piping has been moved, but was not moved correctly so this will be rectified in the next week.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	10	RFI #21: Existing Column Reinforcement				Open
Description Existing columns along glazing wall are not thickness as shown on structural details. Do these columns need additional support? No						
Previous Meeting Minutes Aug 2, 2023 (None) Nasr at IMEG will send updated drawings.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	11	RFI #22: Light Cove for Friends Area	Team examined after OAC meeting and finalized placement.			Open
Description There are conflicts with the existing ducts, unistrut, and fire suppression lines running in this area. This will need to be reviewed post meeting.						

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 finalized ship dates. Remaining HVAC items will be received in October/November <ul style="list-style-type: none"> Boiler has been received. 						
Previous Meeting Minutes Aug 2, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 18 weeks out. Awaiting ship date. Hope to have in next two weeks.						
Previous Meeting Minutes Aug 2, 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. <ul style="list-style-type: none"> Light fixtures are currently slated to arrive the 1st and 2nd week of September, however, ship dates have moved back one week since 7/25 and may continue this trend. 						
Previous Meeting Minutes Aug 2, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Awaiting shop drawings Aug 2, 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 to take additional measurements.						
Previous Meeting Minutes Aug 2, 2023 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV				Open
Description Has MCR completed layout for WAPs and cabling (wireless access points) and provided drawing to MCD? Speakers are to be replaced. Has security vendor been selected to complete layout for cameras and provided a drawing to MCD?						
Previous Meeting Minutes Still waiting on layout from MCR. Aug 2, 2023 Richards has contacted the speaker vendor to purchase new white speakers. (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. Updated Bulletin 1 stamped drawings received on 8/2. Status of Bulletin #2?						
Previous Meeting Minutes Aug 2, 2023 Permit rev. 1 (Bulletin #1) plans were picked up and received.						

Status of Bulletin #2?

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-ups will be viewed at JJ Barney's offices week of 8/28.						
Previous Meeting Minutes Aug 2, 2023 Samples were reviewed and requested to be a bit darker and a bit lighter. 2nd round of mock-ups will be ready for review the week of 8/28.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule	Open			
Description Current schedule has been delayed due to millwork and light fixture delivery for friends/gallery/circulation will be early October but we will work to expedite. No changes to overall project 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 is progressing for exterior of building. Framing has begun on site. In-wall MEP and some overhead has commenced. Steel reinforcements along column line R9 has begun.						
Previous Meeting Minutes Aug 2, 2023 Circulation area to be ready 1st to 2nd week of October with Booksale/Gallery a week or so later. This will depend on any additional site changes. Craft requested that Gallery area is completed first. Circulation area will reopen at a later date. We will continue to host the circulation desks in the youth room as it works better with traffic flow.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for July complete. Documentation is in Steve's court to review.						
Previous Meeting Minutes Aug 2, 2023 July pay application sent Monday 8/7.			Bruce Johnson approved payments to PCID for mobilization and shop drawings. This is not an extra cost and covers work completed by contractors. Craft submitted Payment #3 to accounting for payment on August 16.			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description To be discussed at 1st and 3rd meetings of each month.						

Previous Meeting Minutes**Aug 2, 2023***(None)*

The new temporary ramp is not well lit at night. A new ramp lightbulb will be installed in the existing floodlight on the north side of the building to light the ramp.

Staff have concerns about wind and door temperatures in the temporary glass entrance door. PCID examined the space after the meeting. Staff will relocate the media shelving to provide a wind block and circulation staff will vacate their desk right inside the door and move to the circulation desk inside and to the left of the door where one station and one self-check is already located.



BPL Phase 3 OAC Meeting Agenda: Meeting #12

Meeting Date	Aug 16, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

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

Submittals

MCD requested that all change orders are submitted to library and architect for approval. Change orders are all zero dollar change order because the GMP has not been reached.

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">Concrete Accessories - ConfirmationsConcrete Joint Sealants Samples MCD will choose when viewing concrete mockupsInterior Glazing (Shop Drawings)Curtainwall system (Shop Drawings & Calculations) Submittals currently in Contractor's court <ul style="list-style-type: none">Slab Concrete Mix Design - To be submitted for recordMillwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for recordStainless Steel Handrails - will be submitted after bulletin #2 <p>Bulletin #2 will be submitted today. The door lock to the Circulation office will be a battery operated key button lock rather than an electrical strike lock.</p> <p>Outstanding Submittals:</p> <ul style="list-style-type: none">Landscaping Previous Meeting Minutes Aug 9, 2023 Waterstop submittal was returned and Glass shops were sent in for review.						

Millwork vendor had questions about the elliptical cafe vending area. MCD will followup

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	8	RFI #14 Existing Mechanical Piping				On Hold
Description Formal response issued for a GRG column cover. Pricing is being acquired. To be formalized in upcoming bulletin.						
Previous Meeting Minutes Aug 9, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	11	RFI #22: Light Cove for Friends Area				Closed
Description There are conflicts with the existing ducts, unistrut, and fire suppression lines running in this area. This will need to be reviewed post meeting.						
Previous Meeting Minutes Aug 9, 2023 This was reviewed and a plan was created to avoid these conflicts. <i>All changes are under the drywall and will not be visible to the public</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	12	RFI #23: Blue Duct Diffuser Conference Call				Open
Description Conflicting details and information against mfg recommendations shown. Conference call is required to rectify. <i>Mary Cay is handling this.</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.8	12	RFI #24: PP-1 Panel Space Issue				Open
Description There is no open space on PP-1 as shown on drawings for elevator power. New power source will need to be selected. Requested electrical engineer to review site conditions.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.9	12	Steel Conference Call Regarding Reinforcements				Open
Description Has time/day been established for this call or site visit? Would like to have this week. <i>Steve and Tyler have a call scheduled for 8/17 at 9am</i>						

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 finalized ship dates. <i>No ship date yet.</i> <ul style="list-style-type: none"> Boiler has been received. 						

Previous Meeting Minutes**Aug 9, 2023**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 17 weeks out. Awaiting ship date. Hope to have next week.						
Previous Meeting Minutes Aug 9, 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. <ul style="list-style-type: none"> Light fixtures are currently slated to arrive the 1st and 2nd week of September, however, ship dates have moved back one week since 7/25 and may continue this trend. 						
Previous Meeting Minutes Aug 9, 2023 (None) <div style="color: red;">All fixtures will be shipping in the next two weeks, including cove lighting. Vendor will supply a ship date to Tyler today.</div>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Description Shop drawings in for final confirmations and release.						
Previous Meeting Minutes Aug 9, 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 to take additional measurements.						
Previous Meeting Minutes Aug 9, 2023 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV / Security				Open
Description <ul style="list-style-type: none"> Has MCR completed layout for WAPs and cabling (wireless access points) and provided drawing to MCD? Speakers are to be replaced. Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? Craft will send project drawings to Shaw Permit Status? Low Voltage permit secured. Ceiling inspection will be held second week in September 						
Previous Meeting Minutes Aug 9, 2023 MCR was on site post meeting and PCI-Dailey briefly discussed additional re-routing to be completed and referred them to Rebekah for digital drawing copies.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. Updated Bulletin 1 stamped drawings received on 8/2. Bulletin #2 to be released today? YES						
Previous Meeting Minutes Aug 9, 2023 Bulletin #2 will be released on 8/16.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Concrete Mock-ups will be viewed at JJ Barney's offices on 8/24 at 3pm						
Previous Meeting Minutes Aug 9, 2023 Site meeting to be on 8/24 or 8/25. Time to be determined at following meeting and day determined on 8/18 or 8/21.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Current schedule has been delayed due to millwork and light fixture delivery for friends/gallery/circulation will be early October but we will work to expedite. No changes to overall project schedule. Demolition is progressing for exterior of building. Most concrete has been removed Soffit framing started Concrete has been cut out in lower level Rough electrical added to ceiling HVAC will be run early next week Surveyor will be in on Monday to do the foundation layout TEC will be doing soil testing (included in GMP) Framing has begun on site. In-wall MEP and some overhead has commenced. Steel reinforcement along column line R9 has begun and steel is being delivered to site for project. Shoring and joist removals have been completed.						

Masonry work in basement has begun.

Previous Meeting Minutes

Aug 9, 2023

Booksale/Gallery Study rooms were requested to be completed prior to circulation.

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for August to be submitted at end of month.						
Previous Meeting Minutes Aug 9, 2023 MCD approved of billing and it was forwarded to Rebekah for payment.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description To be discussed at 1st and 3rd meetings of each month. No changes to current usages to report. Items still in pricing phase are as follows: <ul style="list-style-type: none"> • Credits for glass height in study rooms. • Credits for RFI response regarding HVAC around new circulation desk. • Additional costs for differing ceiling heights near new circulation. • Additional costs to move electrical & plumbing closer to column. • Additional costs for GRG column cover and installation. • Additional costs for data box adds in staff room. • Additional rework for MEP trades and architectural trades for Structural Steel conflicts. 						
Previous Meeting Minutes Aug 9, 2023 (None)						

These credits and additional costs are all part of the allowances for the project. We don't have exact prices on these yet.

NEW BUSINESS

MEMORANDUM

DATE: August 18, 2023
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Proposed 2024 Calendar

INTRODUCTION

Following this page is the proposed 2024 Library calendar. Due to uncertainties around the future format of the Friends of the Baldwin Public Library Used Book Sales, we have not included book sale dates on the 2024 City Calendar.

We have scheduled a Friday closure on September 20, 2024 to host a full day of staff development training. Hosting an annual staff development day is an action item on our current strategic plan and these will be held each year on a Friday in September.

You will notice that several religious and federal holidays have been added to this calendar. In accordance with the City's adopted holiday calendar, no Board activity is to occur on any of the listed holidays. Because of the new City observance of President's Day, the February Board meeting will be scheduled for the Wednesday following President's Day, which is Wednesday, February 21, 2024.

SUGGESTED BOARD ACTION

Motion to approve the 2024 Library calendar as found on the following pages of the August 2023 Board Packet.

