

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

SEPTEMBER 18, 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, September 18, 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 August 21, 2023 Board Meeting Minutes p. 7
- B. Approval of August 2023 vendor payments in the amount of \$298,581.75, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$535,411.75. p. 16

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Karen Rock) p. 30
- D. Upcoming events of interest (Jaclyn Miller) p. 78

IV. Board Committee Reports	
A. Finance – Danielle Rumble	p. 14
B. Building – Jim Suhay	p. 18
V. Library Report – Rebekah Craft and Jaclyn Miller	p. 19
VI. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 32
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 pages 75-76 of the September 2023 Board Packet.	
IX. Unfinished Business	
X. Items removed from the Consent Agenda	
XI. Information Only	
A. Upcoming events of interest	p. 77
B. Downtown Publications article “Read in the Park offered by Baldwin Library”	p. 81
XII. Adjournment	
The next regular meeting of the Library Board will be on Monday, October 16, 2023 at 7:30 p.m.	
Motion: <i>To adjourn the September 18, 2023 Board Meeting.</i>	

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

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



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

Call to Order and Roll Call:

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

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

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: None.

Members of the public present: Two (one via Zoom; one in person).

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 Suhay

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 the community and staff members who participated in the Summer Reading program.

Board comments: Rock commended the Friends of the Library for their recent record donation to the library. She also noted that she will be staying in Chicago during the month of September for the birth of her first grandchild, but will be briefly returning home to attend the September 18 Board meeting.

Staff Anniversaries: Rock recognized the following staff anniversary: Sarah Dalmer (1 year of service), Paul Gillin (10 years), Mick Howey (6 years), Tony Lowe (18 years), Kathleen McBroom (6 years), Terry Meyer (11 years), Daniel Patton (6 years), and Kristen Tait (22 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 82-83 of the August Board packet. The library will be closed September 2-4 for Labor Day weekend and September 22 for staff development day. Story Times begin again on September 5.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on August 14. Present were Pisano, Rumple, Craft, Miller, and Jim Cummins from Raymond James. Full minutes from this meeting are on pages 14-15 of the August Board packet. The next meeting of the Finance Committee will take place on Monday, September 11, 2023, at 4:00 p.m. in the Delos Board Room.

Building Committee:

Suhay reported that the Building Committee met on August 16. Present were Mark, Suhay, Craft, and Miller. Full minutes from this meeting are on page 20 of the August Board packet.

Wheeler confirmed that she would also attend the informational meeting about The Community House proposed renovations on September 11.

The next meeting of the Building Committee will take place on Wednesday, September 13, at 4:00 p.m. in the Jeanne Lloyd Room.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of this report are on pages 21-30 of the August Board packet.

Craft noted Downloadable Content was much higher from last year. She attributed this to a partnership with the MetroNet consortium's OverDrive Reciprocal Lending Agreement and also trialing cost-per-circulation titles, which enable wider access to in-demand materials.

City of Birmingham staff will further investigate a possible sewer line blockage to help determine the cause of water damage in the Youth Room on August 11.

Mark showed a New York Times article from August 20 about collectable, special edition hip-hop library cards at NYPL. The Board briefly discussed possibilities in creating themed BPL cards in the future. Titus Smith recommended partnering with local athletes and Detroit-area team mascots.

6. Liaisons

Friends: Ryndee Carney thanked staff for assisting with the pop-up sale on August 13. The sale brought in around \$900. The Friends plan to hold a pop-up sale on September 9. The Friends will hold their next board meeting on September 12.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

7. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update. Full details of this report are found on pages 33-41 of the August Board packet. The central gallery is on track to open in early October. The front entrance ramp will need to be cut out, rather than dug out. Suhay noted ceilings will be lowered to 7' to conceal an HVAC protrusion. He wondered if the ceilings could be kept at 8' and the protrusion "bumped out." Craft replied that ceilings on the east side study rooms will have to be lower because of HVAC units in the ceiling. Craft stated that it would look more elegant if the interior of the study room ceilings are the same height throughout rather than having drywall formed around the differing duct heights; this was the recommendation of the architect.

8. New & Miscellaneous Business:

2024 Calendar:

Annually, a holiday calendar for the following year is proposed to the Library Board. The proposed 2024 holiday calendar can be found on page 75-76 of the August Board packet.

Motion to approve the 2024 Library calendar as found on page 75 of the August 2023 Board Packet, changing the February Board meeting date to Monday, February 26, rather than Wednesday, February 21.

1st Mark

2nd Rock

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Fundraising:

A memorandum pertaining to beginning fundraising efforts can be found on pages 77-78 of the August Board packet. Craft noted her local library sends annual end-of-year appeals for fundraising. BPL appealed for donations for Phase 2 Youth Room renovations, and hosted the Books & Bites fundraiser event in six different years to raise money. Prior to the COVID-19 pandemic, a Books & Bites fundraiser for 2020 was in early planning.

The Board decided to form an ad hoc committee to discuss this matter in detail.

Motion to have two Library Board trustees and one individual from the Friends of the Library on an ad hoc committee for fundraising, and tasked the committee to find [a member of] the community that would like to participate.

1st Pisano

2nd Rock

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

9. Unfinished Business: None.

10. Items Removed from Consent Agenda: None.

11. Information Only: See pages 81-97 of the August 2023 Board packet.

12. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Mark

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:55 p.m. The next regular meeting is scheduled for Monday, September 18, 2023, at 7:30 p.m. in the Delos Board Room.

Danielle Rumble, Secretary

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	30.25
	009126	AMAZON CAPITAL SERVICES INC	2,853.57
	009535	BIRMINGHAM PAPERS	624.00
	000902	CENGAGE LEARNING INC	30.39
	001063	EASTMAN FIRE PROTECTION INC	209.54
	001090	INGRAM LIBRARY SERVICES	8,150.22
	008827	KANOPY, INC	399.50
	004904	KONICA MINOLTA BUSINESS SOLUTIONS	1,819.00
	007927	MICHELLE HOLLO	533.75
	002013	MIDWEST TAPE	10,485.33
	006785	OVERDRIVE, INC.	17,387.93
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	009612	PLAYAWAY PRODUCTS LLC	889.35
	MISC	SENTRY AIR SYSTEMS INC	491.55
	007408	T-MOBILE	649.57
293637	006638	ACTION MAT & TOWEL RENTAL, INC	20.00
293644	009202	AQUARIUM DESIGN INC	240.00
293667	009024	THE D.M. BURR GROUP	4,819.00
293668	000575	DEMCO, INC	275.32
293684	MISC	ELLEN DONNELLY	4.79
293688	000249	GUARDIAN ALARM	263.58
293698	001090	INGRAM LIBRARY SERVICES	1,852.87
293704	004904	KONICA MINOLTA BUSINESS SOLUTIONS	4,046.50
293705	004904	KONICA MINOLTA BUSINESS SOLUTIONS	425.00
293708	MISC	LINDSEY DANIELS	9.89
293716	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
293729	000678	OCLC, INC.	7,889.14
293730	009478	ODP BUSINESS SOLUTIONS, LLC	145.51
293733	009698	PCI INDUSTRIES, INC	193,671.98
293745	007098	SHAW SYSTEMS & INTEGRATION	308.00
293749	MISC	STEPHANIE LOUPEE	68.20
293796	004493	ELITE IMAGING SYSTEMS, INC	926.12
293798	000585	FARMINGTON COMM. LIBRARY	988.68
293804	006666	GRID 4 COMMUNICATIONS INC.	227.27
293806	MISC	HENNES COMMUNICATIONS, LLC.	500.00
293854	007907	SP+ CORPORATION	4,152.00
293870	009026	WELLS FARGO VENDOR FIN SERV	785.95
293886	003904	CAPITAL ONE BANK	4,649.51
293888	000902	CENGAGE LEARNING INC	88.77
293894	000575	DEMCO, INC	94.40
293895	000179	DTE ENERGY	8,534.61
293941	009612	PLAYAWAY PRODUCTS LLC	159.90
293963	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
293973	005717	BSB COMMUNICATIONS, INC.	87.50
293987	008164	GARY EISELE	72.71
293998	000249	GUARDIAN ALARM	98.00
294008	001090	INGRAM LIBRARY SERVICES	5,979.38
294016	MISC	LAUREN PAUL	17.99

Register of Claims

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Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
294030	009478	ODP BUSINESS SOLUTIONS, LLC	374.24
294051	000158	VERIZON WIRELESS	103.19
8851	003527	LOWER HURON SUPPLY CO INC	539.62
8872	000517	BEIER HOWLETT P.C.	49.50
8877	000605	CINTAS CORPORATION	245.43
8909	008336	NBS COMMERCIAL INTERIORS	792.00
8918	002675	RESERVE ACCOUNT	5,000.00
8947	002013	MIDWEST TAPE	1,150.05
8996	003527	LOWER HURON SUPPLY CO INC	395.43
8997	002013	MIDWEST TAPE	1,456.52

Total: 298,581.75

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

September 2023 Finance Committee Meeting

The Baldwin Public Library Board's Finance Committee met on Monday, September 11, 2023 at 4:00 p.m. in the Delos Board Room. Present were Frank Pisano, Danielle Rumble, Rebekah Craft, and Jaclyn Miller.

- Public comment – None
- FY2022-23 budget updates
 - We will be adding around \$260,000 more to the fund balance than anticipated.
- FY 2023-24 budget update after one month
 - Largest disbursement is to PCI Dailey for Phase 3 work.
 - Quarterly contract community payments are coming in.
- Jaclyn discussed August Trust expenditures with Friends of the Library funds
 - Funds were used for programs, supplies, book clubs, Idea Lab equipment
 - FOBPL generated a little over \$950 in August at Grand Hall sale shelf
- Pisano: Meetings attended:
 - Pisano reported that the City's Investment Committee recommended taking 10% of the Defined Benefit retirement fund and redirecting it away from alternative investments and into a laddered treasury portfolio. They also eliminated exposure of their international investments at this time.
- Items not on agenda - none
- The next Finance Committee meeting will be held on Monday, October 9, at 4:00 p.m. in the Delos Board Room.

