

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

OCTOBER 16, 2023

Jennifer Wheeler
PRESIDENT

Karen Rock
VICE PRESIDENT

Danielle Rumple
SECRETARY

Melissa Mark

Frank Pisano

James W. Suhay

Rebekah Craft
LIBRARY
DIRECTOR



LEARN.CONNECT.DISCOVER.

MISSION

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

VISION

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

CORE VALUES

WE ARE COMMITTED TO:

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

ADOPTED APRIL 2022

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS

Wheeler, Jennifer
PRESIDENT

1665 Holland St.
Birmingham, MI 48009
Cell: (248) 808-4495
e-mail: jennybwheeler@gmail.com

Term expires 2023

Personnel Committee,
Policy Committee

Rock, Karen
VICE PRESIDENT

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

Term expires 2023

Personnel Committee,
Policy Committee

Rumple, Danielle
SECRETARY

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

Term expires 2025

Finance Committee,
Outreach Committee

Mark, Melissa S.

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

Term expires 2025

Building Committee,
Outreach Committee

Pisano, Frank

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

Term expires 2025

Finance Committee

Suhay, James W.

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

Term expires 2023

Building Committee

Smith, Titus III
STUDENT REPRESENTATIVE

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

Term expires February 2024



LEARN.CONNECT.DISCOVER.

AGENDA

Baldwin Public Library Board Meeting

Monday, October 16, 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. Commendation of Jim Suhay, retiring Library Board Member, who served on the Library Board from 2011 to 2023. p. 7

- II. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues, but will not 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.

- III. 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 September 18, 2023 Board Meeting Minutes p. 8
- B. Approval of September 2023 vendor payments in the amount of \$463,238.86, including payments in excess of \$75,000. p. 12
- C. Approval of total expenses in the amount of \$586,002.15. p. 17

- IV. 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. 88

V. Board Committee Reports	
A. Finance – Danielle Rumble	p. 16
B. Building – The next Building Committee meeting will take place on Monday, October 23 at 4:00 p.m.	
VI. Library Report – Rebekah Craft and Jaclyn Miller	p. 19
VII. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 40
B. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
VIII. Phase 3: Renovation Update – Rebekah Craft	p. 41
IX. New & Miscellaneous Business	
Suggested Board action: To make a motion to adopt proposed changes to the Group Study Room Policy, as found on page 84 of the October 2023 Board packet.	p. 83
X. Unfinished Business	
XI. Items removed from the Consent Agenda	
XII. Information Only	
A. Upcoming events of interest	p. 88
B. Birmingham-Bloomfield Eagle article, “Read in the Park with two featured authors”	p. 90
C. Click On Detroit article, “These Michigan libraries are distributing free COVID tests this fall”	p. 91
D. Birmingham-Bloomfield Eagle article, “Eagle voters to decide senior, marijuana and school proposals, library board members”	p. 94
E. Downtown News Magazine article, “Birmingham Library Board”	p. 97
F. Downtown News Magazine article, “Our recommendations for November ballot”	p. 105
G. The Detroit News: Web Edition article, “Morian: Protecting the right to read in Michigan’s public libraries”	p. 109

XIII. Adjournment

The next regular meeting of the Library Board will be on Monday, November 20, 2023 at 7:30 p.m.

Motion: *To adjourn the October 16, 2023 Board Meeting.*

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

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

Commendation of

Jim Suhay

For his service to the Baldwin Public Library, Birmingham, Michigan

RESOLVED by the Baldwin Public Library Board of Directors and the Baldwin Public Library Staff that:

WHEREAS, Jim Suhay, outgoing Baldwin Public Library Board member, provided many years of outstanding service to the Library with his commitment to thoughtful, thorough, and educated decision making; and

WHEREAS, Jim was elected to the Library Board of Directors and, during his 12 years on the Board, served as President from November 2018 through October 2019; and

WHEREAS, Jim's experience in business, finance, accounting, strategic planning, grant writing, and fundraising made him well suited to the position of Baldwin trustee, where he used his gifts of sound fiscal and strategic management to help balance the library's budget, build its Trust funds, successfully complete two renovations on time and under budget, and contribute his expertise to Baldwin's third and final phase of renovations; and

WHEREAS, Jim has served the Library Board of Directors as a member of the Finance Committee, Building Committee, and Strategic Planning Committee, helping to shape the direction of the Library and greatly improve its financial standing and its physical building; and

WHEREAS, Jim has advocated on behalf of the Baldwin Public Library to improve cost efficiency, remain on the cutting edge of technology with the introduction of the Idea Lab makerspace, and optimize the physical plan to meet changing user needs; and

WHEREAS, Jim has generously given thousands of hours of his time to serve the Library and the City of Birmingham, along with improving and strengthening the surrounding community by serving on the boards of the Birmingham Senior Men's Club, West Point Society of Michigan, Holy Name Catholic Church, Cranbrook House & Gardens Auxiliary, Race Relations and Diversity Task Force, and The Community House; and

NOW, THEREFORE, this Board of Directors of the Baldwin Public Library does hereby confer upon

Jim Suhay

its highest commendation for the manner in which he has promoted and served the Baldwin Public Library with special thanks for his steadfast support of the members of the Baldwin Public Library family.

IT IS HEREBY ORDERED that the President of the Baldwin Public Library Board of Directors wish Jim Suhay much success in the future and hope that he will continue to shape the organizations where he devotes his time and talents.

Adopted this sixteenth day of October, 2023

Jennifer Wheeler, President, Board of Directors

Rebekah Craft, Library Director



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
September 18, 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 estate of David N. Reinhard for distributing a sizeable donation to the Library Trust in August. Wheeler thanked Kristen Tait for noticing and reporting damage to the temporary entrance ramp on September 10.

Board comments: Rock relayed the positive comments she heard about the Library during a recent neighborhood block party.

Staff Anniversaries: Rock recognized the following staff anniversaries: Diana Ancog (2 years of service), Beverly Banks (2 years), Brandon Bolek-Toubeaux (22 years), Ethan Cronkite (2 years), David Dapkus (6 years), Sinjin Green (2 years), Alyssa Gudenburr (1 year), Patricia Henricks (6 years), Jessica Hoeck (6 years), Jeff Jimison (6 years), Haylie May (2 years), Vicki Sower (16 years), Lynn Szykiel (4 years), and Elizabeth Volpe (18 years).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 78-79 of the September Board packet. The library will close on September 22 for Staff Development Day.

4. Board Committee Reports

Finance Committee:

Rumple reported that the Finance Committee met on September 11. Present were Pisano, Rumple, Craft, and Miller. Full minutes from this meeting are on page 14 of the September Board packet. The next meeting of the Finance Committee will take place on Monday, October 9, 2023, at 4:00 p.m. in the Delos Board Room.

Around \$260,000 will be added to the fund balance. This is primarily due to conservative budgeting for staff expenses.

Building Committee:

Suhay reported that the Building Committee met on September 13. Present were Mark, Suhay, Craft, and Miller. Full minutes from this meeting are on page 18 of the September Board packet. The next meeting of the Building Committee will take place on Monday, October 23 at 4:00 p.m. in the Jeanne Lloyd Room.

The Board looked at two bird safe window hardware options, which the Building Committee did not recommend pursuing.

The Phase 3 architect Merritt Cieslak Design (MCD), recommended preserving a former ramp line in the form of a raw and unfinished 2" recessed channel above where the new ramp will be constructed. This line would have a different slope than the new ramp. MCD intended this to pay homage to the 1980 Birkerts addition. The Phase 3 contractor recommended instead making this line flush with the wall and skim coating it, which would add about \$2500 to the project cost. The Board agreed it would look unfinished, and that there is not a need to pay homage to the 1980 construction. Birmingham resident Sheila Brice commented that residents who relied on the former ramp out of necessity do not have fond memories of the difficult outdoor incline, and agreed with the Board in not choosing to honor it in the new construction.

Motion to not proceed with honoring the 1980 ramp and to maintain a flat wall where the old ramp was, with a skim coat.

1st Suhay

2nd Mark

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

5. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of this report are on pages 19-31 of the September Board packet.

Miller reported final Summer Reading statistics (p. 21-25). Facility improvements included stability repairs to the temporary ramp, connection of lighting above the temporary ramp, and wood guards made in the Idea Lab to protect the drywall under interactive displays in the Youth Room.

Craft reported that Head of DEI at the Oak Park Public Library (Illinois), Stephen Jackson will present a session on Restorative Justice in Libraries workshop during the September 22 staff development day.

Librarian Mick Howey is the new chair of the Metronet Electronic Services Committee. Craft noted how Howey has become an expert in Overdrive and has been sharing his knowledge with staff here and at MetroNet libraries. Sinjin Green has been promoted from Page to Teen Library Assistant, taking over for Faith Whitted. Stuart Sturton has been promoted from Substitute Librarian to part-time Adult Services Librarian.

Craft has requested wish list items from staff earlier this year to better prepare for the next budget cycle in January.

6. Liaisons

Friends: Ryndee Carney reported the Friends closed their fiscal year on August 31 with \$26,013.29 in assets, and gave the Library \$50,095.72 throughout the year. The Friends Board put together a 5-year comparison from 2019 to this year and found 2023 was a return to pre-pandemic levels of goodwill and used media revenue.

The Friends held a bag sale on Saturday, September 16 and made around \$600. Carney gave special thanks to Michelle Hollo, whose bookmark and button creation from used books has generated \$1400 in revenue.

The Friends have selected the name "The Friends Bookshop" for their new sale space name.

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 on pages 33-72 of the September Board packet. The front entrance has been completely excavated. Work has begun on the new ramp and elevator shaft.

The first floor women's restroom must close for two weeks beginning October 2, and staff are working on a solution for ease of restroom access.

The Library's construction budget is satisfactory. Credits were dispensed to the contingency budget for landscaping, HVAC, and glass revisions.

8. New & Miscellaneous Business:

2024 Calendar:

After approval in the August Board meeting, three instances of Board meetings still conflicted with holidays where there should be no Board activity. The proposed 2024 holiday calendar with these corrections is found on page 75-76 of the September Board packet. Rock noted that the corrections were not reorganized in chronological order, and should be made so.

Motion to approve the 2024 Library calendar as found on page 75-76 of the September 2023 Board Packet, reorganized to chronological order.

1st	Pisano
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.

9. Unfinished Business: None.
10. Items Removed from Consent Agenda: None.
11. Information Only: See pages 77-81 of the September 2023 Board packet.
12. Adjournment:

Motion to adjourn the meeting.

1st Rumble

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.