Baldwin Public Library: Proposed 2024 Calendar

Monday, January 1, 2024	Closed	New Year's Day
Tuesday, January 9, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, January 15, 2024	Closed	Martin Luther King, Jr. Day
Wednesday, January 17, 2024	7:30 PM	Library Board Meeting
Saturday, February 10, 2024	No Board activity	Chinese New Year
Tuesday, February 13, 2024	7:00 PM	Friends of the Library Board Meeting
Wednesday, February 14, 2024	No Board activity	Ash Wednesday
Monday, February 19, 2024	No Board activity	President's Day
Wednesday, February 21, 2024	7:30 PM	Library Board Meeting
Tuesday, March 12, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, March 18, 2024	7:30 PM	Library Board Meeting
Sundown March 22 - March 24, 2024	No Board activity	Purim
March 25 - March 26, 2024	No Board activity	Holi
Thursday, March 28, 2024	No Board activity	Maundy Thursday
Friday, March 29, 2024	No Board activity	Good Friday
Sunday, March 31, 2024	Closed	Easter
Sundown March 8 - March 10, 2024	No Board activity	Eid al-Fitr
Tuesday, April 9, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, April 15, 2024	7:30 PM	Library Board Meeting
Sundown April 22 - April 24, 2024	No Board activity	Passover begins
Sundown April 29 - April 30, 2024	No Board activity	Passover ends
Friday, May 3, 2024	No Board activity	Holy Friday (Eastern Orthodox Christian)
Sunday, May 5, 2024	No Board activity	Pascha/Easter (Eastern Orthodox Christian)
Tuesday, May 14, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, May 20, 2024	7:30 PM	Library Board Meeting
Saturday, May 25, 2024	Closed	Memorial Day Weekend
Sunday, May 26, 2024	Closed	Memorial Day Weekend
Monday, May 27, 2024	Closed	Memorial Day
Tuesday, June 11, 2024	7:00 PM	Friends of the Library Board Meeting
Sundown June 11 - June 13, 2024	No Board activity	Shavuot
Sundown June 16 - June 17, 2024	No Board activity	Eid al-Adha
Monday, June 17, 2024	7:30 PM	Library Board Meeting
Wednesday, June 19, 2024	Closed	Juneteenth
Thursday, July 4, 2024	Closed	Independence Day
Monday, July 15, 2024	7:30 PM	Library Board Meeting
Sundown July 16 - July 17, 2024	No Board activity	Ashura
Monday, August 19, 2024	7:30 PM	Library Board Meeting
Saturday, August 31, 2024	Closed	Labor Day Weekend
Sunday, September 1, 2024	Closed	Labor Day Weekend
Monday, September 2, 2024	Closed	Labor Day
Tuesday, September 10, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, September 16, 2024	7:30 PM	Library Board Meeting
Friday, September 20, 2024	Closed	Staff Development Day
Sundown October 2 - October 4, 2024	No Board activity	Rosh Hashanah
Tuesday, October 8, 2024	7:00 PM	Friends of the Library Board Meeting
Sundown October 11 - October 12, 2024	No Board activity	Yom Kippur
Monday, October 14, 2024	No Board activity	Indigenous Peoples Day
Sundown October 16 - October 18, 2024	No Board activity	Sukkot
Monday, October 21, 2024	7:30 PM	Library Board Meeting
Sundown October 23 - October 25, 2024	No Board activity	Shemini Atzeret
Sundown October 24 - October 25, 2024	No Board activity	Simchat Torah
Friday, November 1, 2024	No Board activity	Diwali
Monday, November 11, 2024	No Board activity	Veterans Day
Tuesday, November 12, 2024	No Board activity	General Election Day

Tuesday, November 12, 2024	7:00 PM	Friends of the Library Board Meeting
Monday, November 18, 2024	7:30 PM	Library Board Meeting
Wednesday, November 27, 2024	Close at 5:30 PM	Thanksgiving Holiday
Thursday, November 28, 2024	Closed	Thanksgiving Day
Friday, November 29, 2024	Closed	Friday after Thanksgiving
Monday, December 16, 2024	7:30 PM	Library Board Meeting
Tuesday, December 24, 2024	Closed	Christmas Eve
Wednesday, December 25, 2024	Closed	Christmas Day
Sundown December 25, 2024 - January 2, 2025	No Board activity	Hanukkah
December 26, 2024 - January 1, 2025	No Board activity	Kwanzaa
Saturday, December 28, 2024	No Board activity	Bodhi Day
Tuesday, December 31, 2024	Closed	New Year's Eve
Wednesday, January 1, 2025	Closed	New Year's Day

MEMORANDUM

DATE: August 18, 2023
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: 2023 End of Year Fundraiser

INTRODUCTION

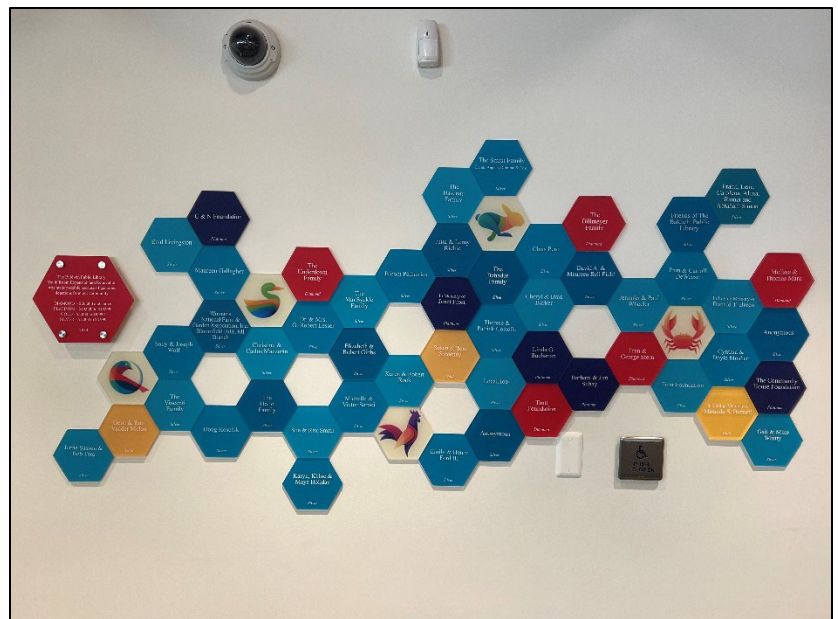
Many non-profit organizations and libraries regularly send annual appeal letters to supporters and patrons. Historically, Baldwin has not mailed letters of this nature to its patrons. I would like the Board to have a discussion about whether or not to engage in this type of year-end fundraising. I would also like to survey the Board on other types of fundraising options to pursue.

HISTORY

Baldwin last embarked on a fundraising campaign in 2018 to raise funds for the Phase 2: Youth Room Expansion and Renovation. This campaign included a private fundraising event followed by mailing donation request packets to a small group of patrons. This campaign raised about \$235,000 for the library's building funds.

In the past, Baldwin has hosted Books & Bites fundraising events in 2011, 2012, 2013, 2015, 2017, and 2018. Each of these events raised around \$20,000 to \$25,000 in revenues and were organized by a small team of volunteers. The 2020 events were cancelled due to COVID-19 and we have not yet resumed this fundraiser because of COVID-19 and the construction project.

For the Phase 2 renovation, we created a list of available naming rights for supporters to purchase. This was well received by patrons and the colorful plaques on the furniture and spaces are reminders of the generous support we received. We also offered the option for supporters to purchase a named plaque for our donor wall in the Youth Room. The wall can be added on to as new donations are received.



SUMMARY

Rather than using the year end fundraising appeal letter to ask for money for the in progress Phase 3 Expansion and Renovation, my intention would be to start an annual support campaign to raise funds for general library expenditures. The letter would highlight different library accomplishments throughout the year and ask for support of a specific goal each year (e.g. Teen scene, children's garden, low-vision materials, lower level carpeting, etc.).

I do not think it is wise to ask for funding for the Phase 3 project because it is already fully funded by the additional tax millage and the Trust. Also, we have used the following language to show that no additional funds are needed to support this project in our FAQ language:

The Baldwin Public Library, which serves the communities of Birmingham, Beverly Hills, Bingham Farms, and Bloomfield Hills, began the expansion and renovation in July 2023. The project is expected to be completed in spring 2024. The cost of the project is estimated to be \$4 million and will be paid for using the library's voter-approved millage and donations to the library's Trust.

DISCUSSION POINTS

- Should the library solicit donations via a letter in November 2023? Should the letter be emailed or mailed or both? What goal should the annual fundraising support – a specific goal or “in case of emergency”?
- Should the library create a new donor wall in the lobby/café space for library users to have their name featured as library supporters?
- The library will be hosting a Phase 3 open house and ribbon cutting on Saturday, May 18, 2024. Should this event also include a fundraising aspect? If so, what do you suggest?
- Would you like library staff and a small committee to host a 7th Books & Bites event in the fall of 2024 in the newly remodeled building?

ATTACHMENTS

- Naming Rights poster from 2018 Youth Room campaign
- Sample donation form

SUGGESTED BOARD ACTION

Motion to direct the Library Director to create a November 2023 fundraising appeal letter and develop a list of naming rights options for furniture and spaces in the Phase 3 Addition.



LZG | Swanson Interior Architects

NAMING RIGHTS OPPORTUNITIES

Naming rights enhance your family's or company's reputation demonstrating strong support of libraries and early education. Your contribution to modernizing our Youth Room is a vital part of our community's success. As a naming rights sponsor, your name or logo will be prominently featured on a plaque near your named item and on the Youth Room Honor Roll donor plaque recognizing all major donors.