Adjustments to June 30, 2023 Financials
Since July Board Presentation
09/08/23

<u>Item Description</u>	<u>Prior YTD</u>	<u>New YTD</u>	<u>Difference</u>
Property Taxes	\$ 3,869,880.00	\$ 3,872,162.09	\$ 2,282.09
Provision for Tax Loss	\$ (2,085.69)	\$ (12,326.26)	\$ (10,240.57)
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	\$ 38,246.39	\$ 39.70
Investment Income (net of fees)	\$ 66,150.42	\$ 53,243.48	\$ (12,906.94)
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 InvestmentReconciliation		\$ -	\$ -
Patron Use Revenue		\$ -	\$ -
May Bank Rec (credit card fees)		\$ -	\$ -
Accrual of Bloomfield Contract for 1/2 Period		\$ -	\$ -
			<u>\$ (28,931.93)</u>
 Fund Balance	 \$ 2,624,286.19	 \$ 2,595,354.26	 <u>\$ (28,931.93)</u>

FINANCIAL REPORT: August 2023

This report references the Revenue and Expense Report 2023-24, found on the following page. At 16.67% of the way through fiscal year 2023-2024, the Library has spent 12.8% of its budget and received 3.65% of its revenue. By this point of the year, the Library was budgeted to have spent 16.67% of its budget and to have received 16.67% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	193,671.98
Total vendor payments in excess of \$75,000	\$	193,671.98
Balance of vendor payments less than \$75,000	\$	104,909.77
Total vendor payments	\$	298,581.75

City of Birmingham allocations:

Payroll Period Ending 08/05/23	\$	119,031.32
Payroll Period Ending 08/19/23	\$	96,879.22
Employee Health Care Payroll Deduction 08/19/23	\$	(691.06)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	227,090.06

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	\$	236,696.73

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals)	\$	(100.87)
Miscellaneous	\$	234.14
Credit Card Fees		
Total Recon Adjustments	\$	133.27

Total expenses for the month	\$	535,411.75
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
August 2023

	Approved 2023-2024 Budget	Current Month Budget August 2023	Current Month Actual August 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	2nd Month of the year 16.67%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$696,773	\$0	(\$696,773)	0.0%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$2,500)	\$0	\$2,500	0.0%	(\$1,534)	10.2%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$19,393	\$10,476	\$17,833	\$19,393	\$1,560	18.1%	\$0	0.0%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$178,811	\$93,133	\$171,357	\$178,811	\$7,455	17.4%	\$0	0.0%
PATRON USE REVENUE	\$25,650	\$2,138	\$3,833	\$1,696	\$4,275	\$5,685	\$1,410	22.2%	\$4,282	15.9%
INVESTMENT INCOME	\$5,000	\$417	\$0	(\$417)	\$833	\$0	(\$833)	0.0%	\$1,772	5.9%
OTHER REVENUE	\$260,000	\$21,667	\$24	(\$21,643)	\$43,333	\$24	(\$43,309)	0.0%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$202,061	(\$263,891)	\$931,905	\$203,913	(\$727,992)	3.65%	\$3,874,400	77.3%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$227,090	(\$19,758)	\$493,697	\$392,346	(\$101,351)	13.2%	\$355,418	12.5%
SUPPLIES	\$151,150	\$12,596	\$13,475	\$879	\$25,192	\$20,553	(\$4,639)	13.6%	\$30,886	21.6%
CONTRACTED SERVICES	\$303,450	\$25,288	\$28,638	\$3,351	\$50,575	\$48,002.63	(\$2,572)	15.8%	\$151,388	30.3%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$6,273	(\$7,186)	\$26,917	\$100,212	\$73,295	62.1%	\$72,732	52.3%
UTILITIES	\$117,600	\$9,800	\$8,535	(\$1,265)	\$19,600	\$18,660	(\$940)	15.9%	\$21,723	20.7%
OTHER CHARGES	\$93,180	\$7,765	\$5,650	(\$2,115)	\$15,530	\$18,910	\$3,380	20.3%	\$17,700	21.7%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$195,096	(\$83,737)	\$557,667	\$311,400	(\$246,267)	9.3%	\$0	0.0%
COLLECTIONS	\$660,250	\$55,021	\$50,655	(\$4,366)	\$110,042	\$91,605	(\$18,437)	13.9%	\$112,161	17.3%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$535,411.75	(\$114,197)	\$1,299,218	\$1,001,687.91	(\$297,530)	12.8%	\$762,008	16.8%
VARIANCE	(\$2,203,880)	(\$183,657)	(\$333,351)	(\$149,694)	(\$367,313)	(\$797,775)	(\$430,461)	16.7%		
FUND BALANCE-BEGINNING OF YEAR						\$2,595,354.26				
FUND BALANCE-CURRENT						\$1,797,579.47				

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.

September 2023 Building Committee Agenda

The Baldwin Public Library Board's Building Committee met on Wednesday, September 13 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 present
- .Phase 3 updates from OAC meetings
 - Schedule/timeline - Overall the project is on target
 - Budget – We've received a credit of \$3900 for landscaping changes back to the contingency fund; \$83,037 remains in the fund.
 - The temporary ramp has been repaired.
- FFE for Phase 3
 - Furniture for café - MCD will meet with us to select furniture that fits our budget later this fall. Rebekah will coordinate a meeting date for this.
- Library Gardens
 - Native pollinators to be planted this fall in the flower bed around the Michigan Spring Sculpture near Chester and Merrill Streets. Stratton will be ordering plants and setting a planting day in early October
- Bird strike glass deterrent – Paracord and vinyl decal samples have arrived; neither is recommended by the BC for use at this time
- Youth Room water damage
 - Nelson Brothers came to scope the line on September 11. There is a break in the line at the sidewalk before the connection to the City sewer line. City is investigating a solution.
- Anything not on the agenda
 - Suhay notes that the north side arborvitae need a trim.

Next meeting: Monday, October 23 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

August 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q1 Target
Financials					
Revenues	\$ 202,061	\$ 842	\$ 203,913	\$ 4,282	
Expenses	\$ 535,412	\$ 409,936	\$ 1,001,688	\$ 760,244	
Circulation					
Circ (Charges & Renewals)	52,429	40,985	110,183	96,825	117,500
Self-Check Usage	23.4%	11.9%	21.8%	17.6%	
% of Circ by Residents*	91.1%	92.3%	91.6%	92.3%	92.0%
% of Circ by Non-Residents	8.9%	7.7%	8.5%	7.8%	8.0%
Interlibrary Loans					
Items borrowed	750	1,186	1,404	1,871	
Items loaned	869	709	1,661	1,718	
Technology Usage					
Database Sessions	7,893	4,507	17,935	8,042	8,750
Downloadable Content	13,756	13,037	27,738	26,284	37,500
Public Computer Usage	611	312	1,197	792	
Wireless Sessions	6,023	4,052	12,181	8,441	13,500
Program Attendance					
Program Attendance for Adults	172	110	376	294	
# of Programs for Adults	11	10	21	22	
Program Attendance for Teens	114	61	231	161	
# of Programs for Teens	6	3	11	10	
Program Attendance for Youth	1,067	945	3,696	2,887	
# of Programs for Youth	26	20	72	60	
Computer Classes	41	22	85	53	
# of Computer Programs	7	4	12	10	
Online Video Views	37	49	37	99	
Idea Lab Visits	127	180	223	398	
Total Program Attendance	1,558	1,367	4,648	3,892	6,500
Total # of Programs	50	37	116	102	350
Outreach Attendance	433	265	791	330	
# of Outreach Programs	4	3	6	8	
Visitors	19,589	11,239	35,769	29,602	40,000
Volunteer Hours	160	56	311	217	300
Social Media New Users					
Website Hits/Pageviews	20,627	26,032	40,920	49,325	260,000
e-Newsletter Subscribers**	-18	-22	10,998	11252	11000
Facebook Page Followers	20	87	3,336	2820	2800
TikTok Followers^	71	0	779	0	
Instagram Followers	33	44	2,237	2047	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

Summer Reading Final Reports

Youth Summer Reading Summary 2023

Community	Participants
Birmingham	302
Beverly Hills	152
Bloomfield Hills	41
Bingham Farms	2
Bloomfield Township	61
Franklin	11
Royal Oak	14
Southfield	31
Troy	34
West Bloomfield	11
Other	21

From June to August 2023, BPL's Youth Services department hosted a successful Summer Reading Program for children from birth through those entering 6th grade with a total of 680 registered readers. This summer's theme was "All Together Now". The majority of participants resided within Baldwin's four communities, but residents from other communities participated as well. The breakdown of participants by community is shown in the table to the left.

Youth Services staff visited every elementary school in the Birmingham Public School District for Summer Reading outreach visits. At each visit, students and teachers heard about our Summer Reading events as well as the Summer Reading Challenge.

This year, participants earned one point for every hour they read and for every activity they completed. They earned a free book at ten points and a second free book at twenty points. For every five points, participants earned five tickets to put into the Grand Prize drawing. We had 5 winners and prizes included an Owl Crate subscription, Crafty Basket, Science Basket, and more! We had 146 children finish the program this year and we gave away 377 prize books, numbers which are very similar to 2022. The books and grand prizes are sponsored by the Friends of the Baldwin Public Library. Participants read for 214,943 minutes this summer. That's almost 150 days of reading in eight weeks, and more than the 207,570 minutes and 144 days of reading read in 2022!

BPL Youth Librarians continued to offer programs in a variety of mediums for all ages over the summer. We hosted 134 programs for youth with attendance totaling 6,799 which is an

increase in both number of programs and attendance from last summer. Programs included book clubs, Books Unboxed, outdoor story times at Barnum Park, take home craft kits, Ruff Readers, STEAM Fair, DIY Air Dry Clay Fairy Houses, Owl Diaries, and a Silent Library competition.

We want to thank The Friends of the Baldwin Public Library for their support of Youth Summer Reading. Thank you Friends!

Teen Summer Reading 2023 Summary Report

Elisabeth Phou visited Seaholm High School, Groves High School, Berkshire Middle School, and Birmingham Covington School, and sent a video to Derby Middle School and International Academy to promote the program before the end of the school year. We had a successful outdoor in-person kick-off event at the Library on the last day of school. It was our first year hiring an ice cream truck, and it brought a lot of people to the library. Two teens volunteered to sign people up and run the prize wheel table. Our programs throughout the summer were all in-person and well received.

Community	Participants
Birmingham	57
Beverly Hills	57
Bloomfield Hills	11
Bingham Farms	1
Southfield	16
Troy	16
West Bloomfield	2
Franklin	6
Bloomfield Township	16
Royal Oak	5
Other	3

A total of 190 teens registered for this year's program on Beanstack. The majority of participants resided within Baldwin's four communities, but residents from other communities participated as well. The breakdown of participants by community is shown in the table above.

The top 5 most logged books were:

- Insurgent by Veronica Roth
- A Good Girl's Guide to Murder by Holly Jackson
- The Summer of Broken Rules by K.L. Walther
- I Kissed Shara Wheeler by Casey McQuiston
- Fangirl by Rainbow Rowell



Summer programs included a “Friends” trivia program for adults and teens, a potluck where everyone had to make a TikTok recipe, bracelet-making using a wood disc engraved in the Idea Lab, Dungeons & Dragons, an escape room with Escape Room Novi, and a card making program where all ages were invited to make cards for hospitalized kids. We continued to do our monthly book club, Pizza and Pages, and subscription book service, Books Unboxed. We finished our summer programs with an after-hours party where we played laser tag, took pictures in a photo booth, played video games, and ate pizza, cake, and ice cream.

Everyone who registered received a free young adult book of their choice. Of the 190 registered teens, 48 completed the entire challenge, both

up from last year. A total of 843 badges were earned, 128 book reviews were written, and 2,040 hours of reading were logged.

The challenge was completed by earning 25 points. The Library purchased gift cards to Dairy Deluxe, Beyond Juice, Starbucks, Eli Tea, Target, and Brooklyn Pizza to give away as prizes to those who reached 25 points. At the end of the summer, we did a grand prize drawing and chose three big winners.