The motion was approved unanimously. The meeting was adjourned at 8:32 p.m. The next regular meeting is scheduled for Monday, October 16, 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

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Check Number	Vendor #	Vendor	Amount
	000843	BAKER & TAYLOR BOOKS	16.24
	009213	BAYSCAN TECHNOLOGIES	752.00
	008355	BIRMINGHAM PUBLIC SCHOOLS	35.00
	003530	INFORMATION TODAY INC	323.53
	001090	INGRAM LIBRARY SERVICES	15,417.13
	008827	KANOPY, INC	447.10
	000784	LAKESHORE LEARNING	136.85
	003527	LOWER HURON SUPPLY CO INC	729.35
	007927	MICHELLE HOLLO	892.50
	002013	MIDWEST TAPE	9,768.94
	006785	OVERDRIVE, INC.	15,531.78
	009612	PLAYAWAY PRODUCTS LLC	485.92
	007907	SP+ CORPORATION	20.00
	009030	SYNTHA GREEN	70.91
	000158	VERIZON WIRELESS	103.04
294061	009202	AQUARIUM DESIGN INC	240.00
294067	003914	BOOK PAGE	720.00
294069	008256	BRAINFUSE, INC.	4,500.00
294073	MISC	COLUMBIA UNIVERSITY	15.00
294076	009024	THE D.M. BURR GROUP	4,819.00
294079	008139	ENVISIONWARE INC.	6,745.00
294085	000249	GUARDIAN ALARM	263.58
294092	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,400.25
294098	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
294099	000639	MICHIGAN LIBRARY ASSN	245.00
294114	007098	SHAW SYSTEMS & INTEGRATION	4,411.00
294143	MISC	ANN ARBOR DISTRICT LIBRARY	35.00
294146	000843	BAKER & TAYLOR BOOKS	138.17
294198	001090	INGRAM LIBRARY SERVICES	3,958.18
294207	000797	THE LIBRARY NETWORK	3,013.39
294235	009698	PCI INDUSTRIES, INC	913.00
294293	006666	GRID 4 COMMUNICATIONS INC.	228.76
294297	009085	MGSE SECURITY LLC	125.00
294299	MISC	MONICA SHAYOKA	14.04
294303	009478	ODP BUSINESS SOLUTIONS, LLC	245.68
294304	009612	PLAYAWAY PRODUCTS LLC	418.42
294310	007907	SP+ CORPORATION	3,518.00
294315	009026	WELLS FARGO VENDOR FIN SERV	710.95
294321	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
294323	009440	ALLIANCE ENTERTAINMENT, LLC	777.76
294326	009126	AMAZON CAPITAL SERVICES INC	13.99
294336	000843	BAKER & TAYLOR BOOKS	32.77
294344	003904	CAPITAL ONE BANK	18,427.70
294354	007822	REBEKAH CRAFT	180.00
294358	000575	DEMCO, INC	308.79
294363	000179	DTE ENERGY	7,876.13
294383	008164	GARY EISELE	61.57
294384	004493	ELITE IMAGING SYSTEMS, INC	571.59

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
294392	MISC	GA BUSINESS PURCHASER LLC	263.58
294407	001090	INGRAM LIBRARY SERVICES	2,129.02
294415	MISC	LAURA DIDINATO-SHAPIO	7.49
294436	009698	PCI INDUSTRIES, INC	343,352.55
294439	007588	PERMACARD	563.96
294441	009612	PLAYAWAY PRODUCTS LLC	293.69
294447	MISC	RAY WIEGAND'S NURSERY	764.25
9075	000605	CINTAS CORPORATION	245.43
9099	008336	NBS COMMERCIAL INTERIORS	856.00
9107	005861	UNIQUE MGMT SERVICE, INC	72.10
9176	002013	MIDWEST TAPE	1,992.78
Total:			463,238.86

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

October 2023 Finance Committee Minutes

The Baldwin Public Library Board's Finance Committee met on Monday, October 9, 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
 - The first payment for the Phase 3 renovation was moved from the FY23-24 budget back to the FY22-23 budget under Building Improvements and Finishes, due to the pre-construction work occurring in June 2023.
- FY 2023-24 budget update after one month
 - Largest disbursement is to PCI Dailey for Phase 3 work.
 - Waiting on City taxes to be deposited into our account
 - Room rentals are up, even with construction limitations
 - Construction budget update – furniture quotes are underway; FFE should come in under the \$115,000 of projected costs. \$68,496 remains in the contingency fund.
- Trust expenditures with Friends of the Library funds – programs and supplies across departments
- Items not on agenda
 - Communication from Jim Cummins at Raymond James notifying us that he is taking on a partner in his practice. Jim is not planning on or considering retiring at this time.
- The next Finance Committee meeting will be held on Monday, November 13, at 4:00 p.m. in the Delos Board Room.

FINANCIAL REPORT: September 2023

This report references the Revenue and Expense Report 2023-24, found on the following page. At 25.00% of the way through fiscal year 2023-2024, the Library has spent 20.4% of its budget and received 3.35% of its revenue. By this point of the year, the Library was budgeted to have spent 25.00% of its budget and to have received 25.00% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	343,352.55
Total vendor payments in excess of \$75,000	\$	343,352.55
Balance of vendor payments less than \$75,000	\$	119,886.31
Total vendor payments	\$	463,238.86

City of Birmingham allocations:

Payroll Period Ending 09/02/23	\$	115,494.33
Payroll Period Ending 09/16/23	\$	95,825.34
Employee Health Care Payroll Deduction 09/16/23	\$	(691.06)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	222,499.19

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	\$	232,105.86

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals)	\$	(21.53)
Reallocation of Phase 3 Expense to FY ending June 30, 2023	\$	(116,303.88)
Water Bill	\$	4,358.25
Comerica Purchasing Card Posted Retroactively	\$	2,479.82
Credit Card Fees	\$	144.77
Total Recon Adjustments	\$	(109,342.57)

Total expenses for the month	\$	586,002.15
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
September 2023

	Approved 2023-2024 Budget	Current Month September 2023	Current Month September 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	25.00%	3rd Month of the year
<u>REVENUES</u>											
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$1,045,160	\$0	(\$1,045,160)	0.0%	\$3,869,880	100.0%	
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	(\$145)	\$1,105	(\$3,750)	(\$145)	\$3,605	1.0%	(\$2,207)	14.7%	
COUNTY AND STATE REVENUE	\$107,000	\$8,917	(\$19,393)	(\$28,310)	\$26,750	\$0	(\$26,750)	0.0%	\$0	0.0%	
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$0	0.0%	
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$0	(\$85,678)	\$257,035	\$178,811	(\$78,224)	17.4%	\$248,142	25.0%	
PATRON USE REVENUE	\$25,650	\$2,138	\$3,340	\$1,202	\$6,413	\$9,025	\$2,612	35.2%	\$9,574	35.5%	
INVESTMENT INCOME	\$5,000	\$417	(\$203)	(\$619)	\$1,250	(\$203)	(\$1,453)	-4.1%	\$11,916	39.7%	
OTHER REVENUE	\$260,000	\$21,667	\$0	(\$21,667)	\$65,000	\$24	(\$64,976)	0.0%	\$0	0.0%	
TOTAL REVENUE	\$5,591,430	\$465,953	(\$16,401)	(\$482,354)	\$1,397,858	\$187,512	(\$1,210,346)	3.35%	\$4,137,305	82.6%	
<u>EXPENSES</u>											
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$222,499	(\$24,349)	\$740,545	\$614,845	(\$125,700)	20.8%	\$554,309	19.5%	
SUPPLIES	\$151,150	\$12,596	\$13,909	\$1,313	\$37,788	\$34,462	(\$3,326)	22.8%	\$35,829	25.1%	
CONTRACTED SERVICES	\$303,450	\$25,288	\$24,431	(\$857)	\$75,863	\$73,433.54	(\$3,429)	23.9%	\$178,379	35.7%	
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$977	(\$12,481)	\$40,375	\$101,189	\$60,814	62.7%	\$73,816	53.1%	
UTILITIES	\$117,600	\$9,800	\$12,234	\$2,434	\$29,400	\$30,894	\$1,494	26.3%	\$30,932	29.5%	
OTHER CHARGES	\$93,180	\$7,765	\$4,612	(\$3,153)	\$23,295	\$23,521	\$226	25.2%	\$21,149	26.0%	
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$248,278	(\$30,556)	\$836,500	\$559,678	(\$276,822)	16.7%	\$10,007	14.9%	
COLLECTIONS	\$660,250	\$55,021	\$59,062	\$4,042	\$165,063	\$150,667	(\$14,395)	22.8%	\$161,688	24.9%	
TOTAL EXPENSES	\$7,795,310	\$649,609	\$586,002	(\$63,607)	\$1,948,828	\$1,587,690.06	(\$361,137)	20.4%	\$1,066,109	23.5%	
VARIANCE	(\$2,203,880)	(\$183,657)	(\$602,403)	(\$418,747)	(\$550,970)	(\$1,400,178)	(\$849,208)				
FUND BALANCE-BEGINNING OF YEAR							\$2,498,443.24				
FUND BALANCE-CURRENT							\$1,098,264.97				

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.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Strategic Plan – Quarterly Update

Expenditures from FOBPL Donations

Statistical Dashboard

September 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q1 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ (16,401)	\$ 4,123,314	\$ 1,397,585	\$ 4,127,596			
Expenses	\$ 649,609	\$ 303,308	\$ 1,948,828	\$ 1,063,552			
Circulation							
Circ (Charges & Renewals)	47,176	39,042	157,359	135,867	117,500	39,859	On Target
Self-Check Usage	18.3%	44.8%	20.7%	46.1%			
% of Circ by Residents*	91.0%	92.3%	91.4%	92.3%	92.0%	-1%	
% of Circ by Non-Residents	9.0%	7.7%	8.6%	7.7%	8.0%	1%	
Interlibrary Loans							
Items borrowed	679	624	2,083	2,495			
Items loaned	791	810	2,452	2,528			
Technology Usage							
Database Sessions	5,475	4,149	23,410	12,191	8,750	14,660	On Target
Downloadable Content	13,041	12,070	40,779	38,354	37,500	3,279	On Target
Public Computer Usage	575	456	1,772	1,248			
Wireless Sessions	5,904	5,098	18,085	13,539	13,500	4,585	On Target
Program Attendance							
Program Attendance for Adults	184	155	560	449			
# of Programs for Adults	14	12	35	34			
Program Attendance for Teens	65	41	296	202			
# of Programs for Teens	5	4	16	14			
Program Attendance for Youth	817	569	4,513	3,456			
# of Programs for Youth	41	19	113	79			
Computer Classes	35	57	120	110			
# of Computer Programs	5	7	17	17			
Online Video Views	37	55	74	154			
Idea Lab Visits	106	213	329	611			
Total Program Attendance	1,244	1,090	5,892	4,982	6,500	(608)	Off Target
Total # of Programs	65	42	181	144	350	(169)	Off Target
Outreach Attendance	56	2	836	332			
# of Outreach Programs	2	1	8	9			
Visitors	16,447	14,558	52,216	44,160	40,000	12,216	On Target
Volunteer Hours	107	85	418	302	300	118	On Target
Social Media New Users							
Website Hits/Pageviews	19,964	21,194	60,884	70,519	65,000	(4,116)	Off Target
e-Newsletter Subscribers**	-17	-40	10,981	11212	11000		Cautionary
Facebook Page Followers	16	28	3,352	2848	2800	552	On Target
TikTok Followers^	17	0	779	1350			
Instagram Followers	15	8	2,237	2055	2000	237	On Target

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

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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

Key Metrics & Strategic Plan Status Report

Key Metrics Explanation: July-September 2023 (Q1)

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

Circulation (On Target) : Circulation was 25% higher than anticipated this quarter. Patrons have to walk past more materials to get to the west side of the library, potentially leading them to picking up more items impulsively. Also, during the summer reading program, they were encouraged to read for badges and a chance at a prize.

Technology Statistics

- Database Sessions (On Target): Database usage remains strong – up 62% over our target, and 485 over last year. As the Library kicked off the Phase 3 project, the 24/7 access allows people to lengthen the time between visits.
- Downloadable Content (On Target): The Library's downloadable content usage remains extremely popular. Usage exceeded the yearly goal by 8%. Participation in the statewide ebook consortium is likely contributing.
- Website Pageviews (Off Target): Total pageviews were 6% lower than our goal.

Visitors (On Target): The number of people entering the library was 23% higher than the target number for FY 2023-24. This target was lowered from last year in anticipation of foot traffic being slowed by Phase 3 construction, which seems to have had less of a negative impact than we thought.

Program Attendance (Off Target): Program attendance is just slightly off target, but which can be attributed to a lower number of programs. Library staff planned fewer programs in the summer due to limited spaces available.

Social Media (Mostly On Target): The number of our Facebook and Instagram followers remains steady, and our Tik Tok followers continue to rise in number.

Strategic Plan Action Items – 2023-24 Q1: The Goal Champions (GC) for each of the 6 Strategic Goals have been working to fill in the action items and timelines for their sections of the plan. Many of our targets are ongoing, or will repeat regularly, and the GCs are engaging with the appropriate staff members to find out who and how those action items can best be implemented.

Programs & Services

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

LDS Print and Scanning Station

We recently acquired a new printing and scanning station referred to as an LDS. Adult services Librarian II Ethan Cronkite created a list of highlights:

- Patrons can navigate the printing and scanning options using a large touchscreen. There is also a keyboard and mouse that can be used to enter some information, and a laser scanner for library cards.
- There are two devices available for scanning: a document scanner and a flatbed scanner.
- A port is available for those who wish to scan documents onto a USB drive.
- There is also a feature where documents can be quickly scanned onto a smartphone or tablet via the QR reader.
- Prints are released via the familiar Envisionware interface.