1
STORY ROOM
785 Square Feet
Investment: \$60,000



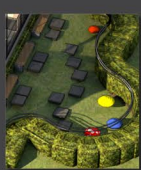
2
CHILDREN'S PLAY AREA
585 Square Feet
Investment: \$50,000



3 PENDING
AQUARIUM
Located in entrance hallway to Youth Room
Investment: \$15,000



4 PENDING
CHILDREN'S TERRACE
180 Square Feet
Investment: \$20,000



5
CHILDREN'S GARDEN
200 Square Feet
Investment: \$20,000



6
COMPUTER CENTER
Computer tables and chairs with 4 iPad stations and 4 computers
Investment: \$20,000



7 PENDING
PUPPET THEATRE
Investment: \$2,500



8
COAT & STROLLER ROOM
125 Square Feet
Investment: \$5,000



9
READING CUBBIES
6 available
Investment: \$2,000



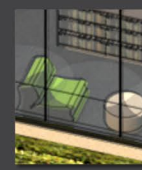
10
FLANNEL BOARD
Interactive play unit inside Children's Play Area
Investment: \$2,000



11
INTERACTIVE WALL DISPLAY
Interactive play unit inside Children's Play Area
Investment: \$2,000



12
STUDY TABLE AND CHAIRS (2)
5 available
Investment: \$2,000



13
TWO LOUNGE CHAIRS & TABLE
4 available
Investment: \$2,000



14
BOARD BOOK SHELVING & COLLECTION
Interactive play unit inside Children's Play Area
Investment: \$2,000



PLEDGE FORM

TO SUPPORT BALDWIN PUBLIC LIBRARY,
I/WE PLEDGE THE SUM OF \$ _____ PAYABLE AS FOLLOWS

_____ ONE-TIME GIFT

_____ MULTI-YEAR PLEDGE

DONATIONS OF \$1,000 AND HIGHER WILL BE ACKNOWLEDGED ON A DONOR PLAQUE IN THE YOUTH ROOM.

CATEGORIES OF GIVING: **DIAMOND** (\$20,000+) • **PLATINUM** (\$10,000-\$19,999) • **GOLD** (\$5,000-\$9,999) • **SILVER** (\$1000-\$4999)

YOUR CONTRIBUTION IS DEDUCTIBLE FOR INCOME TAX PURPOSES TO THE EXTENT PROVIDED BY THE INTERNAL REVENUE CODE.

DONOR GIFT INFORMATION

NAME _____

ADDRESS _____

EMAIL _____ PHONE _____

SIGNATURE _____ DATE _____

☐ PLEASE KEEP MY DONATION ANONYMOUS

PAYMENT INFORMATION

ENCLOSED IS MY FIRST PAYMENT OF \$ _____

(FOR MULTI-YEAR PLEDGES, ANNUAL REMINDERS WILL BE SENT)

TO PAY BY CREDIT CARD

CARD # _____

EXP _____ SECURITY CODE _____

CHECKS PAYABLE TO BALDWIN PUBLIC LIBRARY TRUST

PLEASE COMPLETE THIS FORM & RETURN IT TO:

BALDWIN PUBLIC LIBRARY TRUST
300 W. MERRILL
BIRMINGHAM, MI 48009

IF YOU HAVE QUESTIONS, PLEASE CONTACT LIBRARY DIRECTOR REBEKAH CRAFT AT 248-554-4681

INFORMATION ONLY

Upcoming Events of Interest

Baldwin will be closed on September 2-4 for Labor Day weekend and Friday, September 22 for Staff Development Day.

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.

Kidszone @ the Farmers Market

Sunday, August 27 – 9:00 a.m. to 2:00 p.m.

Baldwin is hosting the KidsZone @ the Birmingham Farmers Market! Baldwin Boosters will be on site to help everyone with a special craft.

Michigan Opera Theatre's Season Preview

Monday, August 28 — 7:00 p.m. to 8:00 p.m.

Hear about the exciting shows offered at the Michigan Opera Theatre this upcoming season! The 2023-24 season will feature performances such as Madame Butterfly, Dance Theatre of Harlem, and Compañia Nacional de Danza. Located in downtown Detroit's Entertainment District, the Detroit Opera House was designed by renowned Detroit architect C. Howard Crane. The theatre originally opened January 12, 1922 as the Capitol Theater, at the time of its gala premiere, the 4,250-seat theater claimed to be the fifth largest in the world. Today, the main auditorium seats over 2,700 opera goers. This program is offered virtual via Zoom.

Intro to 3D Character Animation in Blender

Tuesday, September 5 — 7:00 p.m. to 8:00 p.m.

Join The Idea Lab for an introductory presentation on 3D animation. We'll walk through the entire pipeline, from modeling to rigging to rendering your animation. Project files will be available if you would like to follow along on your own laptop. Registration required.

Wiggle Worms

Monday, September 11 — 10:00 a.m. to 11:00 a.m.

Birth to 2 years old and a grown up.

Drop in between 10:00 a.m. and 11:00 a.m. for open-ended, unstructured play with your child and to socialize with other families. Caregivers must stay with children. No registration required.

Made to Move Story Time

Tuesday, September 12 — 6:15 p.m. to 6:45 p.m.

All ages. Join Ms. Caroline for books, songs, and fingerplays that will get the whole family moving and grooving. Story times use a first come, first served ticketing system. Tickets will be available 15 minutes before story time begins and will be handed out until 5 minutes after the scheduled start time. Please see baldwinlib.org/storytime or click More Information for complete details.

Pewabic Pottery

Tuesday, September 12 — 7:00 p.m. to 8:00 p.m.

Join us as Baldwin welcomes speakers from Pewabic Pottery, a National Historic Landmark located in Detroit, Michigan. This year Pewabic is celebrating 120 years of business and ceramic excellence. In celebration of this big anniversary, Pewabic is doing a virtual lecture about Pewabic's legacy of hand craftsmanship. Founded in 1903, Pewabic is one of the oldest continually operating potteries in the country. Working out of our National Historic Landmark studio on Detroit's east side, they preserve a tradition of craftsmanship that has enriched lives for generations. Pewabic today is an active working pottery, architectural tile studio, ceramic arts education center, and vibrant cultural destination that attracts visitors from around the world. Registration required. Virtual event.

Genealogy Series: Trees Made Easy

Thursday, September 14 — 7:00 p.m. to 8:00 p.m.

Now that you've collected your family history, how do you document your findings in a clear and concise text format without using an online (often expensive) source? How about a genealogy numbering system? If you've never heard of Ahnentafel or NGSQ, this session is for you!

Virtual Event - Registration required.

Teens Night Out

Thursday, September 14 — 7:00 p.m. to 8:30 p.m.

Spend an evening hanging out with other teens who love the library as much as you do! There will be video games, board games, crafts, food, and other shenanigans. Grades 7-12. Registration required.

LEARN CONNECT DISCOVER

AUTUMN 2023 NEWSLETTER

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

BALDWIN HIGHLIGHTS



SEPTEMBER
HISPANIC HERITAGE
MONTH



OCTOBER
WOMEN IN MILITARY
SERVICE FOR AMERICA
MEMORIAL ANNIVERSARY



NOVEMBER
NATIVE AMERICAN
HERITAGE MONTH

AUTUMN PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

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

SEPTEMBER



READ IN THE PARK
SATURDAY, SEPTEMBER 30
RHONDA GOWLER GREENE
AT 11:00 A.M.

Join us at Beverly Park for a fun visit with Rhonda Gowler Greene, author of over twenty-five children's books including the new book *Supergran!* Book Beat will have books available for purchase and signing. Afterwards, walk the Storybook Trail featuring one of Rhonda Gowler Greene's books. **Registration required.**

OCTOBER

LEGO BUILDING CHALLENGE

GRADES K TO 2
THURSDAY, OCTOBER 5 AT 4:30 P.M.

Join us for fun Lego challenges such as boat races, marble mazes, and more! We'll supply the Legos. **Registration required.**

SCARY STORIES TO TELL IN THE DARK

GRADES 4 TO 6
MONDAY, OCTOBER 30 AT 7:00 P.M.

Join us for a spooky evening of reading *Scary Stories to Tell in the Dark* by Alvin Schwartz. Participants will take turns reading by flashlight! **Registration required.**

HAUNTED LIBRARY

GRADES 4 TO 6
FRIDAY, OCTOBER 13
FROM 8:00 TO 9:00 P.M.

Join us after hours for some creepy fun. Librarians will guide you through the library, while teens try to scare you. This is the one night when screaming is allowed in the library! Make a craft and watch a movie when you are not on a tour. **Registration and permission form required.**

NOVEMBER

STORY/ARTS

GRADES 1 TO 3
MONDAY, NOVEMBER 13 AT 4:30 P.M.

Create your next masterpiece using different art techniques while learning about the artists who made them popular. No art experience needed. **Registration required.**

TRAVEL THE WORLD: SPAIN

GRADES 4 TO 6
WEDNESDAY, NOVEMBER 29 AT 4:30 P.M.

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

VIDEO GAMING CLUB

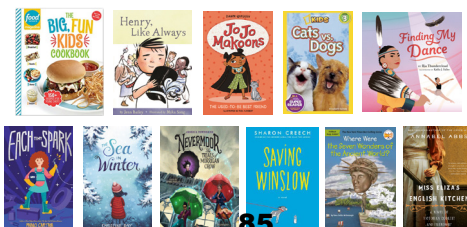
GRADES 4 TO 6
MONDAYS AT 7:00 P.M.
OCTOBER 2: LUIGI'S MANSION 3
NOVEMBER 6: SUPER SMASH BROS ULTIMATE
Meet up with other gamers once a month to play a video game together. All gaming abilities are welcome. **Registration required.**



KIDS LIBRARY SOCIETY

GRADES 3 TO 6
THURSDAYS AT 7:00 P.M.
SEPTEMBER 21 - OCTOBER 19 - NOVEMBER 16
Do you want to be more involved with the Library? Would you like to hang out with friends and play some games? Join us for monthly meetings to talk about Library programs and play games. **Registration required.**

AUTUMN BOOK CLUB SELECTIONS



BOOK CLUBS

FOR CHILDREN

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

Kids COOKBOOK club

GRADES 3 TO 6
MONDAYS AT 6:00 P.M.

OCTOBER 9: THE BIG, FUN KIDS COOKBOOK
BY FOOD NETWORK MAGAZINE

Email Syntha at syntha.green@baldwinlib.org to register.

Adventures IN BOOKS

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

OCTOBER 11: HENRY, LIKE ALWAYS BY JENN BAILEY
NOVEMBER 8: JO JO MAKOOONS: THE USED-TO-BE BEST FRIEND BY DAWN QUIGLEY

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

BEYOND the book

GRADES 1 TO 3
THURSDAYS AT 7:00 P.M.