The prizes were a gift card to Books-A-Million, Sony wireless earbuds, and a Fujifilm instant camera. Each prize was worth \$100.

As always, huge thanks goes to the Friends of the Library who supported Teen Summer Reading through programs, supplies, prizes, and giveaway books.



Adult Summer Reading 2023 Summary Report

BPL's Adult Services department jumped into summer with an enthusiastic kickoff of the 2023 Summer Reading Program. This summer had a number of very successful events. By far, our most successful connection with the public has been the Books Unshelved program with 137 boxes going out from June through August. As always, BPL staff continued to develop and deliver a creative and engaging Adult Summer Reading program and saw adult participation reach levels

comparable to the past five years. Some of our most successful programs were Behind the Straits of Mackinac, with 57 attendees, and Detroit Style Pizza: A history, with 35 attendees. Our monthly Thursday evening history programs continue to be well received, with our genealogy programs hosted by professional genealogist and Baldwin librarian Robbie Terman. In June alone there were 20 participants interested in a greater breadth of knowledge for tips and techniques in their genealogical research. Our relationship with the Oakland Literacy Council informational sessions brought out 10 potential volunteers. We also had a great deal of success with our technology classes this summer. Our technology instructor hosted 17 instructional sessions with the most popular being Canva with 18 attendees and Selling Online with 16. This summer 173 adults participated in the Adult Summer Reading Program, an increase of more than 35% from last year.

Community	Participants
Birmingham	84
Beverly Hills	35
Bloomfield Hills	9
Bingham Farms	0
Troy	13
West Bloomfield	4
Bloomfield Township	6
Royal Oak	8
Other	15

The majority of participants resided in our service area, but we also saw participants from other communities like Troy, Bloomfield Township, Southfield, Royal Oak, and West Bloomfield.

Of the 173 participants, which was up from 2022, 21 completed the full challenge. Readers collectively logged 578 books. The adult participants also wrote 155 book reviews (a 9% increase from last year). Some reviews were short and sweet, others were more in-depth and contemplative. 521 badges were earned and 274 activities were completed.

The top 5 most popular titles were:

- *Remarkably Bright Creatures* by Shelby Van Pelt
- *Remarkable Creatures* by Tracy Chevalier
- *Lady Tan's Circle of Women* by Lisa See
- *It Ends with Us* by Colleen Hoover
- *Violeta* by Isabel Allende

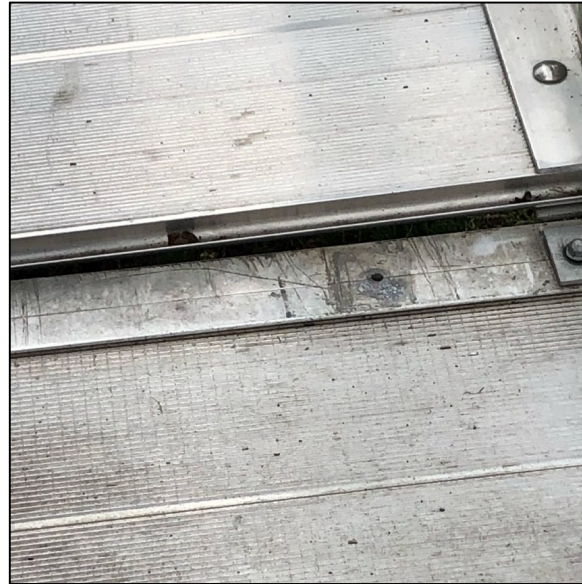
In order to show support to the local economy, the Library purchased Birmingham Bucks gift cards as grand prizes. The winners were excited to receive their prizes in August. Thank you to the Friends of the Library who supported Adult Summer Reading through programs, supplies, prizes, and book club books.

Facility

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

Access Ramp

On Sunday, September 10 just before closing, staff discovered that the temporary ramp being used at the Terrace Door during Phase 3 had split at a seam, making the building inaccessible. Credit to the Sunday Library crew for their quick mobilization to Curbside and Remote service for the day. PCI Dailey repaired the ramp Monday morning, delaying the building opening for just a few extra minutes.



Additionally, lighting above the ramp was improved, as the sunsets are getting earlier each day, which should help guide in and out of the temporary main entrance through fall and winter.



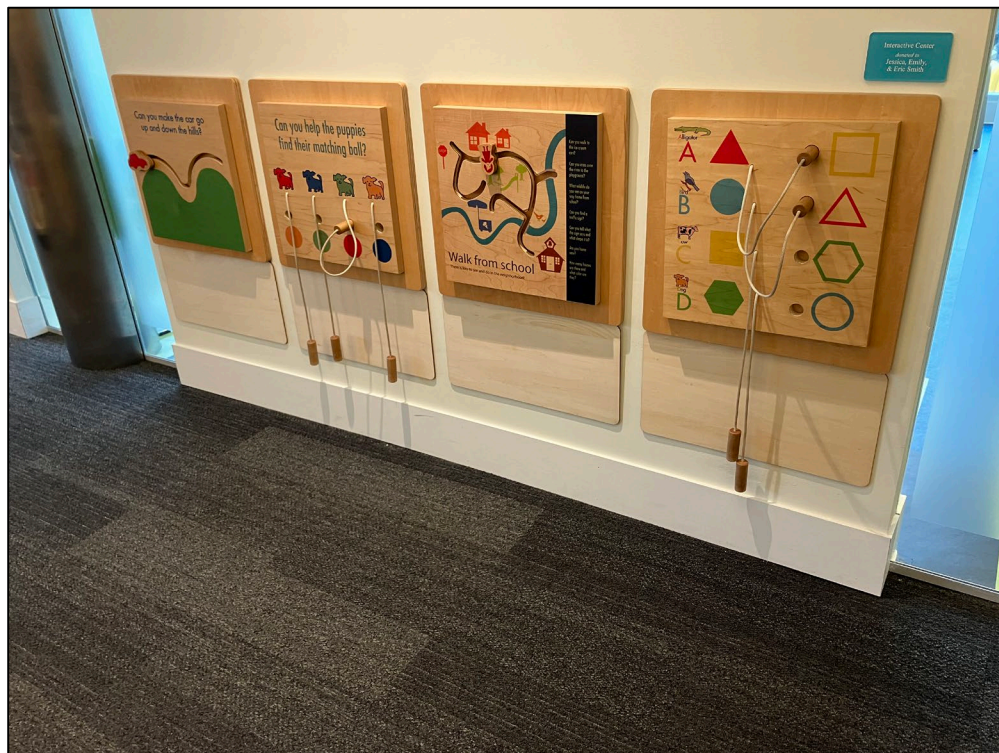
Drop Box Returns

The absence of the sorter necessitated by Phase 3 construction was noteworthy when the curbside drop boxes were filled past capacity on Tuesday, September 5. Credit to our Access Services department for checking in over 600 items in around 2 hours!



Youth Play Area

It was discovered that the enthusiastic use of the wall mounted play area was resulting in the inadvertent destruction of the drywall underneath the toys themselves. Jeff was able to cut some excess Idea Lab material into protective panels to cover the walls and prevent further damage or potential holes through the drywall.



Youth Room Water Damage, cont.

John Galik, Head of Maintenance at the City of Birmingham, worked with Nelson Brothers Plumbing to once again scope the drain line underneath the Youth Services addition after we sustained some water damage on August 12. A blockage was identified and the City continues to work on a solution to clear 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. The WOKE (Working On Knowing Everyone) book club met on September 13 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 August 27.

Susan shared 200 crafts with visitors to the booth. Jaclyn Miller brought the Book Bike to the



Market and talked to folks about the Friends fundraising efforts with Friends Board member Michelle Hollo, in addition to answering questions about the Phase 3 timeline.

Beverly Hills

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

Beverly Hills liaison Mike White resigned from the Village Council. We await the announcement of our next Library liaison to the Village.

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 moderates 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.

Oakland Literacy Council

Rebekah Craft attended the grand opening of the new Oakland Literacy Council offices in Pontiac on September 14. Many OLC tutors use our building to meet for tutoring sessions. This resource is free to residents of Oakland County and more information can be found on their website at www.oaklandliteracy.com.

Cranbrook School

Adult Librarian Jen Hassell participated in Cranbrook High School's orientation day and issued 24 library cards to students, while sharing information about BPL resources.

Friends of the Baldwin Public Library

The Friends board resumed their monthly meetings on September 12. At that time, they reviewed their budget for the end of their fiscal year, discussed the process and results of their pop up bag sale on September 9, chose a name for the new sale space in the central gallery (The Friends' Bookshop), and discussed the possibility of a grand opening event once that space is open and stocked with material.

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
- Read in the Park promotional material
- Storybook Trail signs
- Beanstack Reading Challenge posters
- Electronic Resource promotion posters for Youth

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.

MetroNet – MN Electronic Services Committee

Adult Librarian Mick Howey is the new chair of the MES committee, which is a two year term. This committee is charged with handling all of the shared electronic resources and databases that we purchase as a consortium in a cost-savings effort.

Personnel and Organization

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

Staff Communications

The next all staff meeting will be held on Friday, September 22 at our annual All Staff Development day. 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

Diana Ancog, Page, reached 2 years of service on September 18.

Beverly Banks, Circulation Assistant and Substitute Librarian, reached 2 years of service on September 18.

Brandon Bolek-Toubeaux, Assistant Head of Access Services, reached 22 years of service on September 18.

Ethan Cronkite, Adult Services Librarian II, will reach 2 years of service on September 29.

David Dapkus, Access Services Assistant II, reached 6 years of service on September 14.

Sinjin Green, Teen Assistant, reached 2 years of service on September 18.

Alyssa Gudenburr, Youth Librarian, will reach 1 year of service on September 19.

Patricia Henricks, Reference Assistant, reached 6 years of service on September 1.

Jessica Hoeck, Circulation Assistant, reached 6 years of service on September 5.

Jeff Jimison, Idea Lab Supervisor, reached 6 years of service on September 8.

Haylie May, Adult Services Intern, reached 2 years of service on September 18

Vicki Sower, Adult Services Librarian, reached 16 years of service on September 5.

Lynn Sztykiel, Mobile Circulation Assistant, reached 4 years of service on September 15.

Elizabeth Volpe, Circulation Assistant, reached 18 years of service on September 16.

Staffing Updates

We're excited to welcome Sinjin Green to a new role in the Adult Services Department as the Teen Library Assistant. Sinjin has worked as a page since 2021, but has been involved with the library for many years as a volunteer and a patron. Get ready for some new fun TikTok videos!

And, we're pleased to share that Stuart Sturton will be our new Adult Services Part Time Librarian. Stuart has been subbing with Baldwin since March 2023 and came to us with a wealth of experience from Oak Park and Grosse Park working primarily in the youth department but with experience serving all ages.

Volunteer Hours

160 volunteer hours were utilized in the month of August.

Financial Stability

Strategic goal: Maintain and improve financial health.