Patron feedback has been favorable, even from a few folks who were certain they were not going to be able to use the new machine on their own, and were pleasantly surprised by the ease of use.



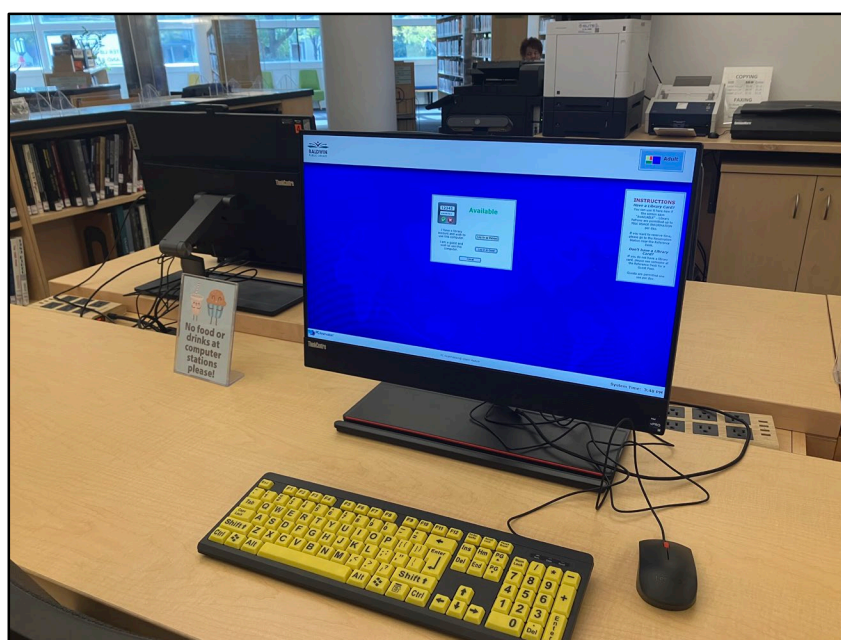
LEGO Challenge

On Thursday, October 5 Youth Librarian II Rosemary Isbell hosted a LEGO Building Challenge program after school. Participants were asked to build a variety of LEGO creations in 60 minutes or less.



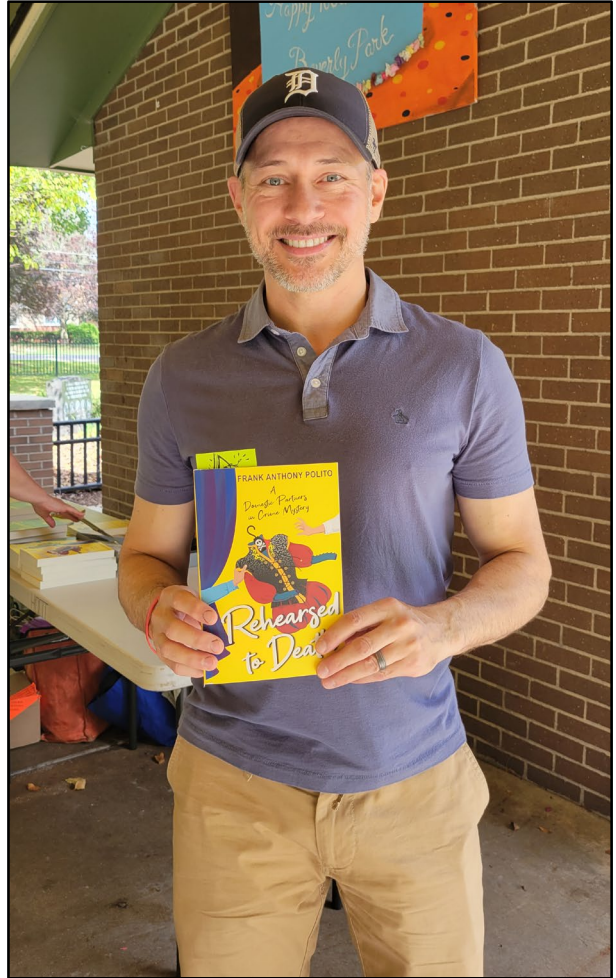
New Public PC's

Public PC's were replaced on Friday, September 22 while the Library was closed for Staff Development Day. Among the new workstations are two PC's with updated accessibility tools.



Read in the Park – Beverly Park

It was a beautiful day to welcome Rhonda Gowler Greene and Frank Anthony Polito to Beverly Park on Saturday, September 30. About 25 kids and caregivers were on hand to hear about Greene's storybooks, and about 10 people enjoyed a chance to hear from and talk with Polito as he reviewed his process and writing journey. Our thanks to Colleen from BookBeat of Oak Park, who was on site with books from both authors, so attendees could purchase titles and have them autographed.



Facility

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

Juneteenth Holiday Sticker/Collection

Syntha Green, Youth Librarian II, and Morgan Kosciuk, Youth Reference Assistant, worked to add a new label to Juneteenth Holiday books in the Youth Collection. This label uses a similar look to the Juneteenth flag, which is trademarked.

Perennial Gardens

On Friday, September 29 Library Director Rebekah Craft and Office Administrator Robert Stratton planted 16 variations of perennial plants in the southwest corner of the library lawn. Using perennials will save us about \$1200 annually.



Early Spring (April - May)

- Bloodroot (*Sanguinaria*) - White
- Wood Anemone (*Anemonoides*) - White
- *MERTENSIA virginica* 6" NATIVE
- Wild Geranium (*Geranium sanguineum*) - Pink

Spring (May-June/July)

- Common Spiderwort (*Tradescantia virginiana*) - Blue
- Foxglove Beardtongue (*Penstemon digitalis*) - White
- Wild Penstemon (*Penstemon* spp.) - Blue
- Delphinium – Blue
- Yarrow (*Achillea millefolium*) - Terracotta / Peach

Summer (June/July-August/September)

- Black-eyed Susan (*Rudbeckia hirta*) - Yellow
- Coneflower (*Echinacea purpurea*) - Purple
- Sand Coreopsis (*Coreopsis lanceolata*) - Yellow
- *EUPATORIUM* d.'Baby Joe' 6" - pink
- Cardinal Flower (*Lobelia cardinalis*) - Red
- Great Blue Lobelia (*Lobelia siphilitica*) - Blue

Fall (August-October)

- New England Aster (*Symphyotrichum novae-angliae*) - Purple
- *SOLIDAGO rugosa* 'Fireworks' 6"



Youth Room Water Damage, cont.

John Galik, Facilities Superintendent at the City of Birmingham, is in the process of obtaining the required three quotes for the repair and replacement of the broken sewer line. This project will include excavation, plumbing, and evaluating the impact of and on the neighboring tree. We anticipate the selection of a vendor soon.

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 and they are identifying additional months/notable occasions to highlight within our social media, programming plans, and displays.

DEI Training with Global Community Associates

All staff who attended the Staff Development Day on Friday, September 22, heard a lecture from Stephen Jackson on Restorative Practices in Libraries. Staff were introduced to the foundational components of restorative practices, its history, purpose and impact in public institutions. Staff explored the examples of successful implementation of restorative practices in public libraries.

During the month of October, 25 staff members will be taking a three-week virtual course with Stephen Jackson and Celeste Jackson. Over a period of 9 hours, staff will be introduced to the foundational components of Restorative practices through community building, evaluation of restorative justice/practices in other libraries and actualizing what restorative justice/practices could look like implemented in BPL.

Project READY

The Youth Department continues to meet regularly to work through and discuss the Project READY curriculum.

Community Outreach and Partnerships

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

City of Birmingham

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

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham 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.

Birmingham Public Schools

- Jaclyn Miller attended Family Literacy Night at Greenfield Elementary on October 3. They specifically requested a visit from the Book Bike! Kids and caregivers had a chance to check it out, ring the bell, collect some reading lists, and ask questions. A couple attendees even registered for new library cards. Due to a technical malfunction, this will be the last outing for the Book Bike this season.
- Stephanie Klimmek attended the Pembroke Staff Meeting on Tuesday, October 10 to register and renew BPS staff library cards.
- Stephanie also attended Harlan Literacy Night on October 11, talking to students and caregivers about library resources.

Friends of the Baldwin Public Library

The FOBPL board met on Tuesday, October 10 for their regular monthly meeting. They discussed their plans for the opening of their new sale space, and the potential for the purchase of a gift to the Library to celebrate Phase 3. Membership solicitation letters were sent in September.

Marketing

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

- *Learn.Connect.Discover* winter newsletter draft
- Additional book bike graphic choices
- Youth Program posters and fliers
- Battle of the Books promotional materials
- Storybook Trail signs
- Beanstack Reading Challenge posters
- Winter Reading graphics and badges

eNewsletters

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

Personnel and Organization

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

Staff Development Day

On Friday, September 22 roughly 55 staff members participated in various training sessions at our All Staff Development day.

To kick off the day, we had a library update from Rebekah, and celebrated 5 and 10. Stephen Jackson led an informative and interactive session on Restorative Practices. Hilary Nusbaum from Oakland County Health Network talked with staff about how to handle a variety of situations with visitors who may be experiencing any number of access or mental health concerns. Various staff members offered mini sessions on the new VR headsets, book talks, the new LDS print and scan station, riding the book bike, and restocking supplies in restrooms. Departments had a chance to meet as groups. We were also able to snap our annual group photo.

Thank you to the Board for supporting this day of training and sharing information.



The next All Staff meeting will be held on October 26. 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

Gary Eisele, Operations Assistant II, reached 14 years of service on October 1

Lawson Glenn III, Operations Assistant, reached 2 years of service on October 13

Carolyn Wheeler, Youth Substitute Librarian, reached 10 years of service on October 4

Phoenix Nash, Reference Assistant, reached 3 years of service on October 7

Nolan Peterson, Library Page, reached 3 years of service on October 7

Cyndi Summers, Library Assistant, reached 3 years of service on October 7

Faith Whitted, Teen Assistant and Library Page, reached 3 years of service on October 7

Stephanie Klimmek, Head of Youth Services, will reach 12 years of service on October 17

Jamie Richards, IT Coordinator, will reach 8 years of service on October 19

Wren Drisko, Library Page, will reach 3 years of service on October 25

Staffing Updates

Adult Services welcomed Olivia Duong, a new Substitute Librarian in late September. Olivia first interned at the Seattle Public Library and was a Graduate Student Reference Specialist at the University of Washington Libraries in Seattle. She has experience in reference services,

teaching information literacy, and cataloging. Olivia is fluent in reading, writing, and speaking Vietnamese.

Tiffany Jones-Bolek-Toubeaux resigned from her position as an IT Assistant at the end of September. We will miss her customer service and calm demeanor among IT troubleshooting issues, and wish her well on her future endeavors. Interviews to fill this opening are forthcoming.

Melissa Behrens has decided to resign her regular Youth Services position and return to being a Youth Services substitute. We appreciate Melissa's willingness to facilitate her October and November book clubs and Travel the World program in November. Interviews for this opening are being conducted.

Volunteer Hours

107 volunteer hours were utilized in the month of September.

MLA Annual Conference: Connecting the Dots

Rebekah Craft has served on the 2023 MLA Annual Conference planning committee since November 2022. The conference will take place in Kalamazoo, Michigan from October 18 to 20. Craft is moderating a panel on Intellectual Freedom with four library directors from around the state. She is also coordinating a collaborative project called Food for Thought, where library programmers share popular programs they've implemented in their libraries. This will be compiled into a "cookbook" and shared after the conference.

Jeff Jimison is presenting a session entitled, Integrating your Makerspace into Your Library, at the conference. Rebekah, Jeff, H Jennings, and Patricia Henricks will be attending the conference in Kalamazoo.