OCTOBER 26: NATIONAL GEOGRAPHIC READERS: CATS VS. DOGS BY ELIZABETH CARNEY

NOVEMBER 30: FINDING MY DANCE
BY RIA THUNDERCLOUD
Email Rosemary at rosemary.isbell@baldwinlib.org to register.

mother/DAUGHTER

GRADES 4 TO 6 AND MOMS
TUESDAYS AT 7:00 P.M.
OCTOBER 10: EACH TINY SPARK BY PABLO CARTAYA
NOVEMBER 14: THE SEA IN WINTER BY CHRISTINE DAY
Email Susan at susan.dion@baldwinlib.org to register.

BOOKS AND BAGELS

GRADES 4 TO 6
TUESDAYS AT 7:00 P.M.
OCTOBER 24: NEVERMOOR: THE TRIALS OF MORRIGAN CROW BY JESSICA TOWNSEND
NOVEMBER 28: SAVING WINSLOW BY SHARON CREECH
Email Susan at susan.dion@baldwinlib.org to register.

BOOK CLUBS

FOR CHILDREN

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

WHO? WHAT? WHERE?

GRADES 4 TO 6

THURSDAYS AT 7:00 P.M.

NOVEMBER 2: *WHERE WERE THE SEVEN WONDERS OF THE ANCIENT WORLD* BY YONA ZELDIS MCDONOUGH

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

moms BOOK CLUB

WEDNESDAYS AT 7:00 P.M.

OCTOBER 18: *MISS ELIZA'S ENGLISH KITCHEN* BY ANNABEL ABBS

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

NEW! WIGGLE WORMS DROP IN

BIRTH TO 2 YEARS AND A GROWN UP

MONDAYS FROM 10:00 A.M. TO 11:00 A.M.

• SEPTEMBER 11 • OCTOBER 16 • NOVEMBER 27

Drop in between 10:00 a.m. and 11:00 a.m. for open-ended, unstructured play with your child and to socialize with other families. *Caregivers must stay with children. No registration required.*

PLAY AND LEARN

AGES 2 TO 5 AND A GROWN UP

TUESDAY, OCTOBER 17 AT 4:00 P.M.

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

PARENTING STRATEGY SESSIONS

THURSDAYS AT 7:00 P.M.

OCTOBER 5: BIOLOGY OF MENTAL HEALTH

NOVEMBER 9: BEHAVIORAL SUPPORT WITH LITTLES

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.**

Attend in person or virtually.

AUTUMN PROGRAMS FOR CHILDREN

BABIES TO GRADE 6

STORY TIMES

Story times use a first come, first served ticketing system.

Check the online calendar for dates.

WIGGLE & RHYME

BIRTH TO 1.5 YEARS

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

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

TODDLER TALES

1.5 YEARS TO 2.5 YEARS

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

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

BOOKS & BOOGIE

3 TO 5 YEARS

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

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

SING & TELL

2.5 YEARS TO 3.5 YEARS

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

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

BEDTIME TALES

ALL AGES

WEDNESDAYS AT 6:15 P.M.

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

MADE TO MOVE

ALL AGES

TUESDAYS AT 6:15 P.M.

SEPTEMBER 12 • OCTOBER 3 • NOVEMBER 7

Join Ms. Caroline for books, songs, and fingerplays that will get the whole family moving and grooving.

BOOKS AND BLANKETS

OUTDOOR FAMILY STORY TIME

SATURDAYS AT 10:00 A.M.

SEPTEMBER 16 • OCTOBER 7 • NOVEMBER 18

Bring a blanket and enjoy a story time that is fun for the whole family! *This program is hosted off site at Barnum Park. Story time will be canceled in case of inclement weather. There is no ticketing or registration required for this outdoor story time.*

RUFF READERS

AGES 6 & UP

TUESDAYS AT 6:30 P.M.

SEPTEMBER 19 • OCTOBER 17 • NOVEMBER 21

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



PROJECT KIDSIGHT

VISION SCREENING FOR KIDS

SATURDAYS FROM 10:00 A.M. TO NOON

• SEPTEMBER 9

• OCTOBER 21

• NOVEMBER 11

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

Sponsored by the Beverly Hills Lions Club.



BOOKS UNBOXED



GRADES 4 TO 12

Join our three month subscription book service and receive a surprise library book tailored to your preference each month.

Visit www.baldwinlib.org/youth to subscribe now.

AUTUMN PROGRAMS FOR TEENS

GRADES 7 TO 12

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

SEPTEMBER

ANIME GLASS PAINTING

THURSDAY, SEPTEMBER 28
FROM 7:00 TO 8:00 P.M.

Learn the art of reverse glass painting by painting your favorite character from an Anime or Manga. *We will have printouts of various manga/anime characters, but if you would like to paint a specific character, please email teen@baldwinlib.org so we can have it ready for you.*

Registration required.

OCTOBER

HAUNTED LIBRARY

FRIDAY, OCTOBER 13 FROM 7:30 TO 9:30 P.M.

TEENS (7-12 GRADE) ARRIVE AT 7:00 P.M.

TWEENS (4-6 GRADE) ARRIVE AT 8:00 P.M. - SEE PAGE 2

Join us after hours for some creepy fun.

Librarians will lead groups of tweens through the library as you try to scare them. This is the one night when screaming is allowed in the library! *Please wear something scary - if you do not own a scary costume, the library will provide you one to borrow.*

Registration and permission form required.

WANDS, SWORDS, CUPS, & COINS: A BEGINNER'S COURSE TO USING TAROT CARDS

THURSDAY, OCTOBER 26 FROM 7:00 TO 8:00 P.M.

Join Madeleine from the Boston Tea Room (the oldest Psychic Reading business in Michigan) for an introductory class exploring the fascinating world of Tarot cards. **Registration required.**

NOVEMBER

MICROWAVE MUG DESSERTS

THURSDAY, NOVEMBER 30
FROM 7:00 TO 8:00 P.M.

Learn how to make desserts with a mug and a microwave. Supplies and recipes will be provided. **Registration required.**

STUDY NIGHT WITH THERAPY DOGS

GRADES 9 TO 12

SATURDAY, NOVEMBER 18
FROM 5:30 TO 8:30 P.M.

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

MONTHLY PROGRAMS

PIZZA AND PAGES

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

SEPTEMBER 7: *ONE OF US IS LYING* BY KAREN MCMANUS

OCTOBER 5: *IF HE HAD BEEN WITH ME* BY LAURA NOWLIN

NOVEMBER 2: *LORE* BY ALEXANDRA BRACKEN

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

TEENS NIGHT OUT

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

SEPTEMBER 14 • OCTOBER 12 • NOVEMBER 9

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



BOOKS UNBOXED GRADES 4 TO 12

Join our three month subscription book service and receive a surprise library book tailored to your preference each month.

Visit www.baldwinlib.org/teen to subscribe now.

TEEN ADVISORY BOARD MEETINGS

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

SEPTEMBER 21

OCTOBER 19

NOVEMBER 16

Have some ideas for the Library? Share your opinions on teen programs, prizes, social media posts, and more while eating pizza and making friends. Attendance can be used for volunteer hours! **Registration required.**

TEENS' TOP TEN CONTEST

The Teens' Top Ten is a "teen choice" list, where teens nominate and choose their favorite books of the previous year. Online voting will be open from August 15 through October 12 at www.ala.org/yalsa/teenstopten. Think you can figure out what the Top Ten will be? Visit www.baldwinlib.org/teen to enter our contest. Whoever guesses the most books correctly will win a \$25 gift card to Books-A-Million!

87

IDEA LAB CLASSES



INTRO TO 3D CHARACTER ANIMATION IN BLENDER

TUESDAY, SEPTEMBER 5 AT 7:00 P.M.

Join The Idea Lab for an introductory presentation on 3D animation. We'll walk through the entire pipeline, from modeling to rigging to rendering your animation. Project files will be available if you would like to follow along on your own laptop.

Registration required.

UNDER PRESSURE: A COMPREHENSIVE GUIDE TO HEAT PRESS TRANSFERS

WEDNESDAY, SEPTEMBER 20 AT 7:00 P.M.

In this class, Jeff will demonstrate every type of heat transfer available to use with our Heat Press and attachments. Learn the techniques, and leave with some custom Idea Lab swag! **Registration required.**

DIGITAL DRAWING 101: MAKING A GRAPHIC NOVEL PAGE

TUESDAY, OCTOBER 3 AT 7:00 P.M.

This in person class will focus on all the basic tips and tricks behind sequential narrative illustration. Use our digital graphics tablets and we'll walk through drawing a page of a graphic novel together. **Registration required.**

OPEN THE HATCH: EMBROIDERY SOFTWARE DEEP DIVE

WEDNESDAY, OCTOBER 18 AT 7:00 P.M.

Join Jeff for this virtual class in which he will delve a bit deeper into the advanced features of Hatch Studio, the Embroidery software offered in The Idea Lab. Covering more ground than featured in our in-person certification, this class will expand your embroidery knowledge! **Registration required.**

HOW DO GAMES WORK: 2D PLATFORMERS

MONDAY, NOVEMBER 6 AT 7:00 P.M.

Have you ever wanted to make a video game? The Idea Lab will be hosting an introductory workshop for game development using the Unity game engine to make a 2D platformer. We'll go over different ways you can iterate on this basic idea and make it into your own unique game. **Registration required.**

IDEA LAB LIVE: CARRYING THINGS

WEDNESDAY, NOVEMBER 8 AT 7:00 P.M.

Join Jeff on Instagram Live for this episode of our "Idea Lab: Things" series! In this episode we're gonna carry that weight! For the things you need to pick up and take with you, we examine 3D printed solutions to help you lift your load.

THE GRAND TOUR

WEDNESDAY, NOVEMBER 15

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

COMPUTER CLASSES

FOR ADULTS

REGISTRATION IS REQUIRED FOR ALL COMPUTER CLASSES.
VIRTUAL PARTICIPANTS WILL RECEIVE A ZOOM LINK ONE HALF HOUR BEFORE CLASS

SEPTEMBER

BUILD A WEBSITE

WEDNESDAY, SEPTEMBER 6 & 13 AT 7:00 P.M.