Craft continues to monitor both the Library's budget and the performance of its Trust funds in order to ensure fiscal responsibility as we work to fully resume pre-COVID operations.

Baldwin Public Library: Friends Funds	
August 2023 Expenditures	
Adult Services	
Michigan Opera Theatre Season Preview	\$ 250.00
Summer Reading Prizes	\$ 344.25
Books & Ebooks	\$ 230.39
Pizza for Doughtown program	\$ 143.93
Total	\$ 968.57
Teen Services	
After Hours Summer Reading Party	\$ 174.78
Book Club Books	\$ 75.30
Cards for Hospitalized Kids program	\$ 150.00
Summer Reading Prizes	\$ 304.00
Pizza & Pages - refreshments	\$ 66.42
Total	\$ 770.50
Youth Services	
Story Time Rug	\$ 648.79
Chalk Markers	\$ 43.97
Book Club refreshments	\$ 53.39
DIY Fairy House program supplies	\$ 64.66
Books Unboxed Supplies	\$ 224.58
Summer Reading Prizes	\$ 137.70
Total	\$ 1,173.09
Idea Lab	
Handheld 3D Scanner	\$ 699.00
Filament for kit	\$ 20.99
Material for kit	\$ 15.99
Plexiglass for kit	\$ 37.98
Total	\$ 773.96
Outreach & Equipment	
Bike repair	\$ 29.82
Fall LCD Newsletter Printing	\$ 3,148.96
Total	\$ 3,178.78
Total Expenditures	\$ 6,090.94
August 2023 Balances	
Adult Services	\$ 10,109.03
Teen Services	\$ 1,603.01
Youth Services	\$ 4,086.09
Idea Lab	\$ 196.49
Outreach & Equipment	\$ 6,556.38
Total Balance	\$ 22,551.00
August In-Library Book & Button Sale Donations	\$956.54
Submitted by Jaclyn Miller for September 11, 2023	

PHASE 3 RENOVATION
UPDATE:
September 2023

Phase 3 Updates: September 2023

Construction continues on track and this past month saw the completion of demolition and the start of pouring foundation footings. The walls in the central “gallery” area have been boarded and the electrical inspection of the ceiling occurred on September 14. The ceiling will be boarded up in two weeks and then we wait for light fixture installation and carpet and paint. We are on track to reopen the gallery in October, at which time the four study rooms, the staff office, and Friends Bookshop area will be available.

The elevator shaft masonry is progressing and the concrete contractor just started pouring footings for the new interior ramp and cast in place concrete ramp walls. The flooring inside the café and the concrete plaza is expected to be poured in about one month.

The first floor women’s restroom will be out of order for about three weeks starting October 2 in order to install and reinforcing column for the new addition. Staff will make alternate restroom plans for heavy traffic in the youth room during story times.

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.

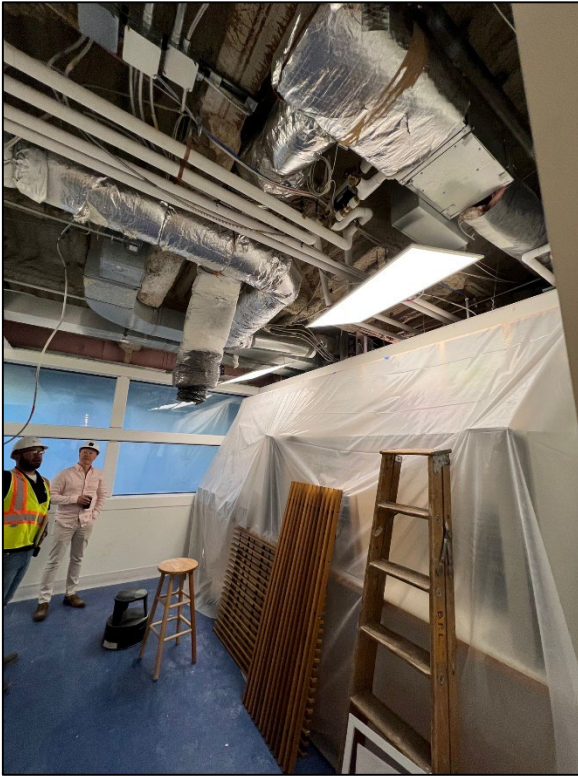
Contingency

The project has a total contingency of \$141,966. The contingency has been used for seven items to date and three items have been credited to the contingency:

Carpet tiles for study room area	-\$6,710.00
Jersey Barrier Fencing	-\$34,309.00
Cove Lighting above Study Rooms	-\$11,450.00
Glazing calculation & engineering review	-\$3,000.00
Sitework changes	-\$2,942.00
Additional carpentry work for study rooms	-\$4,840.00
HVAC revisions (credit)	+\$4,048.05
18” GRG Plasterform Column Cover	-\$4,826.00
Glass revisions in study rooms (credit)	+\$1,200.00
Anticipated: Landscaping credit	+\$3,900.00

The amount remaining in the contingency is \$83,037.

Progress Photos



August 23 - Left: View of Youth workroom, where supporting beam will be placed in ceiling.
Right: View out former front door looking towards new elevator at ground level.



View of worksite looking toward The Community House on a rainy afternoon.



View of new elevator installation in progress. New information desk in background.



Looking down into the elevator pit located in the corner of the lower level Rotary Room.



Workers saw cutting the foundation for the new elevator door on the entry level.



August 30: View of future location of front entrance addition.



Looking at former support column shored up, cut, and ready for replacement.



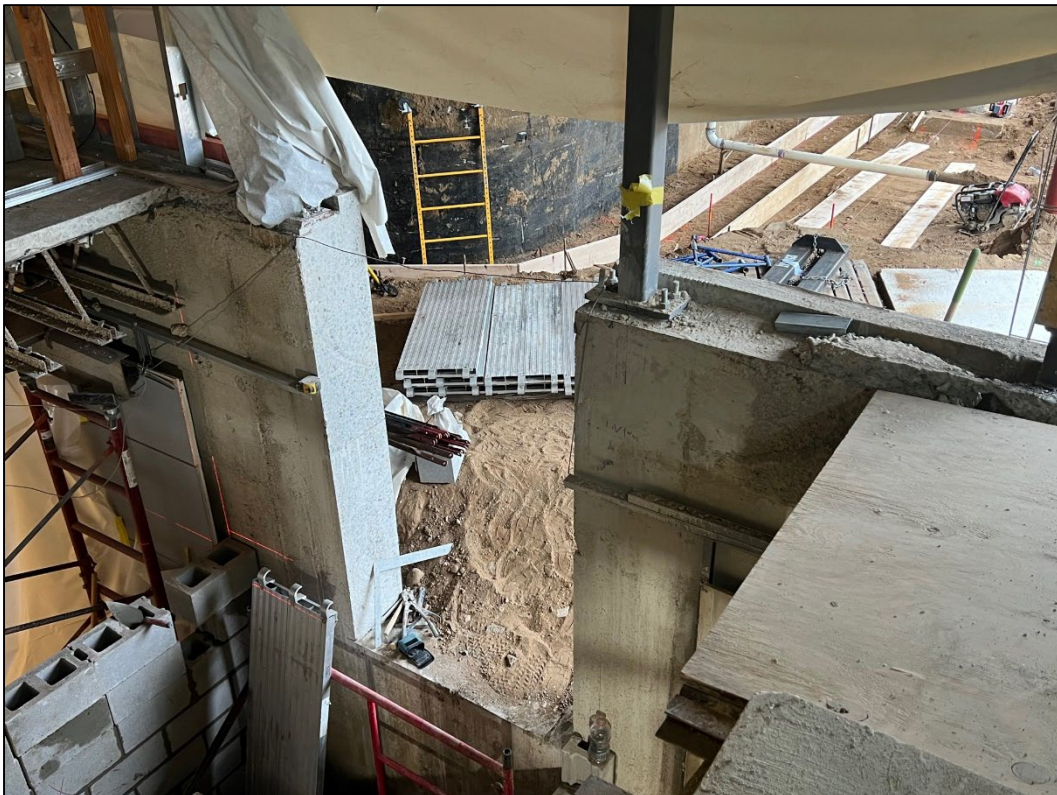
Looking toward Youth Room and future site of outdoor terrace.



View from base of future ramp and stairs looking toward Merrill Street.



View inside future entry vestibule. Door for new elevator on the left side, just past the bucket.



September 6: View from new sorter room into elevator shaft and out to ramp.



View of elevator shaft and door toward lobby. Rotary Room storage closet shown adjacent.



View of new elevator shaft being built in the corner of the Rotary Room



View of footings being poured for new interior ramp.



View inside expanded staff workroom.



September 14: View from new sorting room toward elevator shaft and lobby/ramp area.



View inside elevator shaft.



View of ramp concrete work. The tall curved wall is the middle wall of the new ramp.



View of underground ramp footings and rebar set in place for new ramp base and walls.



View from future vestibule of elevator door, future staircase, and ramp.



View of future bike rack and wall slot for outdoor materials returns.



View of ramp footings near entrance to base of ramp.



View of architect Steve Schneemann standing across lower part of new ramp.

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	\$ 250,000	\$ 264,000	
Fees paid through August 2023	\$	250,000		
Engineering Fees	\$ 19,210	\$	\$ 19,210	
FFE & AV/Low Voltage Wiring	\$ 115,000	\$ 39,070	\$ 115,000	
MCR - Demolition & installation of low voltage wiring	\$ 5,168			
NBS Wireless Access Point	TBD			
Speaker installation	1,242			
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	\$ 8,423	\$ 14,850	\$ 4,950
Deposit - 5/30/23	\$	3,400		
Removal fee - 6/10/23	\$	4,273		