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 Strategic Plan (2022-2025): Action Plan - Q3 2023 Update

Strategic Goal 1: Programs & Services - Adapt programs and services to meet the needs of the changing population *Champion: H, Stephanie*

Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback					
1	Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Ongoing. Annual general programming in January. End of Summer Reading Survey in August.	Staff are developing plans to survey all program attendees during two weeks each year to gather feedback from attendees about both independent and recurring programs.
2	Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Review every December.	
3	Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	Ongoing	Youth analyzed the attendance and demand for the STEAM programs we had this summer and determined that STEAM programs for early elementary were the most in demand. As such, Youth has planning at least 2 STEAM related programs a quarter for early elementary and less for upper elementary. Examples include Lego Building Challenge and Story/Arts, and multiple book clubs for early elementary include STEAM related activities and books.
4	Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Access Services Coordinator	None	Review by September 15 annually.	Youth is evaluating monthly statistics to ensure collection development is balancing patron needs with shelf spaces.
5	Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Ongoing	Youth has transitioned to purchasing only Wonderbook and Vox Media Kits; no longer purchasing picture books with audio CDs. Due to high circulation, Youth staff are purchasing more Playaway Audiobooks and due to low circulation, only purchasing audiobook CDs for those books that are popular and for which a Playaway cannot be purchased. Adding new instructional technology programs: Updated Adobe Photoshop class, Canva, Digital Wallet, AI course. Public services staff updated the usage policy for patrons needing to use wifi when not able to access BPL wireless. Visiting local retirement communities with the mobile lab to do technology courses.
6	Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024	Susan attended the Birmingham Farmers Market twice to host KidsZone. Stephanie and Elisabeth attended Seaholm and Groves orientation for library card sign up. Jaclyn and Stephanie went to elementary literacy nights at Harlan and Greenfield. Teen library staff have been building a relationship with Cranbrook schools, attending the first day of school orientation event to do library card registrations.

B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds					
1	Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Ongoing	We started implementing the new the Programming Audit form in July 2023 and all staff who run programs are now compiling statistics about each program presented to patrons. The Parenting Strategies sessions are now hosted virtually and in person so patrons can choose which options best suits their needs
2	Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services		Ongoing	Toys are out and circulating. The catalog has been completely updated with a link to all the Toys, including photos. Syntha continues to rotate displays on a monthly basis. Adult Services Parapro and Idea Lab Coordinator are working to create high contrast long term labels for the periodical section of the collection.
3	Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	program and presenter fees	Ongoing	Caroline started a monthly evening story time so we now offer two evening story times and a once a month Saturday story time. We are trying to have a wider variety of story time times to fit the different schedules of our families
4	Significantly expand a <i>Library of Things</i>	H, Ethan	\$10,000.00	Ongoing	Staff are beginning to purchase and catalog items for the Library of Things. This new collection will debut once the renovation is complete and shelf space is available near the front entrance.
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	furniture and lighting signage	Ongoing	We have more study tables in Youth now, since we moved tables from other departments and moved the tables away from the windows so they fit in between the pillars. Transitioned a former staff member's office to be a space for all staff to hold one on one meetings. The Heads of Access Services, Adult Services, and Youth Services meet monthly one-on-one with staff members to listen to feedback and adapt goals and tasks as needed. Mobile Lab has been used on multiple occasions both inhouse and for community outreach events. We have added or altered tables in adult to create more collaborative workstations.
C Develop a technology plan to support existing programs and services					
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	editing software	Ongoing	Youth staff are creating social media posts to highlight a different database each month and Baldwin's graphic designer made new posters for the Youth databases to enable the library to promote databases virtually/offsite and in print/in house at the same time. We have been adding new or different content to our technology courses. Additional content has been added to Libby now that the service provides magazines. We have also begun to dedicate classes to Morningstar and ValueLine access online.

2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads			Youth staff attended virtual training for Brainfuse Tutoring in September 2023.
3	Provide technology assistance during all hours open to the public	IT Coordinator			
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads	Ongoing		All public PCs were updated in September 2023. A new Envisionware LDS touchscreen scanning and printing station was added in September 2023 to provide a more user-friendly interface for patrons.
Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users					
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A	Develop and plan for long-term facility needs				
1	Identify exterior needs	Jaclyn, John G.			
2	Identify interior needs	Jaclyn		FY2023-24	Staff have begun to compile a list of interior projects and repairs that need to be completed, so that these projects can be included in the budget for the next fiscal year.
3	Develop long term plan to address interior and exterior needs	Jaclyn		FY2023-24	
4	Update physical environments to support the needs of our customers and staff			FY2023-24	Phase 3 construction began in July 2023.
B	Develop and complete expansion and renovation of front entrance and circulation area				
1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah	\$264,000	Completed	
2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services		Duration of Phase 3b; give notice of temporary entrances 1 month, in advance, then weekly	A temporary access ramp was installed in July. New signage and directional stickers have been placed on walls and floors.
3	Publicize availability of the Library during construction	Jaclyn	none	3 months, 2 months, 6 weeks, 4 weeks, weekly leading up to closure.	Banners on the outside of the construction fencing and in the windows of the library were posted directing visitors to the correct street corner for the temporary entrance. Social media posts are being shared with project progress A popup window on library website has a photo and description of the temporary entrance during construction.
C	Maintain a safe and accessible environment				

1	Evaluate building accessibility				FY24-25	We continue to work with MCD Architects and PCI Dailey to ensure that all Phase 3-related construction changes offer accessibility to patrons.
2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads			Ongoing	
3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads			Ongoing	
D	Continue to monitor and make improvements to facility					
1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn			Ongoing, as contracts and quotes expire	
2	Establish and document regular maintenance schedule	Jaclyn, John G.			FY2023-24	
3	Update garden beds around the facility with native plantings and pollinators	Robert			Ongoing	Rebekah Craft and Robert Stratton planted 16 variations of perennial plants in the southwest corner of the library lawn.
4	Investigate/implement/update building management system	John G				
5	Identify ways to make building more eco-friendly	Jaclyn, Robert			Ongoing	
3						
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations						Champion: Rosemary Isbell
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status	
A	Prioritize diversity, equity, and inclusion practices					
1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget	Ongoing	Youth create displays that highlight underrepresented groups like Hispanic Heritage, Native American Heritage, Asian American and Pacific Islander, etc.	
2	Develop and implement civil discourse programming	IDEA TF	presenter fees	Ongoing		
3	Include funding for DEI initiatives in the annual budget	Director	TBD	February 2023	Funding was included in the FY23-24 budget for DEI training from Global Community Associates.	
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none	Ongoing		
5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None			

B Develop and implement a training and education plan						
1	Identify needs for training	IDEA TF	None	Ongoing		
2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Ongoing		Training began in September at the Staff Development Day and 25 staff members will attend a 9-hour training on Restorative Practices in October 2023.
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	\$5000/year	Ongoing		
4	Update website to address accessibility and improve user experience	Associate Director, Director		FY2023-2024		
C Review and improve recruitment, hiring, retention and promotion methods						
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Ongoing		
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	In-progress		
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color					
4	Actively recruit candidates from underrepresented populations when filling open positions					
5	Provide a transparent pathway to promotion within the organization	Director	None	In-progress		
6	Solicit feedback from candidates regarding the application and interview process	Director	None	In-progress		
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	In-progress		Job description drafts were reviewed for accuracy in September and are currently being updated for the first time since 2015.
D Assess and document progress						
1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included					
2	Establish criteria for auditing programs	IDEA TF	None	In-Progress		
3	Create form for staff to evaluate their planned offerings	IDEA TF	None	Complete		
4	Merge and compare results across Library	IDEA TF	None	In-progress		
5	Publish an annual review of programs and trainings	IDEA TF	None	Once per year		

A Support a learning culture that encourages innovation and risk-taking to develop new services and programs that meet the unique character of the communities we serve.					
1	Expand transparent communication, policies, and shared documentation	Director, AD, Department Heads, Employees	None	In progress, with a full completion date of September 2023 and yearly reviews thereafter	Staff receive weekly construction updates. The annual salary ranges for each position are shared each July. Staff receive board updates after each meeting at the monthly all staff meeting. The intranet has been updated to contain more information about the organization in a handy place. Staff members meet regularly with supervisors to share feedback and progress.
B Attract and retain well-qualified staff who are inclusive and welcoming to all					
1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Annually, in January, following the publication of the DSLRT salary survey and ahead of the March budget process	
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none		Robert Stratton keeps an onboarding checklist for all new hires and has begun working with the new HR department staff at the City of Birmingham to develop continuity between organizations and provide better information about resources for staff members.
3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director		June 2024	
C Identify and provide opportunities for staff growth					
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities			Ongoing	
2	Research library and retail trends to determine how they can best benefit Baldwin's community	All Staff		Ongoing	
3	Empower staff and supervisors with quality training, tools, resources, and spaces	Management Team		Ongoing	Syntha and Stephanie attended a virtual Colorado Libraries for Early Literacy conference. Syntha and Rosemary attended Oakland Great Start's Early Literacy Birth to Age 3 workshop. Kristen Tait and Cameron Crawford are continuing to attend MCLS cataloging webinars to learn more about best practices in cataloging.
4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community	Director		Staff Development Day 2023	Staff received an update on Library Trends from Rebekah Craft at the 2023 Staff Development Day.
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons	Management Team		Ongoing	Reference Assistant Phoenix Nash has been working with Marketing Coordinator Jeff Milo at the Ferndale Public Library to cross-advertise each library's services and promote the Michigan Activity Pass.

6	Encourage staff participation in professional conferences and organizations	Management Team	Ongoing	Staff are regularly attending online webinars for professional development.
Strategic Goal VI: Financial - Maintain and improve financial health				
	Strategic Objective & Action Plan	Responsibility	Timeline	Champion: Rebekah Comments/Status
A	Analyze current and future expenses and identify cost-saving opportunities			
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures	Director	Ongoing	none
2	Recommend changes and cost reductions	Director	Ongoing	
3	Evaluate current staffing structure and recommend adjustments	Director	Ongoing	
4	Identify areas for optimization and consolidation	Director	Ongoing	Access Services staff are purchasing a new cataloging update from OCLC to streamline cataloging and improve catalog records for ease of use for patrons.
B	Analyze current and future revenue and identify potential revenue streams			
1	Identify current Library revenue streams and how much they generate currently and in the future	Director		
2	Explore other revenue sources, including grants, notary public services, and meeting room utilization	Director	Ongoing	Craft applied for a grant for garden plants from the Woman's National Farm & Garden Association Bloomfield Chapter.
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support	Director	Ongoing	Craft attends weekly City staff meetings, serves on the ad hoc Aging in Place Committee, and the Birmingham Area Cultural Hub Committee.
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)	Director	Ongoing	
C	Maintain awareness of economic trends			
1	Identify sources of economic trend information	Bookkeeper	Ongoing	
2	Follow national library financial trends	Director	Ongoing, quarterly	Craft presented an update on library trends to staff at the September 2023 staff development day and will present the same presentation to the board at the November board meeting.
3	Engage with professional financial services	Director	Ongoing, yearly	The Library's Finance Committee reviews the Trust fund allocations with Jim Cummins at Raymond James twice per year.
4	Publish economic outlook with annual budget	Director	Yearly in March	

Baldwin Public Library: Friends Funds	
September 2023 Expenditures	
Adult Services	
New Perennials Presenter	\$ 325.00
Creative Composting Presenter	\$ 100.00
Manhattan Shorts Fee	\$ 600.00
Page to Screen	\$ 33.98
Seed Library Seeds & Credit	\$ 127.21
Lifelong Learning Presenter & Refreshments	\$ 301.74
Read in the Park Presenter	\$ 500.00
Total	\$ 1,987.93
Teen Services	
Anime Glass - Program Supplies & Presenter Fee	\$ 112.50
Books Unboxed Supplies	\$ 21.98
General Program Supplies	\$ 19.99
Filament	\$ 81.43
Pizza & Pages - Refreshments	\$ 66.97
Total	\$ 302.87
Youth Services	
Lavalier Microphone Replacement	\$ 29.99
Filament	\$ 89.66
Book Club Refreshments	\$ 67.55
Read in the Park Presenter Fee	\$ 350.00
Books Unboxed Supplies	\$ 64.93
General Program Supplies	\$ 29.47
Total	\$ 631.60
Idea Lab	
Bookmark Pattern	\$ 2.80
Filament for Kit	\$ 127.14
Total	\$ 129.94
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 2,922.40
September 2023 Balances	
Adult Services	\$ 8,121.10
Teen Services	\$ 1,300.14
Youth Services	\$ 3,454.49
Idea Lab	\$ 66.55
Outreach & Equipment	\$ 6,556.38
Total Balance	\$ 19,498.66
September In-Library Book & Button Sale Donations	\$491.27
Submitted by Jaclyn Miller for October 9, 2023	

**PHASE 3 RENOVATION
UPDATE:
October 2023**

Phase 3 Updates: October 2023

Construction continues on track and this past month saw the pouring of the new interior ramp and the pouring of foundation footings. The elevator shaft has been completed and a hole has been cut for the new book return slot. We are on track to reopen the gallery at the end of October, at which time the four study rooms, the expanded staff office, new Idea Lab shelving, the new Donor Wall, and The Friends' Bookshop will be available.