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

WORD: AN INTRODUCTION

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

Learn document creation and word processing with Microsoft Word.

CHECK OUT EBOOKS FROM THE LIBRARY

SATURDAY, SEPTEMBER 16 AT 3:00 P.M.

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

GOOGLE DOCS

TUESDAY, SEPTEMBER 19 AT 10:00 A.M.

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



IDEA LAB KITS

3D PRINTED PORTAL ILLUSION

MONDAY, SEPTEMBER 25

The model has over 5,000 downloads! The YouTube video has over 2,000,000 views! Designed by Ada Cohen, this cool illusion defies reality. Now you can own the model that has taken the internet by storm.

Registration required. Limit one per household.

LASER CUT "MAGIC ALLEY" BOOK NOOK

MONDAY, OCTOBER 23

Like a magical portal to another world, this laser-cut book nook sits between the books on your shelf and seems to stretch on forever, a winding path through a somewhat familiar magical alley. **Registration required.**

Limit one per household.

3D PRINTED HEADPHONES

MONDAY, NOVEMBER 27

For your listening pleasure! Take home this kit to build a pair of extremely stylish and high-quality headphones. Compatible with any device that has a headphone jack. These audiophile-grade headphones also make a great gift! **Registration required. Limit one per household.**

OCTOBER

SELLING ONLINE

WEDNESDAY, OCTOBER 4 AT 7:00 P.M.

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

GOOGLE SHEETS

WEDNESDAY, OCTOBER 11 AT 7:00 P.M.

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

BALDWIN'S DIGITAL LIBRARY

TUESDAY, OCTOBER 17 AT 10:00 P.M.

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

EXCEL: CREATE A BUDGET

WEDNESDAY, OCTOBER 18 AT 7:00 P.M.

Learn spreadsheet creation with Microsoft Excel.

TRACKING STOCKS IN GOOGLE SHEETS

THURSDAY, OCTOBER 26 AT 3:00 P.M.

Track and manage your stock portfolio within Google Sheets.

NOVEMBER

ADOBE PHOTOSHOP: AN INTRODUCTION

WEDNESDAY, NOVEMBER 1 & 8 AT 7:00 P.M.

AT THE BALDWIN PUBLIC LIBRARY

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

POWERPOINT: CREATE A PRESENTATION

THURSDAY, NOVEMBER 2 & 9 AT 3:00 P.M.

Learn the fundamentals of slideshow creation with PowerPoint.

GOOGLE SLIDES

SATURDAY, NOVEMBER 11 AT 3:00 P.M.

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

VALUELINE AND MORNINGSTAR AT BPL

TUESDAY, NOVEMBER 14 AT 10:00 A.M.

Learn more about using these library resources to research investments and financial information.

CHECK OUT EBOOKS FROM THE LIBRARY

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

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

CANVA

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

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

BOOK CLUBS

FOR ADULTS

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

WEDNESDAY AFTERNOON

SECOND WEDNESDAY AT 2:00 P.M.

SEPTEMBER 13: *FUZZ: WHEN NATURE BREAKS THE LAW* BY MARY ROACH

OCTOBER 11: *LAST SUMMER ON STATE STREET* BY TOYA WOLFE

NOVEMBER 8: *TRUE BIZ* BY SARA NOVIC

NEXT NONFICTION

SECOND TUESDAY AT 10:00 A.M.

SEPTEMBER 12: *SOUTH TO AMERICA* BY IMANI PERRY

OCTOBER 10: *STORM IN A TEACUP* BY HELEN CZERSKI

NOVEMBER 14: *FINDING THE MOTHER TREE* BY SUZANNE SIMARD

PAGE TO SCREEN

FIRST SUNDAY AT 1:00 P.M.

SEPTEMBER 10: *THE CIDER HOUSE RULES* BY IRVING / *THE CIDER HOUSE RULES* (PG-13, 1999)

OCTOBER 1: *A MAN CALLED OVE* BY BACKMAN / *A MAN CALLED OVE* (PG-13, 2015)

NOVEMBER 5: *BEL CANTO* BY PATCHETT / *BEL CANTO* (NR, 2018)

NEXT POPULAR READS

FIRST MONDAY AT 1:00 P.M.

SEPTEMBER 11: *HELLO BEAUTIFUL* BY ANN NAPOLITANO

OCTOBER 2: *TOM LAKE* BY ANN PATCHETT

NOVEMBER 6: *CALLING FOR A BLANKET DANCE* BY OSKAR HOKEAH

THIRD TUESDAY

THIRD TUESDAY AT 7:00 P.M.

SEPTEMBER 19: *HOW HIGH WE GO IN THE DARK* BY SEQUOIA NAGAMATSU

OCTOBER 17: *HELL OF A BOOK* BY JASON MOTT

NOVEMBER 14: *COUNTERFEIT* BY KIRSTIN CHEN

GRAPHIC NOVELS FOR GROWNUPS

FIRST TUESDAY OF THE MONTH AT 7:00 P.M.

SEPTEMBER 5: *GENDER QUEER* BY MAIA KOBABE

OCTOBER 3: *UZUMAKI* BY JUNJI ITO

NOVEMBER 7: *CAN'T WE TALK ABOUT SOMETHING MORE PLEASANT?* BY ROZ CHAST

WWW.BALDWINLIB.ORG
248-647-1700

AUTUMN PROGRAMS FOR ADULTS

SEPTEMBER

PEWABIC POTTERY

TUESDAY, SEPTEMBER 12 AT 7:00 P.M.

We welcome speakers from Pewabic Pottery, a National Historic Landmark located in Detroit, Michigan. This year Pewabic is celebrating 120 years of business and ceramic excellence. In celebration of this big anniversary, Pewabic is doing a virtual lecture about Pewabic's legacy of hand craftsmanship. **Registration required. Virtual event only.**

CREATIVE COMPOSTING... WITH A SENSE OF HUMOR!

MONDAY, SEPTEMBER 25 AT 7:00 P.M.

Join Master Composter Lillian Dean for a one hour hands-on class in making and using earth-friendly compost. **Registration required. Attend in person only. Limit 25 attendees.**

NEW PERENNIALS WITH DEBORAH CHUD

TUESDAY, SEPTEMBER 26 AT 7:00 P.M.

"New Perennials: A Love Story" is a personal introduction to the design principles of the New Perennialists, who gave rise to the hottest gardening trend in the world today—naturalistic landscaping. Join Deborah Chud for her talk on these New Perennial plant combinations and design theory along with some practical "dos and don'ts" for gardeners at every level. **Registration required. Virtual event only.**

MANHATTAN SHORTS

MULTIPLE DATES SEPTEMBER 28 - OCTOBER 8

Back by popular demand! Join us September 28 to October 8, 2023, when over 100,000 film lovers in over 500 cities across six continents gather for one reason...to view and vote on the Finalists' Films in the 26th Annual MANHATTAN SHORT Film Festival. See baldwinlib.org/calendar for specific dates **Registration required. Attend in person only.**

READ IN THE PARK



**SATURDAY SEPTEMBER 30
AT 2:00 P.M.**

Join us at Beverly Park for a fun and fabulous visit with local Michigan author and playwright Frank Polito.

Mr. Polito has published several novels and his plays have been produced in multiple cities across America and is a regular contributor to the popular lifestyle blog Kenneth. Books will be available for purchase. **Registration required. Attend in person only.**

OCTOBER

MONGER'S PROVISIONS TEACHES US CHEESE

WEDNESDAY, OCTOBER 11 AT 7:00 P.M.

Monger's Provision - located in Midtown Detroit and Downtown Berkley - are known as culinary outfitters of fine cheeses, chocolates, and charcuterie. Join us as they present a selection of cheeses that would be welcome for any upcoming celebrations or gatherings! **Registration required. Attend in person only.**

UFOS OVER MICHIGAN

MONDAY, OCTOBER 23 AT 7:00 P.M.

Michigan has some of the biggest UFO cases on record. State Director of the Mutual UFO Network (MUFON) Bill Konkolesky, joins us to discuss some of these incredible events. **Registration required. Attend in person only.**

NOVEMBER

SPEAKING WITH THE DEAD: WHAT SKELETONS CAN TELL US ABOUT LIFE IN THE PAST

SATURDAY, NOVEMBER 4 AT 3:00 P.M.

Dead men tell no tales - unless of course they are being looked at by an archaeologist! Then they often can tell quite a few tales, from where they grew up to what they ate to how old they were when they died. Join archaeologist Ellen Green to see how skeletons can help us build biographies of the people they once were, and how that helps us understand past civilisations. **Registration required. Virtual event only.**

CAT PICTURE FRAME WALL SCRATCHER MONDAY, NOVEMBER 13 AT 7:00 P.M.

Come in and make a special surprise for your favorite feline friends. We'll provide instructions and materials to make your own cat scratcher picture frame. *Kitties are not provided.* **Registration required. Attend in person only.**

UNTOLD STORIES OF THE AMERICAN REVOLUTION

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

Most people know something about the American Revolution and the Founding Fathers, but the full story of the Revolution requires more. Join Professor Richard Bell as he introduces us to a cast of characters and examines the lives of four revolutionaries: an immigrant propagandist, a female soldier, a fugitive from slavery, and the grieving widow who became the most important Native American leader during the war. **Registration required. Virtual event only.**

LIFELONG LEARNING KICKOFF

**WEDNESDAYS, SEPTEMBER 27 - NOVEMBER 8
FROM 10:00 A.M. TO 12:00 P.M.**

Join us for refreshments and the pursuit of knowledge as we launch our *Lifelong Learning: Great Presenters Series*. Our kickoff will feature a presentation from Professor Richard Bell on "Slavery and its Role at the Constitutional Convention". Over the course of six weeks we will do a deep dive into the history of the United States from the Post-American Revolution to the Civil War. Following our kickoff, each subsequent meeting will be hosted by a different community member who will each be discussing topics related to this time period. Each meeting will feature in-depth presentations, followed by group discussion and light refreshments. **Registration required. Attend in person only.**

GENEALOGY WITH ROBBIE

THURSDAY, SEPTEMBER 14 - TREES MADE EASY

Now that you've collected your family history, learn how to document your findings in a clear and concise text format without using an online (often expensive) source. **Registration required. Virtual event only.**

BIRMINGHAM HISTORICAL LECTURE SERIES

SECOND THURSDAY AT 7:00 P.M.