BPL Phase 3 OAC Meeting Agenda: Meeting #13

Meeting Date	Aug 23, 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		Jeff Zielke - via Zoom	ss@mcdarchitects.com
		Rebekah Craft	mc@mcdarchitects.com
		Jaclyn Miller	ds@mcdarchitects.com
		Kristen Tait	
Al, Tom	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 - Confirmations - Will proceed unless instructed otherwiseConcrete Joint Sealants Samples will review on 8/30/23Interior Glazing (Shop Drawings) returning todayCurtainwall system (Shop Drawings & Calculations)Steel decking drawings sent todayMillwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for record (Additional shelf and spacing will be used for Friends per Bulletin #2) Jeff will drop off approved plans tomorrow.						
Submittals currently in Contractor's court						
<ul style="list-style-type: none">Slab Concrete Mix Design - To be submitted for record finalized after colors are confirmedStainless Steel Handrails extended 3.5" by glass						
Outstanding Submittals:						
<ul style="list-style-type: none">Landscaping						
Previous Meeting Minutes						
Aug 16, 2023						
(None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	8	RFI #14 Existing Mechanical Piping				On Hold
Description Formal response issued for a GRG column cover. Pricing has been acquired. GRG/Carpentry pricing alone is \$4,826.00.						
Previous Meeting Minutes Aug 16, 2023 Bulletin was issued 8/16. <div style="float: right; color: red;"> This fee will be added to the contingency. Schneemann confirmed that this is an appropriate price for this type of column cover. The item specified is made by Armstrong, which is a quality item with budget pricing and it would be difficult to find a comparable item for less money. </div>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	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. <div style="float: right; color: red;"> Electrical engineer will be reviewing this. Last year, an electrical panel in the boiler room was marked as "spare," and the EE intended to use this panel for the elevator. The city electrician found that the return air handler in the Rotary Room had never been connected and was supposed to be connected to the "spare" electrical panel earlier in 2023. Because this panel is no longer available, we will have to investigate how to add enough power to power the elevator. This will take money (amount TBD) out of the contingency. </div>						
Previous Meeting Minutes Aug 16, 2023 Electrical engineer to review conditions this week and provide response.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	12	Steel Conference Call Regarding Reinforcements				Open
Description Review existing conditions this week and discuss feasibility post meeting. <div style="float: right; color: red;"> The structural engineer is recommending that a column located between the wall of the first floor women's restroom and exterior of the Birkerts windows be reinforced. MCD is following up with the SE on this to see if this work is necessary. PCID suggests the restroom will be out of order for 3 weeks while this work is completed. They will not start work until tile has been received. </div>						
Previous Meeting Minutes Aug 16, 2023 Conference call was completed. Column reinforcement for staff work room was moved to correct column required. Bathroom will have to be selectively demolished to access column located between RR and exterior glass framing. This will be reviewed with MCD, The Library, and PCI-Dailey after our next meeting.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	13	RFI #25: ADA Ramp Requirements				Open
Description New ADA ramp does exceeds 8.33% of slope required for ADA. New proposed grades have been recommended. <div style="float: right; color: red;"> MCD believes this slope error may be a clerical error. Will confirm the slope after discussing the ramp with the civil engineer. </div>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	13	RFI #26: Diffuser/Light Locations for Study Rooms				Open
Description Detail for diffusers and lights for study rooms appears to be incorrect. Need dimensions for placement in ceiling. <div style="float: right; color: red;"> Steve and Tyler reviewed and resolved this after the meeting. </div>						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. <ul style="list-style-type: none"> Boiler has been received. Louver, EWH, CU are set to be shipped the end of September. AHU to be shipped at end of October. 						
Previous Meeting Minutes Aug 16, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 17 weeks out. Awaiting ship date. Supplier will have ship date in October.						
Previous Meeting Minutes Aug 16, 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. <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. C1 and CH-1 fixtures are set to ship on 9/18. 						
Previous Meeting Minutes Aug 16, 2023 <i>(None)</i>						

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 16, 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 visited the site this morning to discuss project. <div style="color: red;">The opening has been adjusted to fit between 2 existing columns.</div>						

Previous Meeting Minutes**Aug 16, 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? Craft will followup with MCR Speakers are to be replaced. Brian at PCI is meeting with the speaker rep, Lucas, next week to discuss plans Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? Permit Received? 						
Previous Meeting Minutes Aug 16, 2023 MCR has obtained low voltage permit. Rebekah asked that we give her notice prior to our above ceiling inspections.						

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. Ready at the City. Tyler will pick up on 8/24 Bulletin #2 in review with city for stamp.						
Previous Meeting Minutes Aug 16, 2023 Bulletin #2 was 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 8/30 at 3pm.						
Previous Meeting Minutes Aug 16, 2023 Meeting was postponed to 8/30 at 3pm due to concrete procurement issue.						

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. Exterior demolition and grading is underway. Framing has begun on site. In-wall MEP and some overhead has commenced.						

Steel reinforcement along column line R9 has been completed and steel is being delivered to site for project.	
Shoring and joist removals have been completed.	Insulation inspection will take place next week.
Floor Slab removal in basement and wall cut out has been completed/is in process.	Surveying begins tomorrow
Site staking will be completed tomorrow.	Thursday - dirt removal from the elevator pad begins
	TEC will be on site to do an inspection tomorrow and the City bldg. department will be present
	The elevator door is being cut today
	Mason starts installing elevator block on September 5
Previous Meeting Minutes	Fire suppression work is ongoing
Aug 16, 2023	New light to temporary ramp has been installed, so the north entrance will be well lit through darker months.
(None)	

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 16, 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. No changes to current usages to report.				
		Items still in pricing phase or being released this week 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. Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for existing conditions and new work. Millwork bracketing changes per Bulletin #2 will be completed tomorrow Exterior lighting for ramp and entry has been completed. this has been corrected and was taken out of the ramp allowance 				
		Previous Meeting Minutes				
		Aug 16, 2023				
		(None)				
			Tyler will supply the contingency/allowances update next week. Owner and architect will need to approve hours and materials for all changes.			

BPL Phase 3 OAC Meeting Agenda: Meeting #14

Meeting Date	Aug 30, 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		Tom, PCI Bruce Johnson	ss@mcdarchitects.com
		Jeff Zielke Kristen Tait	
		Rebekah Craft Jaclyn Miller	
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 Joint Sealants Samples MCD will review 8/31 Steel decking drawings Millwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for record (Additional shelf and spacing will be used for Friends per Bulletin #2) Submittals currently in Contractor's court <ul style="list-style-type: none"> Slab Concrete Mix Design - To be submitted for record will review 8/31 Stainless Steel Handrails Outstanding Submittals: <ul style="list-style-type: none"> Landscaping Waiting on Great Oaks 						
Previous Meeting Minutes Aug 23, 2023 Glazing shop drawings and accessories were returned post meeting.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	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. Pricing adjustments are in progress						
Previous Meeting Minutes Aug 23, 2023 Electrical Engineer reviewed conditions at on-site meeting 8/25 and issued response week on 8/28. Pricing is underway.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				Open
Description Review existing conditions this week and discuss feasibility post meeting. This column reinforcement is non-negotiable. PCID will work on pricing for the work and acquiring tile for the restroom. The tile is still manufactured.						
Previous Meeting Minutes Aug 23, 2023 Steve will respond on final determination regarding the bathroom reinforcing requirements by next meeting.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	13	RFI #25: ADA Ramp Requirements				Open
Description New ADA ramp does exceeds 8.33% of slope required for ADA. New proposed grades have been recommended.						
Previous Meeting Minutes Aug 23, 2023 MCD to discuss with City and issue formal response. Mary Cay is reviewing this measurement. The ramp foundations will be poured starting next Tuesday.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	14	RFI 27: Exterior Plaster Addition For Existing Concrete Walls				Open
Description The finish condition for concrete under the removed stair is less than desirable. MCD reviewed the finish after the meeting and will advise how to handle the finish on the wall.						
We recommend continuing the plaster skim coat for this exposed foundation wall and would like to review post meeting this condition.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. <ul style="list-style-type: none"> Boiler has been received. Louver, EWH, CU are set to be shipped the end of September. AHU to be shipped at end of October. 						

Previous Meeting Minutes
Aug 23, 2023
 (None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 16 weeks out. Awaiting ship date. Supplier will have ship date in October.						
Previous Meeting Minutes Aug 23, 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. C1 and CH-1 fixtures are set to ship on 9/18. 						
Previous Meeting Minutes Aug 23, 2023 (None) Waiting on a new update from the lighting company.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Aug 23, 2023 Shop drawings are approved.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted. A4 access visited the site this morning to discuss project.						
Previous Meeting Minutes Aug 23, 2023 A lifting beam will need to be added to the top of the elevator shaft. This will be taken out of the elevator allowance and will be permanently installed in the elevator shaft. Lifting beam will be required to be installed for elevator installation and rough opening dimensions are much wider than initially shown on plan. A4 allowed us to shrink these RO dimensions to allow for columns to remain in place and not require removal/reinstallation.						

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 and will require drawing provided to MCD. Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? 						
Previous Meeting Minutes Aug 23, 2023 <i>(None)</i>						
Brian from PCID is meeting with Lucas from the speaker company on 8/31. Contractors displaced some of the low-voltage wiring that was already secured. This will need to be redone before the ceiling inspection is performed.						

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 in review with city for stamp.						
Previous Meeting Minutes Aug 23, 2023 <i>(None)</i>						

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 today at 3pm.						
Previous Meeting Minutes Aug 23, 2023 <i>(None)</i>						

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. Exterior demolition is substantially complete. Framing has begun on site. In-wall MEP and some overhead has commenced. Exterior steel columns are currently being replaced. Shoring and joist removals have been completed. Elevator foundation has been poured.						
PCID and MCD reviewed the existing site for the handicap ramp and column location. They developed a plan for laying the foundation and now everyone is aware of what needs to line up where on the project (bronze flashing must form a continuous line along the existing building and addition). The original Birkerts plans were hand drawn and the building was not built exactly according to the drawings. The drawings from MCD require items to line up with existing building spaces because of all the discrepancies.						

Site staking has been completed for first layout.

Interior re-work is ongoing for interior steel placements to begin.

Previous Meeting Minutes

Aug 23, 2023

(None)

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 23, 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. Items still in pricing phase or being released this week are as follows: <ul style="list-style-type: none"> • Additional rework for MEP trades and architectural trades for Structural Steel conflicts. • Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for existing conditions and new work. • Millwork bracketing changes per Bulletin #2 • Exterior lighting for ramp and entry has been completed. 						
Previous Meeting Minutes Aug 23, 2023 (None)						

Masons will start setting the elevator blocking on 9/5.
 Youth Staff workroom been has been exposed and cleared around
 Ramp foundation work begins Tuesday
 Interior framing, electrical, sprinkler, and low voltage work is ongoing.

BPL Phase 3 OAC Meeting Agenda: Meeting #15

Meeting Date	Sep 6, 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
Mary Cay Lancaster	MCD Architects	Tom, PCID Jamie Richards, BPL Kristen Tait	mc@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Jaclyn Miller Rebekah Craft Jeff Zielke, City of Birmingham	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 Joint Sealants Samples Steve is working on this. Steel decking drawings Millwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for record (Additional shelf and spacing will be used for Friends per Bulletin #2) Updates have been approved but need paperwork for the record. GRG Column Cover Tyler and Mary Cay will go over the column. Total width is 18" but 10.5" of clear space is needed inside. Concrete Joint Layout Submitted by MCD but PCID has a couple questions about this. Submittals currently in Contractor's court <ul style="list-style-type: none"> Slab Concrete Mix Design - To be submitted for record Stainless Steel Handrails Outstanding Submittals: <ul style="list-style-type: none"> Landscaping There are mulch and top soil samples to review today. Digital copies of the submittal will be available for the record soon. 						
Previous Meeting Minutes Aug 30, 2023 (None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	RFI #24: PP-1 Panel Space Issue				On Hold
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.						
Previous Meeting Minutes Aug 30, 2023 Response was provided. Pricing is being acquired. Pricing is coming this week.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Review existing conditions this week and discuss feasibility post meeting. The wall tile is from Italy and has a 10-14 week lead time. Demolition in the first floor women's restroom will begin in 3-4 weeks and the restroom will be out of order for 1-2 weeks. Drywall and paint will be used on the walls until the tile is delivered. PCID will give library staff a 2 week notice before construction begins.						
Previous Meeting Minutes Aug 30, 2023 Steve determined this was required after a follow up discussion with the structural engineers. Pricing is being acquired.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	13	RFI #25: ADA Ramp Requirements				Open
Description New ADA ramp does exceeds 8.33% of slope required for ADA. New proposed grades have been recommended.						
Previous Meeting Minutes Aug 30, 2023 JJ Barney has scheduled a Zoom for 9/6 at 3pm to discuss the ramp slope. The concrete installation requirements for the trade are at 7.5% and will need to be adjusted. JJB takes issue with the response given and is reaching out to Steve directly with their concerns as the response is not within industry standard tolerances/acceptable standards.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	14	RFI 27: Exterior Plaster Addition For Existing Concrete Walls				Open
Description The finish condition for concrete under the removed stair is less than desirable. Plaster skim coat will be added to match the wall. Steve S. would like an on-site meeting next week to discuss grinding the concrete along the new ramp wall.						
We recommend continuing the plaster skim coat for this exposed foundation wall and would like to review post meeting this condition.						
Previous Meeting Minutes Aug 30, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	14	RFI 29: Insulation Change Due to Mfg Delay				Open
Description Alternate insulation was proposed with same R-Values, however, there is minimal lead time. Mary Cay confirmed it's not a problem to use this substitute insulation.						