The flooring inside the café and in the concrete plaza is expected to be poured in early November.

The first floor women's restroom was out of order from October 2 through October 16 for the installation of a reinforcing column for the new addition.

Project Communications

We have posted weekly progress photos on the library's social media channels. City Manager Jana Ecker shares the monthly renovation report update to the City Commission as part of her manager's report.

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.

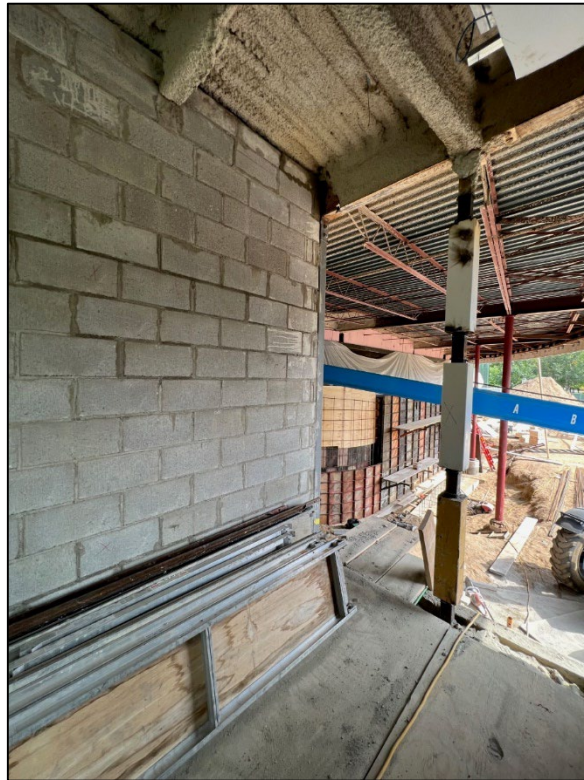
Contingency

The project has a total contingency of \$141,966. The contingency has been used for eight 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
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
Landscape revisions (credit)	+2,360.00
Restroom Column	-\$4,275.00
Electrical revisions	-\$6,066.00

The amount remaining in the contingency is \$74,156.

Progress Photos



September 20, 2023: View of elevator shaft and new addition from future book sorting room.



View of new elevator shaft from future Information Desk



Concrete forms for new ramp in progress.





View of two new study rooms on west side (above) and east side (below) of the center gallery.





View of future Friends' Bookshop



View of expanded Access Services staff office space



September 27, 2023: Ramp formation in progress. Ground preparation for addition footings.



Ramp progress shown from inside Youth staff workroom



Installation of new support column inside Youth staff workroom.





View of pile of excavated dirt as seen from inside Grams Discovery Room.



View of excavation in progress for new footings.



October 4, 2023: View of footings for exterior addition and concrete ramp walls.



View of future front entrance from base of future stairway.



View of new ramp walls in progress.





View of addition from southwest corner of entrance.



View of south wall of new interior ramp.



View of new elevator door opening.



View of hole for new exterior book return slot.



View of new study rooms on the east side of the center gallery.



View of new Friends' Bookshop.



October 11, 2023: Ironwork on new roof expansion and fill dirt being added to ramp.



Friends' Bookshop in progress.



West side study rooms in progress above. Idea Lab hold shelving in progress.



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	\$ 708,287	\$ 3,677,232	
Pay Application #1 - Bidding Assistance & Perf. Bond	\$	54,959		
Pay Application #2	\$	116,304		
Pay Application #3	\$	193,672		
Pay Application #4	\$	343,353		
Architectural Fees	\$ 264,000	\$ 252,000	\$ 264,000	
Fees paid through September 2023	\$	252,000		
Engineering Fees	\$ 19,210	\$	19,210	
FFE & AV/Low Voltage Wiring	\$ 115,000	\$ 81,070	\$ 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	\$ 42,000			
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			
Storage fee - 9/1/23	\$	750			
Sorter Relocation	\$	50,000	\$	65,000	\$ (15,000)

TOTAL	\$	4,152,992	\$	1,310,204	\$ 4,156,292 (3,300)
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<i>*Construction Contingency</i>	<i>Total</i>	<i>Remaining</i>	<i>Used</i>
Carpet tiles for study room area		\$	(6,710)
Jersey Barrier Fencing		\$	(34,309)
Cove Lighting above Study Rooms		\$	(11,450)
Sitework changes		\$	(2,942)
Additional carpentry work for study rooms		\$	(4,840)
HVAC revisions (credit)		\$	4,048
18" GRG Plasterform Column Cover		\$	(4,826)
Glass revisions in study rooms (credit)		\$	1,200
Landscape revisions (credit)		\$	2,360
Restroom Column		\$	(4,275)
Electrical revisions		\$	(6,066)
	\$ 141,966	\$ 74,156	\$ (67,810)

Updated 10/12/2023

Current Contingency / Allowance Expenditure 9-28-23

Allowance Description	Starting Balance	Usage	Amount Remaining	Reason for Usage
Contingency	\$ 141,966.00	\$ 71,408.25	\$ 70,557.75	Carpet tile, Jersey Barriers, Light Cove, Bulletin #1, Bull #3, Bull #1, Bull #2, Sign
Layout / Testing	\$ 29,200.00	\$ 5,019.00	\$ 24,181.00	Starting POs for testing and survey companies, Restaking for Building
Temporary Fencing	\$ 15,536.00	\$ 15,536.00	\$ -	Jersey Barriers w/ Fence Panels and Screen
Temporary Ramp Maintenance / Repairs	\$ 15,000.00	\$ 9,447.00	\$ 5,553.00	Temporary ramp, concrete, and required removals
Additional Demolition Related to Field Conditions	\$ 10,000.00	\$ 9,971.91	\$ 28.09	Ceiling removal, column rerouting, ceiling height differential, additional found remov
Coordinating Shoring between trades	\$ 3,500.00	\$ -	\$ 3,500.00	
Removal of bad soil & import sand for steps	\$ 4,100.00	\$ 3,938.00	\$ 162.00	Repair of sanitary line / drain tile through foundations
Winter Conditions for Concrete	\$ 31,875.00	\$ -	\$ 31,875.00	
Remove Dampproofing off foundation	\$ 5,000.00	\$ -	\$ 5,000.00	
Power Wash exposed foundation walls-Sealer	\$ 3,000.00	\$ -	\$ 3,000.00	
Misc. Masonry/Limestone Repairs	\$ 7,500.00	\$ -	\$ 7,500.00	
Misc. structural & Other Fabr not detailed	\$ 10,000.00	\$ 7,665.00	\$ 2,335.00	Demo of column and horizontal members per RFI 16
LULA Elevator SWL Lifting Beam	\$ 9,000.00	\$ 2,250.00	\$ 6,750.00	Savs Hoistbeam
Shop Drawing Revisions - Millwork	\$ 5,000.00	\$ -	\$ 5,000.00	Pricing for re-working installed brackets being acquired
Rework existing glass for Book Sorting	\$ 4,500.00	\$ -	\$ 4,500.00	
Misc. Patching / Ceiling Repairs / Access panels	\$ 12,000.00	\$ 2,306.00	\$ 9,694.00	Additional work for Staff Work room ceilings
Alternate Schluter May Be Required	\$ 3,000.00	\$ 2,004.00	\$ 996.00	Alternate schluter trim per approved sample
Flooring	\$ 4,034.00	\$ -	\$ 4,034.00	
Touchup Painting	\$ 3,000.00	\$ -	\$ 3,000.00	
Bondo and Painting of Columns	\$ 2,000.00	\$ -	\$ 2,000.00	
Exterior Signage	\$ 6,000.00	\$ 5,197.00	\$ 803.00	New Exterior Signage for South Face of Building
Install carpet in elevator (Not Indicated)	\$ 600.00	\$ -	\$ 600.00	
Additional Sprinkler Heads / Rework for Design	\$ 2,000.00	\$ 995.00	\$ 1,005.00	Modifications of lines for Friends
Nanawall drain tile work - To Be Designed	\$ 5,000.00	\$ 439.00	\$ 4,561.00	6A stone for drainage - waterproofing cost to be added
Possible Sump Pump Requirement for LULA	\$ 15,000.00	\$ -	\$ 15,000.00	
Shift work in Youth Area, Tracing Circuits	\$ 5,000.00	\$ 2,333.40	\$ 2,666.60	Additional can lighting for staff work room 110
Crawl to Overhead determination	\$ 2,500.00	\$ -	\$ 2,500.00	
Security LV Allowance	\$ 5,000.00	\$ -	\$ 5,000.00	
Engineering for Flagpole if Needed	\$ 1,000.00	\$ -	\$ 1,000.00	
Book Return / Bike Racks	\$ 4,050.00	\$ 4,050.00	\$ -	Book return and Bike Rack
Temporary Partitions & Protection	\$ 38,254.00	\$ 29,325.00	\$ 8,929.00	Temp walls and protections through 8/1
Temporary Heat	\$ 15,000.00	\$ -	\$ 15,000.00	
	\$ 418,615.00	\$ 171,884.56	\$ 246,730.44	

BPL Phase 3 OAC Meeting Agenda: Meeting #17

Meeting Date	Sep 20, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Rebekah Craft Jaclyn Miller Kristen Tait	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Concrete Joint Sealants Samples Steve will approve next Thursday GRG Column Cover waiting on approval from Mary Cay. Will take 6 weeks to ship. Concrete Joint Layout will be supplied by end of week Submittals currently in Contractor's court <ul style="list-style-type: none"> Slab Concrete Mix Design - To be submitted for record Stainless Steel Handrails revising shop drawings Outstanding Submittals: <ul style="list-style-type: none"> Landscaping Hardscape will be completed this fall, plantings will be planted in spring 2024 						
Previous Meeting Minutes Sep 13, 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 Final pricing impact was acquired. Approximately \$6,600.00 additional cost. Approximately 4 week lead time on panel.						
Previous Meeting Minutes Sep 13, 2023 Pricing will be acquired next week. <div style="float: right; color: red;">Tyler will send an updated quote to the group today. This is the additional cost for the electrical work after the "spare" breaker was found to be in use elsewhere in the building.</div>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is approximately 13 weeks out. We will complete these repairs with painted drywall in the interim. Work will be started in approximately 2 weeks.						
Previous Meeting Minutes Sep 13, 2023 (None) <div style="float: right; color: red;">Restroom construction will begin 10/2. The estimated cost for this work will be about \$5,000.</div>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	14	RFI 27: Exterior Plaster Addition For Existing Concrete Walls				Closed
Description Waiting on formal RFI response. <div style="float: right; color: red;">PCID will supply exact pricing for this change that was requested by the library board.</div>						
<div style="border: 1px solid black; padding: 2px;">Rebekah requested this wall be skimmed for the rampway with plaster similar to the ramp walls.</div>						
Previous Meeting Minutes Sep 13, 2023 Rebekah requested this wall be skimmed for the rampway with plaster similar to the ramp walls.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	16	RFI 31: Existing Limestone Panel Removal				Open
Description Conference call needed with IMEG to discuss shoring and removal of existing limestone. <div style="float: right; color: red;">Mary Cay will schedule this call with IMEG.</div>						
Previous Meeting Minutes Sep 13, 2023 (None)						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved.						

- Boiler has been received.
- Louver, CU have been received.
- EUH shipping in November.