**OCTOBER 12: CARLOS LOPEZ: THE PAINTER
BEHIND THE CONTROVERSY**

Join Donna Casaceli in exploring the life and works of Carlos Lopez, the well known muralist whose work was highly esteemed when he was commissioned in 1942 to paint a mural on Birmingham's new Post office, a piece which encountered surprise criticism.

**NOVEMBER 9: BIRMINGHAM'S WASHINGTON
WILLITS AND 19TH CENTURY MENTAL HEALTH
TREATMENT**

In 1850, the son of one of the founding families of Birmingham was noted as "deranged" on the census, later dying after discharge from a mental asylum. Caitlin Donnelly will explore how Willits' story reflects the treatment of mental illness at the time.

BEHIND THE SCENES LIBRARY TOURS

THURSDAY, SEPTEMBER 14 AT 11:00 A.M.

WEDNESDAY, OCTOBER 25 AT 4:00 P.M.

WEDNESDAY, NOVEMBER 15 AT 3:30 P.M.

Learn more about the library with Library Director Rebekah Craft. You will visit staff areas, learn how items are added to the collection, and hear about new programs and services. The tour will meet outside the Claudia Ireland Room near the Youth Room terrace door. **Registration required.**

AUTUMN DIRECTOR'S UPDATE

WE LOVE OUR FRIENDS!

After a whirlwind summer that included our annual summer reading program and the start of our final phase of renovations, we are looking forward to all that's to come at Baldwin this fall.

Throughout the last seven years of construction projects and improvements to the library, our community and staff have seen (and heard!) a lot of changes to the building. We are grateful for the flexibility and sense of humor everyone has demonstrated during construction. During one story time, Stephanie Klimmek, our Head of Youth Services, was reading a book about construction vehicles. Right after she read, "The tipper truck is tip, tip, tipping," a child in the program excitedly yelled that there was a tipper truck tipping right outside the window. Stephanie stopped the story time to let all the children watch the tipper truck unload a new dumpster for the construction site. We could not have asked for a more interactive story time!

Construction is progressing on track and we hope to open the remodeled central portion of the library in October. This new area will include four study rooms for 1-2 people and a dedicated sale area for the Friends of the Baldwin Public Library. The remainder of the renovations are expected to be completed by April 2024 at which time we will reopen the new street-level entrance on Merrill Street.

The Friends have supported Baldwin for nearly 75 years and raise a majority of their funds through used book sales and memberships. This past June, they made a record donation to Baldwin in the amount of \$28,000! Their ongoing support has helped us to bring in speakers for programs, purchase copies of books for our book clubs, buy supplies for programs and for our popular monthly book subscription clubs, print this newsletter, supply refreshments for programs, purchase new equipment for the Idea Lab, and buy a new book bike for outreach events. We are grateful for their ongoing and generous support and excited to add a new sale space to our updated building.

Led by President Ryndee Carney (shown with the new Book Bike at the Birmingham Farmers Market), the Friends work behind the scenes collecting and sorting donated books and media, sending out membership mailing requests, making our popular recycled book character buttons, and advocating for the library. If you'd like to volunteer with the Friends or become a member, please visit www.baldwinlib.org/friends for more information.



Rebekah Craft

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

90

BALDWIN PUBLIC LIBRARY TRUST DONORS

MARCH TO JUNE 2023

TRIBUTE AND MEMORIAL DONATIONS

CLAUDIA SCROGGINS & ALLEN COHEN
IN MEMORY OF CAROL JOHNSTON

SUZANNE & MICHAEL LAFAYE
IN HONOR OF BARBARA FISHER

THE PETROTH'S
MEMORY OF JENNIFER PETERSON'S FATHER

IN MEMORY OF LUCILLE PARSONS

HOMAIRA DANISH

DANA I EVANS

MELINDA PFOHL

MARY ROONEY

PAM & KEN WILSON

GENERAL DONATIONS

ANONYMOUS

JELANE CASPAR

MARCIE CRIMANDO

MICHIGAN ARCHITECTURAL FOUNDATION

PEO SISTERHOOD CHAPTER CG

JENNIE SPURLOCK

TROTT FOUNDATION

CATHERINE ZIMMERMAN & PAULA A. CADUCIO

LIBRARY BOARD



Board Members:

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

THE LIBRARY BOARD

WILL MEET ON:

SEPTEMBER 18

OCTOBER 16

NOVEMBER 20

AT 7:30 P.M. AT THE LIBRARY.

WWW.BALDWINLIB.ORG
248-647-1700

7

LIBRARY HOURS:

MONDAY TO THURSDAY

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

FRIDAY & SATURDAY

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

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

LIBRARY CLOSED :

SEPTEMBER 2-4: LABOR DAY WEEKEND

SEPTEMBER 22: STAFF DEVELOPMENT DAY

NOVEMBER 22: AT 5:30 P.M.

NOVEMBER 23-24: THANKSGIVING HOLIDAY

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

CONTACT US:

WWW.BALDWINLIB.ORG

MAIN PHONE: 248-647-1700

ADULT SERVICES: 248-554-4650

CIRCULATION/RENEWALS: 248-554-4630

YOUTH SERVICES: 248-554-4670

PARKING:

2 Hours FREE Parking in the
Chester Street Deck

SUNDAYS: All Parking is Free



BALDWIN
PUBLIC LIBRARY

300 West Merrill
Birmingham, MI 48009

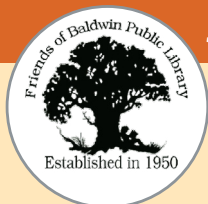
NON - PROFIT
ORGANIZATION
U.S. POSTAGE
P A I D
PERMIT # 111
BIRMINGHAM
MI 48009

*****ECRWSS*****

Local
Postal Customer

Time-sensitive content enclosed

**MANY THANKS TO THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY FOR FUNDING
THE AUTUMN 2023 ISSUE OF LEARN. CONNECT. DISCOVER!**



JOIN THE FRIENDS OF THE BALDWIN PUBLIC LIBRARY

MEMBERSHIP LEVELS: ☐ NEW MEMBER ☐ RENEWING MEMBER

☐ \$15 INDIVIDUAL ☐ \$25 BUSINESS/ASSOC.

☐ \$20 FAMILY ☐ \$50+ SUSTAINING

PLEASE PRINT

FULL NAME: _____

STREET: _____ **CITY:** _____

EMAIL: _____ **PHONE NUMBER:** _____

**PLEASE MAKE CHECKS PAYABLE TO FRIENDS OF THE BALDWIN PUBLIC LIBRARY AND MAIL WITH THIS FORM TO
FRIENDS OF THE BALDWIN PUBLIC LIBRARY, 300 W. MERRILL, BIRMINGHAM, MI 48009.**

WE ARE ALWAYS LOOKING FOR NEW FRIENDS!

IF YOU WOULD LIKE
TO VOLUNTEER TO
HELP WITH BOOK
SALES/SORTING OR
BECOME A BOARD
MEMBER, PLEASE
EMAIL US AT **FRIENDS@
BALDWINLIB.ORG**

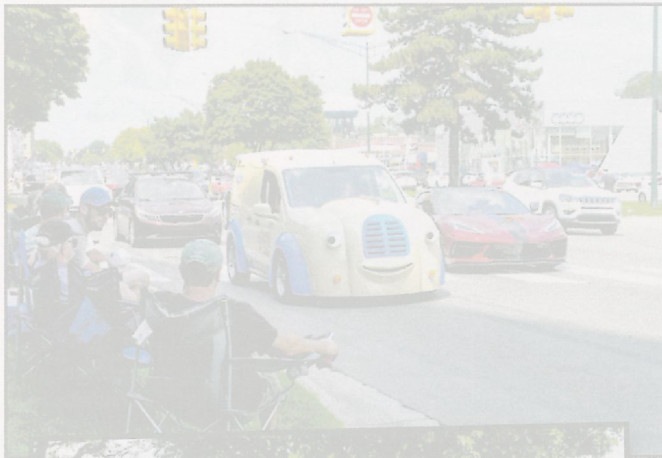
FOLLOW US ON FACEBOOK:

**@FRIENDSOFBALDWIN
PUBLICLIBRARY**



LEARN. CONNECT. DISCOVER.

BALDWIN PUBLIC LIBRARY ▶ 300 WEST MERRILL, BIRMINGHAM, MI 48009



Photos provided by the Birmingham Shopping District

Birmingham Shopping District hosts cruise event

BIRMINGHAM — Thousands of classic cars and over a million people are expected to participate in the Woodward Dream Cruise throughout the Woodward Avenue corridor. Birmingham's Cruise Event will take place on 9 a.m.-5 p.m. Aug. 19.

A variety of classic cars will be on display at the event, as well as sponsor exhibits and food.

Cruise enthusiasts are encouraged to spend the day in downtown Birmingham. There are several shops, restaurants and cafes for visitors to enjoy while they are in town for the event.

For more information, visit allinbirmingham.com/visitors/cruiseevent.



Detroit Style

PIZZA

• A Doughtown History •

KAREN DYBIS

Baldwin Public Library explores history of Detroit-style pizza

BIRMINGHAM — The Baldwin Public Library will hold a hybrid event with author Karen Dybis about her new book, "Detroit Style Pizza: A Doughtown History," 7-8 p.m. Aug. 14.

The book explores the history of the local delicacy that is Detroit-style pizza. Among Dybis' five local history books are "The Witch of Delray" and "Better Made in Michigan."

Registration is required to receive the Zoom link. To register, visit www.baldwinlib.org.



Cranbrook hosts

BLOOMFIELD HILLS
39221 Woodward Ave.

Families can participate in art. Participants will see museum's galleries through the eyes of a child. For more information, visit cranbrook.org.