Previous Meeting Minutes**Aug 30, 2023**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	14	RFI 30: Floor Core Location Change				Open
Description Floor Cores currently proposed are on existing beam. This must shift the core location 17.5" from the wall and 6" off center from the window. Mary Cay was checking with Rebekah on the furniture depth to ensure this would still be under the table.						
Previous Meeting Minutes Aug 30, 2023 (None) Mary Cay and library staff confirmed location of floor ports after meeting. PCID will make the necessary adjustments.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. <ul style="list-style-type: none"> Boiler has been received. Louver, EWH, CU are set to be shipped the end of September. Accurate shipping date coming soon. AHU to be shipped at end of October. 						
Previous Meeting Minutes Aug 30, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is approximately 15 weeks out. Awaiting ship date. Supplier will have ship date in October.						
Previous Meeting Minutes Aug 30, 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. C1 and CH-1 fixtures are set to ship on 9/18. some fixtures are shipping 9/7, the remainder will ship 9/18. 						
Previous Meeting Minutes Aug 30, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
		Previous Meeting Minutes Aug 30, 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 visited the site this morning to discuss project.				
		Previous Meeting Minutes Aug 30, 2023 (None) A hoisting beam is required and this cost has been included in the allowances.				

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV / Security				Open
		Description Jamie Richards will coordinate the wireless access points, low voltage receptors, and speaker location. MCD will update the drawings with this information. Jamie is meeting with Shaw cameras on Friday to go over the best locations for the security cameras. <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 and will require drawing provided to MCD. Speaker cost is \$1242, which has been included in FFE total. Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? 				
		Previous Meeting Minutes Aug 30, 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. Updated Bulletin 1 stamped drawings received on 8/2. Updated Bulletin #2 stamped drawings received on 8/30.				
		Previous Meeting Minutes Aug 30, 2023 Bulletin 2 Drawings were received and approved. Bulletin #3 is forthcoming. No timeline for completion yet.				

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 9/25 for the light concrete interior/exterior mixes.				
		Previous Meeting Minutes Aug 30, 2023 Both dark concretes were approved to proceed.				

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. Exterior demolition is substantially complete. Insulation inspection to be held 9/7 Framing is continuing on site with insulation and 1 side of drywall for Gallery. Overhead MEP is underway. Exterior steel columns have been replaced. Lighting shipments have started to arrive and are being installed. Elevator blockwork is on-going. Foundations are being dug. started 9/5/23 Interior steel reinforcements for Staff Work Room have begun. started 9/1/23						
Previous Meeting Minutes Aug 30, 2023 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for August to be submitted this week.						
Previous Meeting Minutes Aug 30, 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. Items still in pricing phase or being released this week are as follows: <ul style="list-style-type: none"> • Additional rework for MEP trades and architectural trades for Structural Steel conflicts. • Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for existing conditions and new work. • Millwork bracketing changes per Bulletin #2 • Exterior lighting for ramp and entry has been completed. • Electrical work for Bulletin #3 (RFI for PP-1). • Bathroom demolition and replacement for steel work. This will be an additional cost, TBD • Credit from Landscaper for Bulletin #1. Total credit amount is coming soon. 						
Previous Meeting Minutes Aug 30, 2023 Steve requested a zero dollar AIA G701 be issued for all future contingency usages.						

BPL Phase 3 OAC Meeting Agenda: Meeting #16

Meeting Date	Sep 13, 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		Adam Mabry, PCID Jamie Richards, BPL Kristen Tait Jaclyn Miller Rebekah Craft	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.	Bruce Johnson, City of Birmingham Jeff Zielke, City of Birmingham	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 Joint Sealants Samples Steve's decision Millwork Resubmittal - Meeting had on 8/1 for clarity and final decisions on various items - Submittal for record (Additional shelf and spacing will be used for Friends per Bulletin #2) Diane will review GRG Column Cover Concrete Joint Layout Submittals currently in Contractor's court <ul style="list-style-type: none"> Slab Concrete Mix Design - To be submitted for record Stainless Steel Handrails Outstanding Submittals: <ul style="list-style-type: none"> Landscaping 						
Previous Meeting Minutes Sep 6, 2023 Steel Decking was approved.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	RFI #24: PP-1 Panel Space Issue				On Hold
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.						
Previous Meeting Minutes Sep 6, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements	Bathroom demolition for installation of support will start October 2.			On Hold
Description Review existing conditions this week and discuss feasibility post meeting. Tile to be ordered this week but is approximately 14 weeks out. We will complete these repairs with painted drywall in the interim. Work will be started in approximately 3 weeks.						
Previous Meeting Minutes Sep 6, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	13	RFI #25: ADA Ramp Requirements				Closed
Description New ADA ramp does exceeds 8.33% of slope required for ADA. New proposed grades have been recommended.						
Previous Meeting Minutes Sep 6, 2023 Formation of ramp walls started this week and a tolerance was added. The cafe entry between the vestibule and ramp will be 7 feet wide. Final sketches were provided extending the bottom of the ramp by 2' and grades revised accordingly.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	14	RFI 27: Exterior Plaster Addition For Existing Concrete Walls				Open
Description The finish condition for concrete under the removed stair is less than desirable. We recommend continuing the plaster skim coat for this exposed foundation wall and would like to review post meeting this condition.						
Previous Meeting Minutes Sep 6, 2023 <i>(None)</i> This area was reviewed after the meeting. We will expose the original location of the ramp as a nod to the history of the 1981 addition. This will also save about \$2,500 for plaster skim coating.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	14	RFI 29: Insulation Change Due to Mfg Delay	Mary Cay is reviewing this change with structural engineer			Open
Description Alternate insulation was proposed with same R-Values, however, there is minimal lead time.						

Previous Meeting Minutes**Sep 6, 2023**

Insulation for foundation walls were approved. MCD is verifying this can be used under slab as well.

Flatwork concrete will be poured in about one month.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.6	14	RFI 30: Floor Core Location Change				On Hold
Description Floor Cores currently proposed are on existing beam. This must shift the core location 17.5" from the wall and 6" off center from the window. Mary Cay was checking with Rebekah on the furniture depth to ensure this would still be under the table.						
Previous Meeting Minutes Sep 6, 2023 Field verification ensued post meeting and floor core locations were changed accordingly. Pilot holes to be completed and verification of location feasibility to commence.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.7	16	RFI 31: Existing Limestone Panel Removal	Mary Cay is setting up a conference call with IMEG to verify shoring requirements.			Open
Description Conference call needed with IMEG to discuss shoring and removal of existing limestone.						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved. <ul style="list-style-type: none"> Boiler has been received. Louver, EWH, CU are set to be shipped the end of September. AHU to be shipped at end of October. 						
Previous Meeting Minutes Sep 6, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is shipping early December.						
Previous Meeting Minutes Sep 6, 2023 Nanawall tracking to ship early December.						

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.						

- 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.
- C1 and CH-1 fixtures are set to ship on 9/18.

Previous Meeting Minutes**Sep 6, 2023**

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Sep 6, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Shop drawings approved as noted.						
Previous Meeting Minutes Sep 6, 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 and will require drawing provided to MCD. • Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? 						
Previous Meeting Minutes Sep 6, 2023 (None) <div style="color: red; margin-top: 10px;">MCD will advise on location of ceiling speaker and wireless access point. MCD will make notes of conduit pathways. Fire alarms are shown on plans. Shaw security is meeting with Jamie next week to finalize camera locations.</div>						

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. Updated Bulletin #2 stamped drawings received on 8/30.						
Status of Bulletin #3? <div style="color: red; margin-top: 10px;">Bulletin #3 will be completed by September 20. This will include electrical revisions, ramp sketches, and coordinates the plumbing and civil engineering changes.</div>						
Previous Meeting Minutes Sep 6, 2023 Bulletin 3 issue date TBD.						

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 9/25 for the light concrete interior/exterior mixes.						
Previous Meeting Minutes Sep 6, 2023 (None)						
Meeting will be held morning of 9/28						

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.						
Exterior demolition is substantially complete.						
Drywall work to continue for walls beginning tomorrow.						
Overhead MEP is underway.						
Lighting shipments have started to arrive and are being installed.						
Elevator blockwork is on-going.						
Ramp walls are being formed.						
Interior steel reinforcements for Staff Work Room have begun.						
Previous Meeting Minutes Sep 6, 2023 (None)						
Boarding walls tomorrow. HVAC is being reworked Electrical inspection takes place tomorrow.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for August was submitted officially today.						
Previous Meeting Minutes Sep 6, 2023 Pay application was submitted 9/13.						

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.						
Items still in pricing phase or being released this week are as follows:						
<ul style="list-style-type: none"> Additional rework for MEP trades and architectural trades for Structural Steel conflicts. 						
Received a \$3,900 credit from landscaper for irrigation.						

- Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for existing conditions and new work.
- Millwork bracketing changes per Bulletin #2
- Exterior lighting for ramp and entry has been completed.
- Electrical work for Bulletin #3 (RFI for PP-1).
- Bathroom demolition and replacement for steel work.
- Credit from Landscaper for Bulletin #1. - Acquired

Previous Meeting Minutes**Sep 6, 2023***(None)*

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

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

Prime Contract Potential Change Order #029: Contingency

TO:	City of Birmingham 151 Martin Street Birmingham, Michigan 48009	FROM:	PCI Industries, Inc. 21717 Republic St. Oak Park, Michigan 48237
PCO NUMBER/REVISION:	029 / 0	CONTRACT:	GC-2304-007 - Baldwin Public Library Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Tyler Wilson (PCI Industries, Inc.)
STATUS:	Pending - Proceeding	CREATED DATE:	8/28/2023
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	(\$79,137.05)

POTENTIAL CHANGE ORDER TITLE: Contingency

CHANGE REASON: Contingency

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

Contingency

Contingency - Initial Value = \$141,966.00

DEDUCT From Contingency - 20 Additional boxes of existing carpet (Interface Skinny Plank - Harmonize, Color: Iron 104042) - \$6,710.00

DEDUCT From Contingency - Yodock Barriers and fence panels with Screen + Labor for Installation - \$34,309.00

DEDUCT From Contingency - Added carpentry scope for light cove work - \$1,150.00

DEDUCT From Contingency - Added painting for light cove work - \$300.00

DEDUCT From Contingency - Added light fixtures for light cove work - \$10,000.00

DEDUCT from Contingency - Bulletin #1 Sitework Changes - \$2,942.00

DEDUCT from Contingency - Glazing Calculations from Kawneer - \$3,000.00

DEDUCT from Contingency - Additional carpentry work per RFI 11/12 - \$4,840.00

ADD to Contingency - HVAC work revisions per Bulletin #2 + \$4,048.05

DEDUCT from Contingency - 18" GRG Plasterform Column Cover Installation - \$4,826.00

ADD to Contingency - Glass revisions to 7' in the study rooms due to ceiling height changes + \$1,200.00

REMAINING CONTINGENCY BALANCE = \$79,137.05

ATTACHMENTS:

[BALDWIN ARM PLASTER COL.pdf](#) , [BALDWIN LIBRARY BULLETIN #2 AWO.pdf](#) , [BALDWIN LIBRARY AWO.pdf](#) , [_Change-Order--CO-001_08-23-2023.pdf](#) , [_RE_BPL - Shop Drawings .msg](#) , [_Bulletin #1.pdf](#) , [_PCI Rental.pdf](#) , [_PCI Windscreen.pdf](#)

#	Budget Code	Description	Amount
1	01-00 02.O Contingency.Other	DEDUCT from Contingency	\$(141,966.00)
2	01-00 02.O Contingency.Other	Purchase of 20 Boxes of Interface Skinny Plank - Harmonize Color: Iron 104042	\$6,710.00
3	01-00 02.O Contingency.Other	Yodock Barriers and fence panels with Screen + Labor for Installation	\$34,309.00
4	01-00 02.O Contingency.Other	Added carpentry scope for light cove work	\$1,150.00
5	01-00 02.O Contingency.Other	Added painting for light cove work	\$300.00

#	Budget Code	Description	Amount
6	01-00 02.O Contingency.Other	Added light fixtures for light cove work	\$10,000.00
7	01-00 02.O Contingency.Other	Bulletin #1 - Sitework Changes	\$2,942.00
8	01-00 02.O Contingency.Other	Glazing Calculations from Kawneer	\$3,000.00
9	01-00 02.O Contingency.Other	Additional carpentry work per RFI 11/12	\$4,840.00
10	01-00 02.O Contingency.Other	HVAC work revisions per Bulletin #2	\$(4,048.05)
11	01-00 02.O Contingency.Other	New GRG 18" Plasterform Column Cover	\$4,826.00
12	01-00 02.O Contingency.Other	Glass revisions to 7' in the study rooms due to ceiling height changes	\$(1,200.00)
Grand Total:			\$(79,137.05)

Steve Schneemann

City of Birmingham
151 Martin Street
Birmingham, Michigan 48009

PCI Industries, Inc.
21717 Republic St.
Oak Park, Michigan 48237

SIGNATURE

DATE

SIGNATURE

DATE

SIGNATURE

DATE

NEW BUSINESS

MEMORANDUM

DATE: September 14, 2023
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Proposed 2024 Calendar

INTRODUCTION

Following this page is an updated 2024 Library calendar. After the approval of this calendar at the August 2023 Board meeting, we discovered three conflicts with the calendar that was presented:

Conflict 1: April 9 FOBPL Board Meeting conflicts with Eid al-Fitr, which begins at sundown April 9.

Proposed solution: Move April 9 FOBPL Board meeting to 6:00 p.m.

Conflict 2: June 11 FOBPL Board Meeting conflicts with Shavuot, which begins at sundown June 11.

Proposed solution: Move June 11 FOBPL Board meeting to 6:00 p.m.

Conflict 3: June 17 Library Board Meeting conflicts with Eid al-Adha.

Proposed solution: Move June 2024 Board meeting to Monday, June 25 at 7:30 p.m.

SUGGESTED BOARD ACTION

Motion to approve changes to the 2024 Library calendar as presented on the following pages of the September 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 26, 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
Tuesday, April 9, 2024	6:00 PM	Friends of the Library Board Meeting
Sundown April 9 - April 10, 2024	No Board activity	Eid al-Fitr
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	Pasca/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	6:00 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 24, 2024	7:30 PM	Library Board Meeting - proposed
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
Tuesday, November 5, 2024	No Board activity	General Election Day
Monday, November 11, 2024	No Board activity	Veterans 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

INFORMATION ONLY

Upcoming Events of Interest

Baldwin will be closed on 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.

Under Pressure: A Comprehensive Guide to Heat Press Transfers

Wednesday, August 20 – 7:00 p.m. to 8:00 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.

Creative Composting... with a Sense of Humus!

Monday, September 25 — 7:00 p.m. to 8:00 p.m.

Join Master Composter Lillian Dean for a one hour hands-one class in making and using earth-friendly compost. Topics include: natural mulches, materials for composting, compost maintenance, the “underground” soil food web, how to use compost, and compost benefits for healthy plants and planet Earth. Limit 25. Registration required.

New Perennials: A Love Story

Tuesday, September 26 — 7:00 p.m. to 8:00 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. This is a virtual event. Registration required.

Slavery and Its Role at the Constitutional Convention: Lifelong Learning Great Presenters Series

Wednesday, September 27 — 10:00 a.m. to 12:00 p.m.

Richard Bell, history professor at the University of Maryland, takes a deep dive into the darkest corners of the 1787 federal Constitution to explore the wicked alchemy of the Three-Fifths Clause and its effect on US History before the Civil War. Dr. Bell explores how the delegates did their work, reconstructs the contemporary opposition their work generated, and considers the legacy of clauses like the Three-Fifths in our post-slavery world. Registration required. Attend in person only.

Anime Glass Painting for Teens

Thursday, September 28 — 7:00 p.m. 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. Grades 7-12.

Read in the Park with Rhonda Gowler Greene and Frank Anthony Polito

Saturday, September 30 — 11:00 a.m. to 3:00 p.m.

Head to Beverly Park for the fifth annual Read in the Park event! Meet the authors, walk the Storybook Trail, and enjoy beautiful Beverly Park. At 11:00 a.m. visit with Rhonda Gowler Greene, author of over twenty-five children's books including the new book, *Supergran!* Afterwards, walk the Story Book Trail featuring one of Rhonda Gowler Greene's books. At 1:00 p.m. visit with Hazel Park native Frank Anthony Polito. Mr. Polito has published numerous novels, most recently "Rehearsed to Death" the second in a series of cozy mysteries set in the fictional town of Pleasant Woods. He is a contributor to the lifestyle blog Kenneth and his home was featured on an episode of House Hunters.

Both authors will take questions from the audience and sign books after they speak. Local bookseller The Book Beat of Oak Park will be on site selling books from both authors. Presented by Baldwin Public Library and The Village of Beverly Hills Parks & Recreation, with support from the Friends of Baldwin Public Library.

Video Gaming Club - Grades 4 to 6

Monday, October 2 — 7:00 p.m. to 8:00 p.m.

Grades 4 to 6. Meet up with other gamers to play a video game together. All gaming abilities welcome. Registration required. October 2: Luigi's Mansion 3

Digital Drawing 101: Making a Graphic Novel Page

Tuesday, October 3 — 7:00 p.m. to 8:00 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.

Lego Building Challenge - Grades K to 2

Thursday, October 5 — 4:30 p.m. to 5:30 p.m.

Grades K to 2. Join us for fun Lego challenges such as boat races, marble mazes and more. We'll supply the Lego bricks. Registration required.

Manhattan Short Film Festival

Saturday, October 7 and Sunday, October 8 — 1:00 p.m. to 3:00 p.m.

Back by popular demand! Join us September 28 to October 8, 2023 when over 100,000 film lovers in over 500 cities, across 6 continents gather for one reason... to view and vote on the Finalists Films in the 26th Annual Manhattan Short Film Festival.

Monger's Provisions Teaches Us Cheese

Wednesday, October 11 — 7:00 p.m. to 8:00 p.m.

Monger's Provisions - 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!

Carlos Lopez: The Painter Behind the Controversy

Thursday, October 12 — 7:00 p.m. to 8:00 p.m.

Carlos Lopez was a gifted and well-known muralist whose work was highly esteemed when he was commissioned in 1942 to paint a federally funded mural in Birmingham's new Post Office, and encountered surprising criticism of the final work. Join Donna Casaceli in exploring the life and works of Carlos Lopez and the story of the Birmingham Post Office mural.

Haunted Library for Tweens and Teens

Wednesday, October 13 — 7:00 p.m. to 9:00 p.m.

Join us after hours for some creepy fun. Librarians will lead groups of tweens through the library as teens 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.

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

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

Read in the Park offered by Baldwin Library

Published on September 8, 2023

<https://www.downtownpublications.com/single-post/read-in-the-park-offered-by-baldwin-library>

Acclaimed authors, fun family activities and beautiful local scenery are all on tap on Saturday, September 30, from 11 a.m. to 2 p.m., during Baldwin Library's fifth annual Read in the Park celebration at Beverly Park.

First up, at 11a.m., hear Rhonda Gowler Greene, author of over 25 children's books, including *Supergran!*, her new book. Afterwards, be sure to walk the Story Book Trail which features one of Gowler Greene's books.

At 1 p.m., enjoy an author talk by Hazel Park native Frank Anthony Polito. Polito has published numerous novels. His most recent book, *Rehearsed to Death*, is the second in a series of cozy mysteries set in the fictional town of Pleasant Woods. Polito is a contributor to the lifestyle blog *Kenneth*, and his home was featured on an episode of *House Hunters*.

Registration for Read in the Park is requested. Call 248.554.4650 or visit baldwinlib.org/calendar to register for this event.

"We're excited about the fifth anniversary of this great event. It's always interesting to hear authors speak about their process and inspiration. We're looking forward to a fun day and hope lots of people will join us in the park." said Stephanie Klimmek, head of youth services.

Jen Hassell, adult Services librarian, shared how much she enjoys working on Read in the Park, saying it "is always a fun, beautiful day. It's a joy to see authors engaging with their audience and sharing their love of reading in our scenic Beverly Park."

Beverly Park is located at 18801 Beverly Road in Beverly Hills. Both authors will take questions from the audience and sign books after they speak. Local bookseller The Book Beat of Oak Park will be on site selling books.

This event is presented by Baldwin Public Library and The Village of Beverly Hills Parks & Recreation, with support from the Friends of Baldwin Public Library.

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, September 18, 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 August 21, 2023 minutes | p. 85 |
| B. Acceptance of the August 2023 receipts of \$1,415.67 | p. 92 |
| C. Approval of the August 2023 disbursements of \$11,929.47 | p. 93 |

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, October 16, 2023.