Previous Meeting Minutes**Sep 13, 2023**

AHU has been received. EF & Louver received.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is shipping early December.						
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description Final light fixtures are arriving this week. <div style="color: red; margin-left: 200px;"> Nearly all project light fixtures have been received. However, we are waiting on the recessed can lighting reflectors in the gallery area. </div>						
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

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. MCD will include the speakers in bulletin #3 • Has security vendor been selected to complete layout for cameras and provided a drawing to MCD? PCID is trying to board the ceiling beginning September 26. Jamie Richards will contact MCR to confirm that wires are in place for the security cameras and will call for an inspection from the electrical inspector. The inspection needs to be done no later than September 25.						

Previous Meeting Minutes**Sep 13, 2023**

MCD to provide layout for low voltage - speakers, WAPs, etc. - week of 9/18
 Security Vendor to provide camera location sketch - week of 9/18

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? This will be completed by 9/26. PCID requested that the low voltage sketch be sent over ASAP in order to accommodate the electrical inspection.						
Previous Meeting Minutes Sep 13, 2023 (None)						

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 9/28 at 9am for the light concrete interior/exterior mixes.						
Previous Meeting Minutes Sep 13, 2023 Concrete mock-up review scheduled for 9/28 at 9am.						

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.						
Hoistbeam is installed.						
Overhead MEP is underway.						
Elevator blockwork is being completed this week.						
Ramp walls are being formed.						
Interior steel reinforcements for Staff Work Room have completed.						
Previous Meeting Minutes Sep 13, 2023 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for September to be submitted end of month.						
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

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 • Electrical work for Bulletin #3 (RFI for PP-1). - Acquired • Bathroom demolition and replacement for steel work. • Credit from Landscaper for Bulletin #1. - Acquired 						
Previous Meeting Minutes Sep 13, 2023 <i>(None)</i>						

BPL Phase 3 OAC Meeting Agenda: Meeting #18

Meeting Date	Sep 27, 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
		Rebekah Craft Jaclyn Miller Kristen Tait	
Mary Cay Lancaster	MCD Architects		mc@mcdarchitects.com
Dianne Schurg	MCD Architects		ds@mcdarchitects.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Concrete Joint Sealants Samples MCD will select this on Thursday Concrete Joint Layout Steve will take care of 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 PCID submitted this to vendor to rectify a minor issue Outstanding Submittals: <ul style="list-style-type: none"> Landscaping 						
Previous Meeting Minutes Sep 20, 2023 GRG was approved. Joint layout to be issued prior to next meeting. Sealant samples to be issued with light concrete approval.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	RFI #24: PP-1 Panel Space Issue				On Hold
Description Once wiring is in, electricians will complete this work M-TH starting in AM, so the power shut down doesn't extend past 9:30am. When a day/time is finalized, PCI-Dailey will notify Rebekah.						
Previous Meeting Minutes Sep 20, 2023 This was approved and ordered.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is not shipping until December 7th. We will complete these repairs with painted drywall in the interim. Work will be started next week.						
Previous Meeting Minutes Sep 20, 2023 Work to be started 10/2.						

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, CU have been received. EUH shipping in November. 						
Previous Meeting Minutes Sep 20, 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 20, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. C1 fixtures did not ship when scheduled. Working to finalize dates. Light fixtures for millwork may happen after space is given back.						

Previous Meeting Minutes**Sep 20, 2023**

L6 fixtures are not arriving until post millwork installation. C1 fixtures did not ship when scheduled.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Sep 20, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Previous Meeting Minutes Sep 20, 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 been provided drawing from MCD? Speakers are to be replaced and will require drawing provided by MCD. Security vendor been selected to complete layout for cameras and provided a drawing to MCD. Has MCD completed any modifications needed and worked with the security vendor? 						
Previous Meeting Minutes Sep 20, 2023 Security vendor provided sketch. Placement locations not provided by MCD.						
MCD will provide layouts for WAP and cabling in bulletin #3 Speaker box and speaker was delivered today and final location has been specified in ceiling Camera locations have been finalized and wiring is in place						

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? Mary Cay reports this will be ready by 9/29						
Previous Meeting Minutes Sep 20, 2023 Bulletin #3 to be given by 9/25.						

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 9/28 at 9am for the light concrete interior/exterior mixes.						

Previous Meeting Minutes
Sep 20, 2023
 (None)

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 October but we will work to expedite. Exterior demolition is substantially complete. Overhead MEP and drywall work beginning this week. Elevator blockwork is complete. Ramp walls are being poured tomorrow. Remaining foundation walls for addition being poured Friday. Interior steel reinforcements for Restroom to begin next week.						
Inspections are complete boarding of the gallery, circ workroom, and youth workroom is in process The ramp inspection will take place today. Foundations are being prepared for pouring on Friday, 9/29 Dirt will be removed from site this afternoon. Merrill will be closed from 1-7p						
Previous Meeting Minutes Sep 20, 2023 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for September to be submitted end of month.						
Previous Meeting Minutes Sep 20, 2023 August Pay application was approved.						

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 						
Previous Meeting Minutes Sep 20, 2023 (None)						
Rebekah inquired about the ceiling return in the Circ workroom. Tyler will submit an RFI for this.						

BPL Phase 3 OAC Meeting Agenda: Meeting #19

Meeting Date	Oct 4, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Rebekah Craft Jaclyn Miller Kristen Tait Bruce Johnson Jeff Zielke	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Concrete Joint Sealants Samples will be selected at next concrete visit Concrete Joint Layout these joints will be sawcut. Steve will provide layout Slab Concrete Mix Design - To be submitted for record Stainless Steel Handrails one detail was drawn incorrectly, so this is for a second review Irrigation System underground sleeves need to be laid out Modan Planter Block EJ Tree Grate Submittals currently in Contractor's court Outstanding Submittals: <ul style="list-style-type: none"> Landscaping Plant material will be planted in the spring 						
Previous Meeting Minutes Sep 27, 2023 Steve to respond on Joint Layout and Sealant Samples.						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	RFI #24: PP-1 Panel Space Issue				On Hold
Description Once wiring is in, electricians will complete this work M-TH starting in AM, so the power shut down doesn't extend past 9:30am. When a day/time is finalized, PCI-Dailey will notify Rebekah.						
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						
All electrical supplies should be here, including the breaker. Adam will double check. The work can be scheduled for any day next week but Monday or Thursday would be the preferred dates.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is not shipping until December 7th. We will complete these repairs with painted drywall in the interim. Steel work is underway in the bathroom area.						
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						
Steel work is nearly complete. Inspection is scheduled for tomorrow. The wall will be repaired and painted next week. The diaper station will be hung on the walls temporarily.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	19	RFI 32: Polished Concrete for Ramp				Open
Description The ramp is currently set to be polished concrete. Will grip strips or some type of tactile surface be required for this ramp?						
MCD will review the slip coefficient for polished concrete. JJ Barney will supply the sealer specifications. The sealer should add grip to the ramp. The ramp and floors must meet building code.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	19	RFI 33: HVAC Work In Staff 110				Open
Description It was requested by the library to address the heating issue apparent in staff work room 110. Please advise as there are no returns or ducting in this space with the exception of what is speculated as a heating duct.						
Mechanical engineer is reviewing this.						

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, CU have been received. EUH shipping in November. 						
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Nanawall				Open
Description Nanawall is shipping early December.						
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. C1 fixtures shipping today per distributor. Working to finalize dates. Light fixtures for millwork may happen after space is given back.						
Previous Meeting Minutes Sep 27, 2023 C1 Fixtures (Cove for Gallery) shipping this week.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						
The elevator shaft has been reviewed and adjusted. The elevator will be delivered in December or January.						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV / Security				Open
Previous Meeting Minutes Sep 27, 2023 MCD and Security provided drawings with locations shown. We will proceed accordingly.						

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. Bulletin #3 was received 9/29 and distributed to city on 10/2.						

Previous Meeting Minutes**Sep 27, 2023**

Bulletin #3 was received on Friday 9/29 and delivered to city on 10/2 for review.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Light Polished Concrete Mock-up will be viewed at JJ Barney's offices in approximately 2-3 week's time.						
Previous Meeting Minutes Sep 27, 2023 Polished sample was not of sufficient quality so additional mock-up will be created. Color mixes were approved and all exterior concrete was approved. Use of sealer to be confirmed at a later date by MCD team.						

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 October but we will work to expedite. Exterior demolition is substantially complete. Finish MEP and drywall finishing beginning this week for gallery/study rooms. Ramp walls are poured as well as remaining foundation walls. Backfill is beginning. Foundation cut outs for HVAC to begin today. Interior steel reinforcements for Restroom is underway followed by basement reinforcements.						
Previous Meeting Minutes Sep 27, 2023 <i>(None)</i>						

Drywall finishing will be complete by Saturday

Millwork will be installed late next week once painting is complete

Steel and underground mechanical work will begin outside at the end of this week

Most of the formwork has been removed from the newly poured ramp

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Pay application for September to be sent to Steve by end of week.						
Previous Meeting Minutes Sep 27, 2023 Back-up documentation being acquired for September pay application.						

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:						

- 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
- Additional plaster skimcoat of building side of ramp wall.

No quotes for these charges available at this time.

Previous Meeting Minutes**Sep 27, 2023***(None)*

BPL Phase 3 OAC Meeting Agenda: Meeting #20

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

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann		Rebekah Craft Jaclyn Miller Bruce Johnson Jeff Zielke	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Concrete Joint Sealants Samples Next review will be held October 26 at 9am. Concrete Joint Layout Slab Concrete Mix Design - To be submitted for record Irrigation System Modan Planter Block EJ Tree Grate Will be installed this fall Submittals currently in Contractor's court: <ul style="list-style-type: none"> Stainless Steel Handrails - For Record Outstanding Submittals: <ul style="list-style-type: none"> Landscaping Waiting on updates from Great Oaks 						
Previous Meeting Minutes Oct 4, 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 Once wiring is in, electricians will complete this work M-TH starting in AM, so the power shut down doesn't extend past 9:30am. When a day/time is finalized, PCI-Dailey will notify Rebekah. This outage will occur next week.						
Previous Meeting Minutes Oct 4, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is not shipping until December 7th. We will complete these repairs with painted drywall and reused tile in the interim. Steel work is complete in the bathroom area. Restroom will be reopened next week.						
Previous Meeting Minutes Oct 4, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	19	RFI 32: Polished Concrete for Ramp				Open
Description The ramp is currently set to be polished concrete. Architect will review the surface slip rating for the polished concrete with JJ Barney concrete contractor. Safety is the first priority. Will grip strips or some type of tactile surface be required for this ramp? Coefficient of Friction testing data was submitted to Steve w/ MCD for discussion with Bruce and the city.						
Previous Meeting Minutes Oct 4, 2023 PCI-Dailey to send testing reports for the COF on the polished concrete application.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	19	RFI 33: HVAC Work In Staff 110				Open
Description It was requested by the library to address the heating issue apparent in staff work room 110. Please advise as there are no returns or ducting in this space with the exception of what is speculated as a heating duct.						
Previous Meeting Minutes Oct 4, 2023 (None) No feedback from the mechanical engineer has been provided on RFI33 yet						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	HVAC				Open
Description HVAC Items have been approved.						

- Boiler has been received.
- Louver, CU have been received.
- EUH shipping in November.