Na Bonsai presents Museum's

BLOOMFIELD HILLS
Museum, 39221 Woodward Ave., 39221 Woodward Ave., 39221 Woodward Ave.

Na Bonsai will debut a graphic score series produced by Na Bonsai.

This Poolside Performance is a collaboration between Na Bonsai and the audience members and blankets.

At 5:30 p.m. the museum will host a performance by Na Bonsai. Participants can bring their own items to print on or purchase items for \$5.

Uncontested races for local commission seats

Published on July 28, 2023 | By Lisa Brody

<https://www.downtownpublications.com/single-post/uncontested-races-for-local-commission-seats>

At the candidate filing deadline for the November election at 4 p.m. Tuesday, July 25, for Birmingham City Commission and Bloomfield Hills City Commission candidates, each race will be uncontested, with four candidates filing for four open seats on the Birmingham City Commission, and five candidates filing for five open seats on the Bloomfield Hills City Commission.

For the Baldwin Public Library board, four candidates filed for three open seats.

In Birmingham, incumbent commissioners Clinton Baller, Brad Host and Therese Longe filed to run for second four-year term, and Anthony Long filed to run for a first four-year term. Incumbent commissioner Pierre Boutros, who is completing his second term in office, did not file to run again.

Birmingham city commissioners serve four-year terms. Commissioners meet twice each month, on the second and fourth Monday nights at 7:30 at city hall. Commissioners are paid \$5 per meeting.

As there are four candidates for four open seats, all four candidates will be elected to the positions.

In Bloomfield Hills, current city commissioners, Bradly J. Baxter, Alice I. Buckley, Lauren G. Fisher and Susan McCarthy have refiled to continue serving on the commission, with newcomer David W. Fisher filing to serve on the commission. Longtime commissioner Sarah McClure did not file to continue on the city commission.

There are five open seats on the Bloomfield Hills city commission. Bloomfield Hills city commissioners serve two-year terms. They meet once each month, on the second Tuesday at 7:30 p.m. at city hall. Commissioners are paid \$5 per meeting.

For the Baldwin Library Board, current board president Jennifer Wheeler and trustee Karen Gilbert Rock have filed for another four-year term, as have Wendy Friedman and Curtis Trimble. There are three open seats. The library board is comprised of six elected members who serve a four-year term.

Candidates have until Friday, July 28, at 4 p.m. to withdraw, or their names will be on the November 7 ballot.

MI Library Association launches campaign to counter book bans

Published on August 2, 2023 | By Sarah Cwiek

<https://www.michiganradio.org/news/2023-08-02/mi-library-association-launches-campaign-to-counter-book-bans>



The Michigan Library Association says libraries are under “unprecedented” attack, and there needs to be organized pushback. That’s why the group is launching the [Michigan Right to Read campaign](#).

The campaign encourages people to get involved in efforts to protect libraries from book bans, and provides tools to help them do that. It comes as public libraries in Michigan and across the country are facing an explosion of organized efforts to ban books some people object to, especially ones that deal with themes like racism, sexual orientation, or gender identity.

MLA Executive Director Deborah Mikula said the campaign doesn’t focus on specific controversial books or themes. Instead, she said their big message is that the First Amendment protects what individuals choose to read—and a public library’s right to provide that.

“Every single citizen, every patron that walks through the door of a library has the right to choose the book that matters to them,” Mikula said.

Mikula added that no person or group should get to make “sweeping decisions” on how librarians do their jobs. “It’s really important that we recognize that [librarians] have significant education and training to do this work, and it qualifies them to be able to develop these collections that meet the broad and varied interests around them,” she said.

The MLA also [released a poll](#) that Mikula said shows how much the groups behind censorship efforts are a “vocal minority.” The group commissioned the polling firm EPIC-MRA to survey more than 800 Michigan residents across the state about book bans and other issues related to libraries. Among other things, it found that 83% would support legislation that protects an individual’s “right to read,” and 75% believe there’s a need to protect access to books, especially for “young people learning about different perspectives.”

Mikula said Michigan has so far been spared state-level legislation targeting library content, but there have been scattered localized campaigns to censor library materials. The Ferndale Public Library was [recently targeted](#) by members of the “Hide the Pride” campaign, a right-wing Catholic effort to remove LGBTQ-themed books from libraries. And the public library in West Michigan’s Jamestown Township faced the prospect of shutting down after voters [shot down two attempts](#) to renew its millage, as librarians there refused to pull LGBTQ-themed content from the shelves.

“Censorship is nothing new. However, the volume of attempted censorship efforts and extremist rhetoric we are witnessing across our nation, and here in Michigan, is unprecedented,” the MLA says in commentary on the Right to Read website. “We are living in a tumultuous time and we believe the proponents of removing books from library shelves are trying to further divide our country by turning our political disagreements into a culture war.

“While every individual has a right to challenge a book, we are seeing a coordinated and orchestrated attempt by conservative organizations and well-funded groups to remove books about racism, sexuality, gender, and history. Even the threat of censorship creates an environment of fear that leads to restrictions on access to information.”

Illinois book ban law opens conversation for Michigan legislation

Published on August 7, 2023 | By Mallory Burt

<https://lanthorn.com/98872/news/illinois-book-ban-law-opens-conversation-for-michigan-legislation/>



On June 13, Illinois became the first state in the U.S. initiate a law to prevent book censorship. According to the [Illinois General Assembly](#) the law “protects the freedoms of libraries to acquire materials without external limitation.”

This landmark legislation has picked up steam in Michigan, stirring the possibilities of similar legislation coming into effect in other blue states.

Ella Vance, a current pre-law major at Grand Valley State University said the Illinois law has created expectations for other states to pay attention to.

“Because the ban is officially a law, it sets a precedent for other states, specifically for Michigan,” Vance said.

Under the new law (House Bill 2789) all public libraries in Illinois must adopt policies stating they will not ban or restrict books based on any kind of disapproval.

In Michigan, most public libraries follow the guidelines set by the American Library Association (ALA). The ALA already holds policies protecting discrimination of content and ensures that “materials should not be excluded because of the origin, background, or views of those contributing to their creation.” However, without solid legal implications many public libraries and schools have made allowances for censorship that could be deemed both against the library guidelines and potentially unconstitutional.

Recent ALA data revealed [1,269](#) demands were made to censor library books in 2022, many of them books authored or centered around LGBTQ community and people of color.

Arts and Humanities Liaison at GVSU Amber Dirkling said she supports Illinois’ legislation in addition to the policies of ALA.

“(It) makes it easier to defend against book bans and challenges that are akin to targeted harassment campaigns,” Dirkling said.

There are mixed responses as to what will happen in the Grand Rapids area should a similar ban take place. Bob Wood, a former teacher in West Michigan and current Ukrainian Catholic University professor believes legislation against book bans in Michigan would return power to facilitators of education.

“It would go to court, you would have different school districts or communities (that) would sue, however if it held up it would leave (literary selection) in the hands of educators, where it belongs,” Wood said.

Cara Cadena, a staff member at the GVSU library, believes legislation on book censorship in Michigan would not change much at GVSU specifically.

“Academic libraries have not been scrutinized to the same degree as our public and school libraries have,” Cadena said. “Academic freedom is something GVSU and our peer institutions take very seriously.”

Wood said he feels like the current political landscape has invaded educational faculties and has drawn focus away from the work of educational institutions.

“Groups from the left and groups from the right are using libraries as a place to fight their battles,” Wood said. “Meanwhile, you want [kids] to read, and you want them to reach past what they know. It’s almost like the parents are screaming and the kids are just walking around, getting what they want and what they need.”

Even though the internet allows widespread access to content that skirts the edge of banned books and library censorship, Dirkling says open access to literature in libraries is a fundamental part of society.

“They’re a core part of our civic society, our Democracy,” Dirkling said. “We all deserve libraries that protect our rights to access information, to learn about ourselves and those who are different from us.”

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting

Delos Board Room

Monday, August 21, 2023

Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda. The maximum time for individual speakers should not exceed three minutes.

II. Consent Agenda

All items on the consent agenda are considered routine and will be enacted by one motion and approved by a roll call vote. There will be no discussion of these items unless a board member or a citizen so requests, in which case the item will be removed from the general order of business and considered as the last item under new business.

- | | |
|---|--------|
| A. Approval of the July 17, 2023 minutes | p. 102 |
| B. Acceptance of the July 2023 receipts of \$1,387.55 | p. 109 |
| C. Approval of the July 2023 disbursements of \$10,695.76 | p. 110 |

III. New and Miscellaneous Business

- A. Transfer of money from Endowment funds for current expenditure

Suggested motion: To sell off all shares of the Touchstone Dividend Equity Y fund, valued at approximately \$52,679, and use the profits to purchase BNY Mellon Dynamic Value I fund.

IV. Adjournment

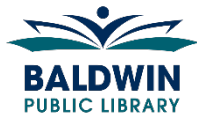
The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, September 18, 2023.

Motion: To adjourn the August 21, 2023 Trust Meeting.

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

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta session pública deben ponerse en contacto con la oficina del escribano de la biblioteca en el número (248) 647-1700 o al (248) 644-5115 (para las

personas con incapacidad auditiva) por lo menos un 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
July 17, 2023**

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 8:49 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, and Robert Stratton, Office Administrator.

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

1st Pisano

2nd Suhay

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: Pisano shared a brief update on market trends and noted that Raymond James representative Jim Cummins would be attending the August Finance Committee meeting to discuss the Trust's portfolio.

4. Adjournment:

Motion: To adjourn the meeting.

1st Suhay

2nd Rumble

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:56 p.m. The next Trust Meeting will be on Monday, August 21, 2023, following the regular meeting in the Delos Board Room.

Danielle Rumble, Secretary

Date

DRAFT

Baldwin Public Library Trust: July 2023

July receipts totaled \$1,387.55. July disbursements totaled \$10,695.76.