Motion: To adjourn the September 18, 2023 Trust Meeting.

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

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



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

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 8:56 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

1st Pisano

2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business:

During the August 14 Finance Committee meeting, Jim Cummins from Raymond James recommended selling all shares of Touchstone Dividend Equity Y Fund and use the profits to purchase BNY Mellon Dynamic Value I Fund. Pisano commended Cummins for learning about the Trust's investment goals before suggesting changes and improvements to the portfolio.

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.

1st Pisano

2nd Rumple

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. Adjournment:

Motion: To adjourn the meeting.

1st Rumple

2nd Pisano

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 9:03 p.m. The next Trust Meeting will be on Monday, September 18, 2023, following the regular meeting in the Delos Board Room.

Danielle Rumple, Secretary

Date

Baldwin Public Library Trust: August 2023

August receipts totaled \$1,415.67. August disbursements totaled \$11,929.47.

The current value of the Trust is \$2,113,608.97, divided up in the following way:

	June 2023 - EOY	August 2023
Total endowment investments*	\$ 1,062,322.97	\$ 1,069,383.77
Endowment funds distributed for use	\$ 202,855.49	\$ 199,612.25
Total endowment funds	\$ 1,265,178.46	\$ 1,268,996.02
General spendable funds	\$ 382,420.94	\$ 388,265.00
Van Dragt fund	\$ 63,450.66	\$ 60,818.28
Building fund	\$ 334,358.33	\$ 338,018.93
Restricted funds**	\$ 49,360.61	\$ 32,787.20
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	\$ 844,612.95
Total endowment funds	\$ 1,265,178.46	\$ 1,268,996.02
Total non-endowment funds	\$ 854,314.08	\$ 844,612.95
Total of all Trust funds	\$ 2,119,492.54	\$ 2,113,608.97

* The principal of the endowment funds is \$877,597.04

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

As of August 31, 2023, the amount of money in the Trust that is undesignated stands at \$787,102.21

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	17.4%	-19.44%
U.S. Aggregate-Bond Benchmark	0.89%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	13.27%	-17.69%
Baldwin Endowment Funds' Portfolio	6.98%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-6.29%	-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 August 31, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,083,215.48
Raymond James Building Mutual Funds Account	\$660,682.36
Huntington Bank Checking Account	\$3,722.86
Huntington Bank Money Market Account	<u>\$365,988.27</u>
Total	\$ 2,113,608.97

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 Balance 07/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 08/31/23
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$2,102.49	\$3,291.24	\$2,102.49			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$2,632.38	\$2,632.38	\$2,632.38			\$0.00
Restricted Funds	\$3,722.69	\$0.17	\$0.41	\$7,184.60	\$16,673.82	\$7,184.60			\$3,722.86
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,722.69								\$3,722.86
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$7.79	\$0.00			\$0.00
TOTAL	\$3,722.69	\$0.17	\$0.41	\$11,919.47	\$22,605.23	\$11,919.47	\$0.00		\$3,722.86
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$203,220.63	\$0.00	\$48.00	\$0.00		\$0.00	(\$2,102.49)		\$201,118.14
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	(\$2,632.38)		\$60,818.28
Restricted Funds	\$43,118.16	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$7,184.60)		\$35,933.56
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	\$64,486.36	\$1,115.50	\$2,354.81	\$10.00	\$20.00	\$0.00	\$0.00		\$65,601.86
TOTAL	\$376,802.24	\$1,115.50	\$2,502.81	\$10.00	\$20.00	\$0.00	(\$11,919.47)		\$365,988.27
Raymond James & Associates:									
Endowment Fund Investments	\$1,088,499.08	\$0.00	\$0.00			\$0.00	\$0.00	(\$21,012.03)	\$1,067,487.05
Endowment Cash	\$15,424.80	\$300.00	\$300.00			\$0.00	\$0.00	\$3.63	\$15,728.43
Sub-total Endowment Funds	\$1,103,923.88	\$300.00	\$300.00			\$0.00	\$0.00	(\$21,008.40)	\$1,083,215.48
General Spendable Funds Cash	\$1,378.10	\$0.00	\$0.00			\$0.00	\$0.00	\$0.29	\$1,378.39
General Spendable Mutual Funds	\$325,266.81	\$0.00	\$0.00			\$0.00	\$0.00	(\$3,981.04)	\$321,285.77
General Spendable Building Mutual Funds	\$342,161.73	\$0.00	\$0.00			\$0.00	\$0.00	(\$4,143.53)	\$338,018.20
Sub-total General Spendable Funds	\$668,806.64	\$0.00	\$0.00			\$0.00	\$0.00	(\$8,124.28)	\$660,682.36
TOTAL	\$1,772,730.52	\$300.00	\$300.00			\$0.00	\$0.00	(\$29,132.68)	\$1,743,897.84
Total All Funds	\$2,153,255.45	\$1,415.67	\$2,803.22	\$11,929.47	\$22,625.23	\$11,919.47	(\$11,919.47)	(\$29,132.68)	\$2,113,608.97

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
AUGUST 31, 2023**

[illegible]

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

		Prior Month Balance 07/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 08/31/23
Gift & Tribute Funds	Purpose									
General Spendable Funds										
		\$391,140.40	\$1,115.50	\$2,354.81	\$10.00	\$27.79			(\$3,980.90)	\$388,265.00
Restricted Funds:										
Building Fund		\$342,162.31	\$0.00	\$0.00	\$0.00	\$0.00			(\$4,143.38)	\$338,018.93
Van Dragt Fund		\$63,450.66	\$0.00	\$0.00	\$2,632.38	\$2,632.38				\$60,818.28
Memorials/Tributes		\$9,481.21	\$0.17	\$100.41	\$0.00	\$0.00				\$9,481.38
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$934.67	\$0.00	\$0.00	\$319.70	\$1,385.03				\$614.97
Friends										
	Adult Services Programs	\$11,002.30	\$0.00	\$0.00	\$968.57	\$1,602.93				\$10,033.73
	Young Adult Programs	\$2,448.81	\$0.00	\$0.00	\$770.50	\$1,490.72				\$1,678.31
	Youth Services Programs	\$5,259.18	\$0.00	\$0.00	\$1,173.09	\$2,139.02				\$4,086.09
	Idea Lab Program Supplies	\$695.06	\$0.00	\$0.00	\$773.96	\$6,828.38				(\$78.90)
	Outreach & Equipment	\$9,633.97	\$0.00	\$0.00	\$3,178.78	\$3,227.74				\$6,455.19
	Sub-total Restricted	\$445,584.60	\$0.17	\$100.41	\$9,816.98	\$19,306.20	\$0.00	\$0.00	(\$4,143.38)	\$431,624.41
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										
		\$861,448.54	\$1,115.67	\$2,455.22	\$9,826.98	\$19,333.99	\$0.00	\$0.00	(\$8,124.28)	\$844,612.95
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$76,786.96	\$0.00	\$48.00	\$760.04	\$926.41				\$76,026.92
	Adult Large Print	\$2,692.16	\$0.00	\$0.00	\$333.77	\$333.77				\$2,358.39
	Adult Services Department	\$31,179.14	\$0.00	\$0.00	\$53.35	\$53.35				\$31,125.79
	Adult Audio Visual	\$705.51	\$0.00	\$0.00	\$240.72	\$240.72				\$464.79
	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	\$8,294.87	\$0.00	\$0.00	\$522.86	\$1,472.86				\$7,772.01
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$17,424.97	\$0.00	\$0.00	\$70.00	\$70.00				\$17,354.97
	Staff Appreciation	\$2,617.73	\$0.00	\$0.00	\$121.75	\$194.13				\$2,495.98
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$201,714.74	\$0.00	\$48.00	\$2,102.49	\$3,291.24	\$0.00	\$0.00	\$0.00	\$199,612.25
Total Endowment Investments										
	All Funds	\$1,090,092.17	\$300.00	\$300.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$21,008.40)	\$1,069,383.77
Total Endowment Funds										
		\$1,291,806.91	\$300.00	\$348.00	\$2,102.49	\$3,291.24	\$0.00	\$0.00	(\$21,008.40)	\$1,268,996.02
Total All Trust Funds										
		\$2,153,255.45	\$1,415.67	\$2,803.22	\$11,929.47	\$22,625.23	\$0.00	\$0.00	(\$29,132.68)	\$2,113,608.97

TRUST RECEIPTS
August-23

Trust Money Mkt General Funds:

Money Market Interest Income	\$ 1,115.50	\$ 1,115.50
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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

Checking Account Interest	\$ 0.17	\$ 0.17
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Trust Money Mkt Endowment Fund:

Misc Deposit to reimburse for shirts purchased by employees	\$	-
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Total Receipts at Huntington Bank	\$ 1,115.67	\$ 1,115.67
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Raymond James

Catherine and Richard Sweeney in honor of Tom Sweeney's birthday	\$300.00	
		\$300.00

Total Trust Receipts (Before Bank Fees)	<u>\$1,415.67</u>	<u>\$1,415.67</u>
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Monthly Banking Fee on Money Market Account	\$ (10.00)	\$ (10.00)
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Total Trust Receipts (Net)	<u>\$1,405.67</u>	<u>\$1,405.67</u>
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08/24/2023 11:17 AM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 08/01/2023 - 08/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
08/18/2023	LIBRY	5985	004867	BALDWIN PUBLIC LIBRARY TRUST	40.00
08/18/2023	LIBRY	5986	MISC	COLORADO LIBRARY CONSORTIUM	70.00
08/18/2023	LIBRY	5987	009319	COMPTON PRESS INDUSTRIES LLC	3,148.96
08/18/2023	LIBRY	5988	007403	SUSAN DION	29.45
08/18/2023	LIBRY	5989	004604	GORDON FOOD	25.86
08/18/2023	LIBRY	5990	009030	SYNTHA GREEN	43.16
08/18/2023	LIBRY	5991	001090	INGRAM LIBRARY SERVICES	983.85
08/18/2023	LIBRY	5992	MISC	LAURA J PHOU	150.00
08/18/2023	LIBRY	5993	MISC	MICHIGAN OPERA THEATRE	250.00
08/18/2023	LIBRY	5994	006785	OVERDRIVE, INC.	170.39
08/18/2023	LIBRY	5995	006432	ELISABETH PHOU	51.98
08/18/2023	LIBRY	5996	000757	SCHOLASTIC INC	59.01
08/25/2023	LIBRY	5997	000902	CENGAGE LEARNING INC	312.69
08/25/2023	LIBRY	5998	000575	DEMCO, INC	745.97
08/25/2023	LIBRY	5999	007403	SUSAN DION	23.94
08/25/2023	LIBRY	6000	009315	FIRST NATIONAL BANK OF OMAHA	5,814.21
08/25/2023	LIBRY	6001	009315	VOID	0.00 V
08/25/2023	LIBRY	6002	009315	VOID	0.00 V

LIBRY TOTALS:

Total of 18 Checks:	11,919.47
Less 2 Void Checks:	0.00
Total of 16 Disbursements:	11,919.47