Previous Meeting Minutes**Oct 4, 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 Oct 4, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Light Fixtures				Open
Description L6 fixtures are likely not arriving until post millwork installation. Waiting on final ship date. C1 fixtures currently on plane today per tracking information, should have by Friday/Monday in hand. Light fixtures for millwork may happen after space is given back.						
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Curtain Wall System				Open
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.5	1	Lula Elevator				Open
Description Potentially not arriving until after 1st of year. Currently in production. Trying to move up this delivery to ensure an on-time state inspection.						
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	1	Low Voltage / AV / Security				Open
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	1	Permit Status / City Reviews				Open
Description Initial permit was issued Monday 7/3. Updated Bulletin 1 stamped drawings received on 8/2. Updated Bulletin #2 stamped drawings received on 8/30. Bulletin #3 was received 9/29 and distributed to city on 10/2. In review by Building Department						
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	7	Concrete Mock-Ups				Open
Description Light Polished Concrete Mock-up will be viewed at JJ Barney's offices in approximately 2-3 week's time.						
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

Schedule & Site Progress

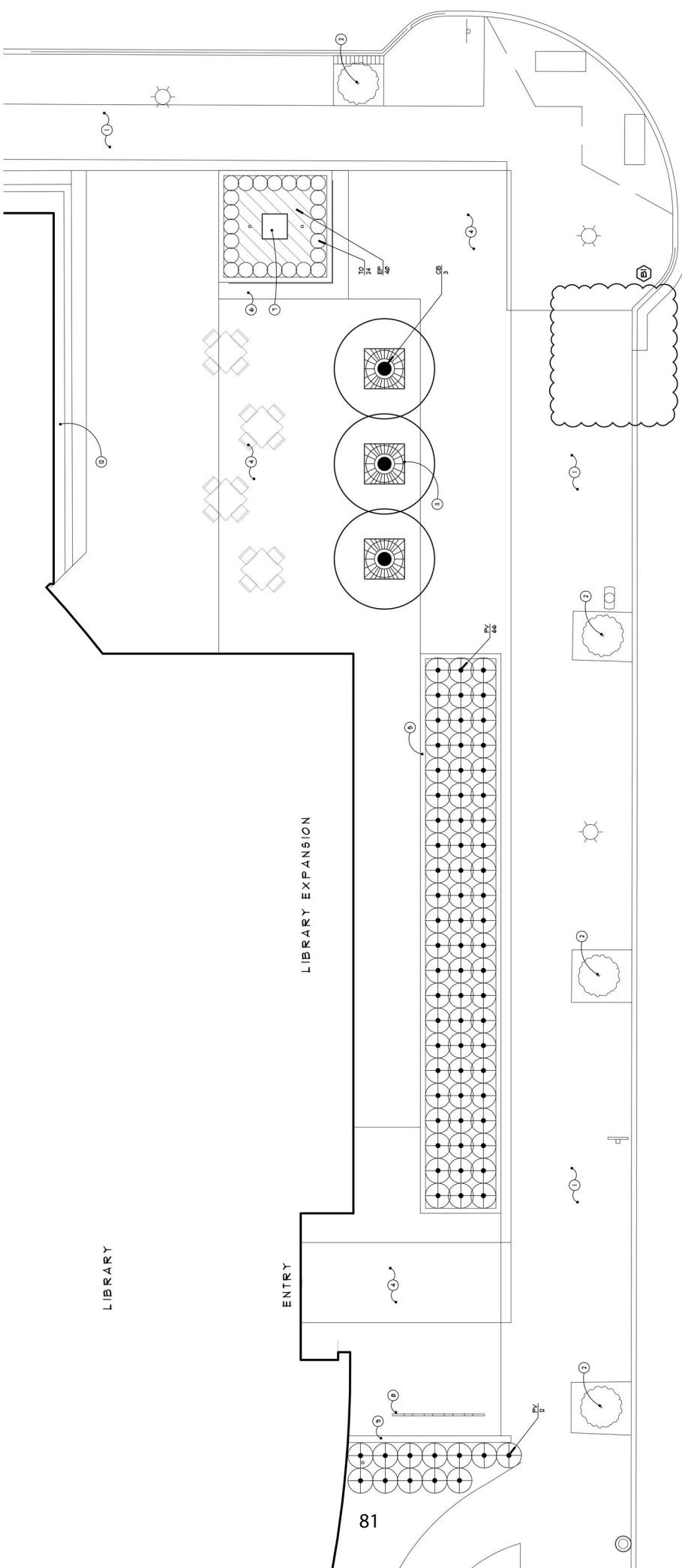
No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Current schedule has been delayed due to millwork and light fixture delivery for friends/gallery/circulation will be late October. Exterior demolition is substantially complete. Drywall finishing and painting are underway. Light installation is in progress Finish MEP and drywall finishing beginning this week for gallery/study rooms. Masons are cutting new edge for roofline of addition Backfilling ramp in preparation for concrete pouring Prepping for concrete stairs formation later this week Ramp walls are poured as well as remaining foundation walls. Backfill is beginning. Floor ductwork in addition will be completed last Structural steel will be completed by next Tuesday Exterior steel reinforcements are underway. Basement structural steel is complete Restroom wall repairs are underway.						
Previous Meeting Minutes Oct 4, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Previous Meeting Minutes Oct 4, 2023 Pay application was sent on 10/10 for MCD Review.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
<div>Description</div> <div>To be discussed at 1st and 3rd meetings of each month.</div> <div>Items still in pricing phase or being released this week are as follows:</div> <div><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• Additional plaster skimcoat of building side of ramp wall.</div>						
<div>Previous Meeting Minutes</div> <div>Oct 4, 2023</div> <div>(None)</div>						

A landscape credit of \$2,360 was issued
Glass review charge of \$3,000 was removed





12

0 3 6 9 12

SCALE: 3/16"=1'-0"

811

Know what's below.
Call before you dig.

Plant List

Canopy Trees

<u>CODE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>SIZE</u>	<u>COMMENTS</u>
CB	3	Carpinus betulus 'Frans Fontaine'	3" cal.	B&B, matched specimen
		Frans Fontaine Hornbeam		single straight trunk
OT	1	Cladocia triacanthos inermis 'Skyline'	3" cal.	D&B
		Skyline Honeylocust		

Shrubs, Groundcover, Vines and Perennials

<u>CODE</u>	<u>QTY.</u>	<u>DESCRIPTION</u>	<u>SIZE</u>	<u>COMMENTS</u>
EP	40	Echinacea 'Pixie Meadowbrite'	#1	plant 12" o.c.
		Pixie Meadowbrite Purple Coneflower		
PV	78	Panicum virgatum 'Shenandoah'	#2	plant 30" o.c.
		Shenandoah Switchgrass		
TO	24	Thuja occidentalis 'Hetz Midget'	#3	plant 18" o.c.
		Hetz Mini Arborvitae		

NEW BUSINESS

Group Study Rooms Policy

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

The Baldwin Public Library (BPL) provides Study Rooms for **individuals and** groups to meet without disrupting quieter areas of the library.

The following Study Rooms are available for use:

Study Rooms 1- 4	Maximum occupancy: 2 people	Minimum occupancy: 1 person
Study Rooms 5-7	Maximum occupancy: 4 people	Minimum occupancy: 2 people

Guidelines:

- Study Rooms check out for two (2) hours, per day, per group.
- Study Rooms are available on a first come, first served basis. Study Rooms may not be reserved ahead of time.
- ~~Study Rooms are limited to four (4) people at a time.~~
- Study Rooms must be checked out with a valid Baldwin Public Library card. If a user enters the Study Room without first checking out the room, the user will be asked to check out the room or possibly leave the room. The person who checks out the room must be the person using the Study Room.
- Physically entering the Study Room before checking the room out does not give a user priority to use the room.
- Accompanying technology packs can be checked out with a valid Baldwin Public Library card. These packs must be returned to the **Information Adult Reference** Desk.
- If there are groups waiting to use the Study Rooms after your session, a new group will receive priority use of the room.
- Any items that are brought into the Study Rooms are the responsibility of the BPL card holder using the Study Room. Items left **unattended** in Study Rooms ~~for more than ten minutes~~ will be removed and turned into lost and found. In the event that a Study Room is vacated for more than ten minutes, the checkout will be canceled and the Study Room will be made available to other users.
- Noise volume within Study Rooms must be kept to a low level, **as the rooms are not soundproof.**
- Users of Study Rooms will be asked to leave the room if the capacity has been exceeded or if the room is used inappropriately, as determined by BPL staff.
- Meetings that may disturb regular BPL functions are not permitted.
- The Study Room must be left in the same condition it was in prior to the meeting. **If something needs cleaning or repairing, please notify a staff member right away.**
- **Study Rooms must be vacated five (5) minutes before the library closes.**
- Taping, stapling, or tacking of materials to the walls or other furnishings is prohibited.

- Violations of the BPL Code of Conduct may result in the loss of room checkout privileges.

INFORMATION ONLY

Upcoming Events of Interest

Weekly Story Times

Visit our story time page at www.baldwinlib.org/storytime for dates, locations, and more information. Registration required. Story times are being offered indoors at the Library.

UFOs over Michigan

Monday, October 23 — 7:00 p.m. to 8:00 p.m.

Did you know that Michigan has some of the biggest UFO cases on record? The 1966 sightings over Southeast Michigan and 1994 sightings over Grand Rapids each had literally hundreds of eyewitnesses, including law enforcement and radar returns. Find out more about these incredible events as well as several other unusual and well-documented UFO sightings from the Great Lakes State.

Program presented by Bill Konkolesky, State Director for the Michigan Chapter of the Mutual UFO Network (2004-present). Konkolesky has also served as a consultant to Netflix's "Unsolved Mysteries," History Channel's "Hangar 1" and "UFO Hunters," National Geographic Channel's "The Truth Behind," as well as the Science Channel's "Uncovering Aliens" and "Close Encounters

Behind the Scenes Library Tour

Wednesday, October 25 — 4:00 p.m. to 5:00 p.m.

Join Director Rebekah Craft for a behind the scenes tour of the library. You'll visit staff areas, learn how items are added to the collection, and hear about new programs and services. The tour will meet in the Claudia Ireland Room, which is located close to the Youth Room Terrace door.

Wands, Swords, Cups, & Coins: A Beginner's Course to Using Tarot Cards

Thursday, October 26 — 7:00 p.m. to 8:00 p.m.

Join Madeleine from the Boston Tea Room (the oldest Psychic Reading business in Michigan) for an hour-long introductory class exploring the fascinating world of Tarot cards: just in time for Halloween! This class will take a dive into the history of Tarot, the psychology behind the cards, how you can use Tarot for journaling and self-exploration, and some basic Tarot spreads so you can begin giving readings for yourself and others right away. Registration required. Grades 7-12.

Grades 7-12. Registration required.

Scary Stories to Tell in the Dark - Grades 4 to 6

Monday, October 30 — 7:00 p.m. to 8:00 p.m.

Grades 4 to 6. Join us for a spooky evening of reading *Scary Stories to Tell in the Dark* by Alvin Schwartz. Participants will take turn reading by flashlight! Registration required.

Speaking with the Dead: What Bones Can Tell Us About Life in the Past

Saturday, November 4 — 3:00 p.m. to 4:00 p.m.

Dead men tell no tales - unless of course they are being looked at by an archaeologist! Then they often can tell quite a few tales, from where they grew up to what they ate to how old they were when they died. Join archaeologist Ellen Green to see how skeletons can help us build biographies of the people they once were, and how that helps us understand past civilizations. Learn how the latest forensic and medical knowledge can be applied to people who died thousands of years ago in order to create a

window into their lives and their deaths. This presentation will include pictures of (archeological) human remains. This is a virtual event. Registration is required.

DINovember Take Home Kit

Monday, November 6 — All day

Celebrate DINovember with a take home craft and activity kit. First come first serve. Best for early elementary aged students.

Birmingham's Washington Willits and 19th Century Mental Health Treatment

Thursday, November 9 — 7:00 p.m. to 8:00 p.m.

In 1850, the son of one of the founding families of Birmingham was noted as “deranged” on the census, later dying tragically after discharge from a mental asylum in New York. Caitlin Donnelly will explore what Willits’ story tells us about the understanding and treatment of mental illness at the time.

Parenting Strategy Sessions: Behavioral Support with Littles

Thursday, November 9 — 7:00 p.m. to 8:00 p.m.

Hosted by Jessica Cortez, LMSW, founder of Bloomfield Child and Family Counseling. Jessica and her staff will discuss different parenting topics along with concrete strategies and insights for parents.

This is a hybrid event. Everyone who registers will receive the Zoom link and you may choose to attend in person or via Zoom.

Value Line and Morningstar at BPL

Tuesday, November 14 — 10:00 a.m. to 11:15 a.m.

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

Untold Stories of the American Revolution

Tuesday, November 14 — 7:00 p.m. to 8:30 p.m.