The current value of the Trust is \$2,153,255.45, divided up in the following way:

	June 2023 - EOY	July 2023
Total endowment investments*	\$ 1,062,322.97	\$ 1,090,092.17
Endowment funds distributed for use	\$ 202,855.49	\$ 201,714.74
Total endowment funds	\$ 1,265,178.46	\$ 1,291,806.91
General spendable funds	\$ 382,420.94	\$ 391,140.40
Van Dragt fund	\$ 63,450.66	\$ 63,450.66
Building fund	\$ 334,358.33	\$ 342,162.31
Restricted funds**	\$ 49,360.61	\$ 39,971.63
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	\$ 854,314.08	\$ 861,448.54
Total endowment funds	\$ 1,265,178.46	\$ 1,291,806.91
Total non-endowment funds	\$ 854,314.08	\$ 861,448.54
Total of all Trust funds	\$ 2,119,492.54	\$ 2,153,255.45

* The principal of the endowment funds is \$810,089.96

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

As of July 31, 2023, the amount of money in the Trust that is undesignated stands at \$877,297.04

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	19.52%	-19.44%
U.S. Aggregate-Bond Benchmark	1.89%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	15.11%	-17.69%
Baldwin Endowment Funds' Portfolio	9.05%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-6.06%	-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 July 31, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,103,923.88
Raymond James Building Mutual Funds Account	\$668,806.64
Huntington Bank Checking Account	\$3,722.69
Huntington Bank Money Market Account	<u>\$376,802.24</u>
Total	\$ 2,153,255.45

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.

Investment and Cash Report									
	Prior Month	Current	Year to Date	Current	Year to Date	Transfer	Transfer	Change in	Ending
	Balance	Month	Revenue	Month	Expenses	In	Out	Investment	Balance
	06/30/23	Revenue		Expenses				Value	07/31/23
Huntington Bank Checking:									
Endowment Money									
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$1,188.75	\$1,188.75	\$1,188.75			\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Restricted Funds	\$3,722.45	\$0.24	\$0.24	\$9,489.22	\$9,489.22	\$9,489.22			\$3,722.69
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,722.45								\$3,722.69
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$7.79	\$7.79	\$7.79			\$0.00
TOTAL	\$3,722.45	\$0.24	\$0.24	\$10,685.76	\$10,685.76	\$10,685.76	\$0.00		\$3,722.69
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$204,361.38	\$48.00	\$48.00	\$0.00		\$0.00	(\$1,188.75)		\$203,220.63
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$63,450.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$63,450.66
Restricted Funds	\$52,507.38	\$100.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$9,489.22)		\$43,118.16
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,000.00
General Spendable Funds	\$63,274.84	\$1,239.31	\$1,239.31	\$10.00	\$10.00	\$0.00	(\$7.79)		\$64,496.36
TOTAL	\$386,110.69	\$1,387.31	\$1,387.31	\$10.00	\$10.00	\$0.00	(\$10,685.76)		\$376,802.24
Raymond James & Associates:									
Endowment Fund Investments	\$1,059,377.37	\$0.00	\$0.00			\$0.00	\$0.00	\$29,121.71	\$1,088,499.08
Endowment Cash	\$16,777.60	\$0.00	\$0.00			\$0.00	\$0.00	(\$1,352.80)	\$15,424.80
Sub-total Endowment Funds	\$1,076,154.97	\$0.00	\$0.00			\$0.00	\$0.00	\$27,768.91	\$1,103,923.88
General Spendable Funds Cash	\$1,377.81	\$0.00	\$0.00			\$0.00	\$0.00	\$0.29	\$1,378.10
General Spendable Mutual Funds	\$317,768.87	\$0.00	\$0.00			\$0.00	\$0.00	\$7,497.94	\$325,266.81
General Spendable Building Mutual Funds	\$334,357.75	\$0.00	\$0.00			\$0.00	\$0.00	\$7,803.98	\$342,161.73
Sub-total General Spendable Funds	\$653,504.43	\$0.00	\$0.00			\$0.00	\$0.00	\$15,302.21	\$668,806.64
TOTAL	\$1,729,659.40	\$0.00	\$0.00			\$0.00	\$0.00	\$43,071.12	\$1,772,730.52
Total All Funds	\$2,119,492.54	\$1,387.55	\$1,387.55	\$10,695.76	\$10,695.76	\$10,685.76	(\$10,685.76)	\$43,071.12	\$2,153,255.45

JULY 31, 2023

[illegible]

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JULY 31, 2023**

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 07/31/23
Gift & Tribute Funds	Purpose	06/30/23								
General Spendable Funds										
		\$382,420.94	\$1,239.31	\$1,239.31	\$17.79	\$17.79			\$7,497.94	\$391,140.40
Restricted Funds:										
Building Fund		\$334,358.33	\$0.00	\$0.00	\$0.00	\$0.00			\$7,803.98	\$342,162.31
Van Dragt Fund		\$63,450.66	\$0.00	\$0.00	\$0.00	\$0.00				\$63,450.66
Memorials/Tributes		\$9,380.97	\$100.24	\$100.24	\$0.00	\$0.00				\$9,481.21
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$2,000.00	\$0.00	\$0.00	\$1,065.33	\$1,065.33				\$934.67
Friends										
	Adult Services Programs	\$11,636.66	\$0.00	\$0.00	\$634.36	\$634.36				\$11,002.30
	Young Adult Programs	\$3,169.03	\$0.00	\$0.00	\$720.22	\$720.22				\$2,448.81
	Youth Services Programs	\$6,225.11	\$0.00	\$0.00	\$965.93	\$965.93				\$5,259.18
	Idea Lab Program Supplies	\$6,749.48	\$0.00	\$0.00	\$6,054.42	\$6,054.42				\$695.06
	Outreach & Equipment	\$9,682.93	\$0.00	\$0.00	\$48.96	\$48.96				\$9,633.97
	Sub-total Restricted	\$447,169.60	\$100.24	\$100.24	\$9,489.22	\$9,489.22	\$0.00	\$0.00	\$7,803.98	\$445,584.60
Rotary Room Fund										
	Naming Rights-Principal	\$7,832.00	\$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	\$1,505.89
Ileane Thal Reference Desk										
		\$6,000.00	\$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	\$9,385.65
Total Gift and Tribute Funds										
		\$854,314.08	\$1,339.55	\$1,339.55	\$9,507.01	\$9,507.01	\$0.00	\$0.00	\$15,301.92	\$861,448.54
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$76,905.33	\$48.00	\$48.00	\$166.37	\$166.37				\$76,786.96
	Adult Large Print	\$2,692.16	\$0.00	\$0.00	\$0.00	\$0.00				\$2,692.16
	Adult Services Department	\$31,179.14	\$0.00	\$0.00	\$0.00	\$0.00				\$31,179.14
	Adult Audio Visual	\$705.51	\$0.00	\$0.00	\$0.00	\$0.00				\$705.51
	Adult Reference	\$33,902.41	\$0.00	\$0.00	\$0.00	\$0.00				\$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	\$0.00				\$3,801.47
	Youth Services Department	\$9,244.87	\$0.00	\$0.00	\$950.00	\$950.00				\$8,294.87
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$17,424.97	\$0.00	\$0.00	\$0.00	\$0.00				\$17,424.97
	Staff Appreciation	\$2,690.11	\$0.00	\$0.00	\$72.38	\$72.38				\$2,617.73
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$202,855.49	\$48.00	\$48.00	\$1,188.75	\$1,188.75	\$0.00	\$0.00	\$0.00	\$201,714.74
Total Endowment Investments										
	All Funds	\$1,062,322.97	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$27,769.20	\$1,090,092.17
Total Endowment Funds										
		\$1,265,178.46	\$48.00	\$48.00	\$1,188.75	\$1,188.75	\$0.00	\$0.00	\$27,769.20	\$1,291,806.91
Total All Trust Funds										
		\$2,119,492.54	\$1,387.55	\$1,387.55	\$10,695.76	\$10,695.76	\$0.00	\$0.00	\$43,071.12	\$2,153,255.45

TRUST RECEIPTS
June-23

Trust Money Mkt General Funds:

Lulu M. and Elizabeth Hollow in Memory of Delores Lowe	\$	100.00	
Money Market Interest Income	\$	1,139.31	\$ 1,239.31

Friends of BPL:

- Adult Programs			
- Teen Programs			
- Youth Programs			
- Idea Lab Program Supplies			
- Outreach and Equipment			
		\$	-

Memorial/Book Fund:

J and D Pisano in memory of Elaine Henderson	\$	100.00	
Checking Account Interest	\$	0.24	\$ 100.24

Trust Money Mkt Endowment Fund:

Misc Deposit to reimburse for shirts purchased by employees	\$	48.00	\$ 48.00
---	----	-------	----------

Total Receipts at Huntington Bank

	\$	1,387.55	\$ 1,387.55
--	----	----------	-------------

Raymond James

		\$0.00	
--	--	--------	--

Total Trust Receipts (Before Bank Fees)

	<u>\$1,387.55</u>	<u>\$1,387.55</u>	
--	-------------------	-------------------	--

Monthly Banking Fee on Money Market Account

	\$ (10.00)	\$ (10.00)	
--	------------	------------	--

Total Trust Receipts (Net)

	<u>\$1,377.55</u>	<u>\$1,377.55</u>	
--	-------------------	-------------------	--

07/28/2023 10:37 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 07/01/2023 - 07/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
07/21/2023	LIBRY	5976	MISC	ANDREW KERCHER	250.00
07/21/2023	LIBRY	5977	004604	GORDON FOOD	37.75
07/21/2023	LIBRY	5978	001090	INGRAM LIBRARY SERVICES	139.00
07/21/2023	LIBRY	5979	MISC	KAREN JENNIFER DYBIS	250.00
07/21/2023	LIBRY	5980	MISC	RENATA NICHOLE BYRNES-WACHNER	200.00
07/28/2023	LIBRY	5981	009315	FIRST NATIONAL BANK OF OMAHA	9,572.59
07/28/2023	LIBRY	5982	009315	VOID	0.00 V
07/28/2023	LIBRY	5983	009030	SYNTHA GREEN	72.38
07/28/2023	LIBRY	5984	009478	ODP BUSINESS SOLUTIONS, LLC	164.04

LIBRY TOTALS:

Total of 9 Checks:	10,685.76
Less 1 Void Checks:	0.00
Total of 8 Disbursements:	10,685.76