Most people know something about the American Revolution and the Founding Fathers, but the full story of the Revolution requires more. Professor Richard Bell will introduce us to a cast of characters as he examines four extraordinary revolutionary lives: an immigrant propagandist, a female soldier, a fugitive from slavery and a grieving widow who became the most important Native American leader during the war. Don't miss this Virtual event. Registration required.

Teen Study Night with Therapy Dogs

Saturday, November 18 — 5:30 p.m. to 8:30 p.m.

Is school stressing you out? Maybe petting dogs will help! After the library closes to the public, the library will remain open for students in grades 9-12. Pizza will be provided.

No registration required.

Read in the Park with two featured authors

Birmingham-Bloomfield Eagle, Sept. 20, 2023, page 7A

Published on September 27, 2023



Rhonda Gowler Greene



Frank Anthony Polito

Read in the Park with two featured authors

BIRMINGHAM — The Read in the Park celebration will feature two authors 11 a.m.-2 p.m. Saturday, Sept. 30, in Beverly Park, 18801 Beverly Road.

Rhonda Gowler Greene, the author of over 25 children's books, will talk at 11 a.m. Guests can then walk the Story Book Trail, which features one of her books.

Frank Anthony Polito, a Hazel Park native and the author of numerous novels, will talk at 1 p.m.

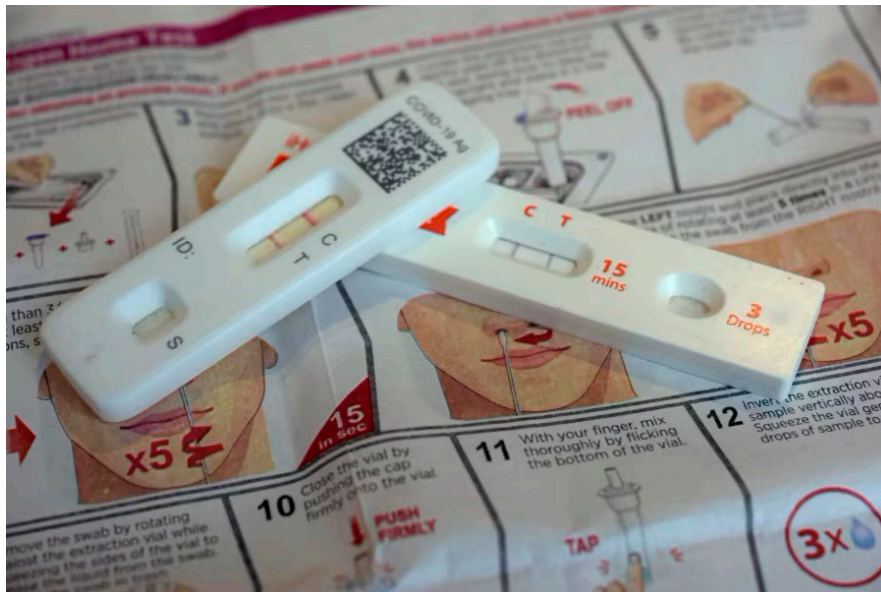
Registration is requested and can be done by calling (248) 554-4650.

These Michigan libraries are distributing free COVID tests this fall

Households eligible to receive up to 5 test kits

Written by Cassidy Johncox. Published on September 27, 2023

<https://www.clickondetroit.com/health/2023/09/27/these-michigan-libraries-are-distributing-free-covid-tests-this-fall/>



*COVID-19 antigen home tests indicating a positive result are photographed in New York on Wednesday, April 5, 2023.
(AP Photo/Patrick Sison) (Patrick Sison, Patrick Sison)*

The Michigan health department is partnering with libraries throughout the state to offer free, at-home COVID-19 test kits to residents.

Dozens of libraries across Metro Detroit and the state will be distributing the COVID tests to people who request them ahead of the cold season, when infections are expected to rise. Households can receive [up to 5 test kits](#) at their local library.

Lists of the participating libraries can be found below.

Participating Metro Detroit libraries

The list below includes all known participating libraries **in the Metro Detroit area**. The list is organized in alphabetical order by library name -- you can scroll through the pages to find the library you're looking for, or use the search bar below.

Metro Detroit libraries offering free COVID tests - Fall 2023

Libraries participating in state's free at-home test distribution as of Sept. 27, 2023.

Library	Address	City
Allen Park Public Library	8100 Allen Rd.	Allen Park
Ann Arbor District Library - Downtown Library	343 South Fifth Avenue	Ann Arbor
Ann Arbor District Library - Malletts Creek Branch	3090 E. Eisenhower Parkway	Ann Arbor
Ann Arbor District Library - Pittsfield Branch	2359 Oak Valley Dr.	Ann Arbor
Ann Arbor District Library - Traverwood Branch	3333 Traverwood Dr.	Ann Arbor
Ann Arbor District Library - Westgate Branch	2503 Jackson Ave.	Ann Arbor
Bacon Memorial District Library	45 Vinewood	Wyandotte
Baldwin Public Library	300 W Merrill	Birmingham
Berkley Public Library	3155 Coolidge	Berkley
Canton Public Library	1200 S. Canton Center Rd.	Canton
Chesterfield Township Library	50560 Patricia St.	Chesterfield
Clarkston Independence District Library	6495 Clarkston Rd.	Clarkston
Commerce Township Community Library	180 E Commerce Rd	Commerce Township
Cromaine District Library	3688 N Hartland Rd.	Hartland
Dearborn Heights Library	24590 George St.	Dearborn Heights
Dearborn Public Library	16301 Michigan Ave.	Dearborn
Detroit Public Library	5201 Woodward Ave.	Detroit
Detroit Public Library - Elmwood Park Branch	550 Chene St.	Detroit
Detroit Public Library - Chandler Park	12800 Harper	Detroit
Detroit Public Library - Chaney Branch	16101 Grand River Ave.	Detroit
Detroit Public Library - Knapp Branch	13330 Conant	Detroit
Detroit Public Library- Bowen Branch	3648 W Vernor Hwy.	Detroit
Detroit Public Library-Douglass Branch	3666 Grand River Ave.	Detroit
Detroit Public Library-Duffield Branch	2507 W. Grand Blvd.	Detroit
Detroit Public Library-Franklin Branch	13651 E. McNichols	Detroit
Detroit Public Library-Redford Branch	21200 Grnad River Ave.	Detroit
Detroit Public Library-Redford Branch	21200 Grand River Ave.	Detroit
Dryden Township Library	5480 Main St.	Dryden
Ecorse Public Library	4184 W Jefferson	Ecorse
Farmington Community Library	32737 W. 12 Mile Rd.	Farmington Hills

All participating Michigan libraries

The list below includes all known participating libraries **throughout the state of Michigan**. The list is organized in alphabetical order by library name -- you can scroll through the pages to find the library you're looking for, or use the search bar below.

Michigan libraries offering free COVID tests - Fall 2023

Libraries participating in state's free at-home test distribution as of Sept. 27, 2023

Library	Address	City
Adrian District Library	143 E. Maumee St.	Adrian
ALBION DISTRICT LIBRARY	501 S Superior St.	Albion
Allegan District Library	331 Hubbard St.	Allegan
Allen Park Public Library	8100 Allen Rd.	Allen Park
Allendale Township Library	6175 Library Lane	Allendale
Alma Public Library	500 E Superior St.	Alma
Amy Van Andel Library (ADA)	7215 Headley SE	Ada
Ann Arbor District Library - Downtown Library	343 South Fifth Avenue	Ann Arbor
Ann Arbor District Library - Malletts Creek Branch	3090 E. Eisenhower Parkway	Ann Arbor
Ann Arbor District Library - Pittsfield Branch	2359 Oak Valley Dr.	Ann Arbor
Ann Arbor District Library - Traverwood Branch	3333 Traverwood Dr.	Ann Arbor
Ann Arbor District Library - Westgate Branch	2503 Jackson Ave.	Ann Arbor
Augusta-Ross Township District Library	105 S Webster St.	Augusta
Bacon Memorial District Library	45 Vinewood	Wyandotte
Bad Axe Area District Library	200 S Hanselman St.	Bad Axe
Baldwin Public Library	300 W Merrill	Birmingham
Barryton Public Library	198 Northern Ave.	Barryton
Bath Township Public Library	14051 Webster Rd.	Bath
Bayliss Public Library - SD	541 Library Dr.	Sault Ste Marie
Beaver Island District Library	26400 Donegal Bay Rd.	Beaver Island
Bellaire Public Library	111 S. Bridge St.	Bellaire
Berkley Public Library	3155 Coolidge	Berkley
Bessemer Public Library	411 S Sophie St.	Bessemer
Big Rapids Community Library	426 S. Michigan Ave.	Big Rapids
Boyne District Library	201 E. Main St.	Boyne City
Branch District Library – Coldwater Branch	10 E. Chicago St	Coldwater
Brandon Township Public Library	304 South St.	Ortonville
Brevort Township Community Library - SDL	W. 1941 Church	Moran
Buchanan District Library	128 E Front St.	Buchanan
Caledonia Township Branch Library	6260 92nd St SE	Caledonia

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[Click here to see the most updated list of participating libraries on the state's website.](#)



Eagle voters to decide senior, marijuana and school proposals, library board members

Published Oct. 11, 2023

In the Eagle's coverage area, voters will decide a library board race and a senior millage proposal Nov. 7. Below are profiles for the candidates and the exact language of the proposal as it will appear on the ballot. Candidates who were asked, in 75 words or fewer, to state their top goal(s) if elected. If a candidate went over the word limit, (...) replaces the rest of the answer. (I) indicated an incumbent. The answers are printed verbatim.

Birmingham Library Board

Four candidates are running for three, four-year terms.

Wendy Friedman

Age: No answer given.

Occupation: Independent College Counselor

Municipality of residence: Birmingham

For how long: 3+ years

Online campaign information: Instagram/Facebook @wendyforlibraryboard

Education: New York University, BA Journalism, NYIT, MA, Communications

Previously and currently held elected offices: None

Top goals: I will further BPL's mission by ensuring our library staff has the support needed to navigate challenges to intellectual freedom, uphold diverse collections, and maintain inclusive programs for all patrons. I will continue the excellent board work of developing the new strategic plan by contributing innovative ideas to support the library's future growth. As an active leader, I would use my talent and experience to ensure we have the money to fund our goals.

Curtis Trimble

Age: 49

Occupation: Investment manager

Municipality of residence: Birmingham

For how long: 8 Years

Online campaign information: None

Education: Bachelor of Arts in Economics from Swarthmore College and Masters in Business Administration from Rice University

Previously and currently held elected offices: None

Top goals: Providing positive support and objective advice define my primary goals as a Baldwin Public Library Board Member. I anticipate doing so will enable Baldwin's excellent professional staff to continue enhancing access to the facility and its resources at levels Birmingham deserves. Maintaining fiscal discipline while concurrently replenishing Baldwin's trust funds and magnifying its fundraising rank of paramount importance for supporting Baldwin. I believe my finance, accounting, and fundraising abilities will serve these efforts very well.

Karen Gilbert Rock (I)

Age: No answer given.

Occupation: Retired from Birmingham Public Schools

Municipality of residence: Birmingham, MI

For how long: I have lived in Birmingham, MI for 32 years. I lived in Bloomfield Township & Beverly Hills prior to living in Birmingham.

Online campaign information: None

Education: BA in Economics from The University of Michigan. MBA from the University of Detroit.

Previously and currently held elected offices: I have been a member of the Board of Trustees at Baldwin Public Library in Birmingham, MI for 2.5 years, since March 2021.

Top goals: I would like to continue to work as a team with other board members, the director, and library staff to develop policies and to maintain and enhance services to meet the needs of and attract community members, organizations, and businesses. Creating a welcoming library that engages a wide variety of the community and expanding the library's role as a user-friendly community center are essential features of a successful library in Birmingham.

Jennifer Wheeler (I)

Age: 43

Occupation: Travel Advisor

Municipality of residence: Birmingham

For how long: 12 years

Online campaign information: None

Education: Western Michigan

Previously and currently held elected offices: Baldwin Public Library Board and Trustee in Birmingham, MI

Top goals:

-Innovation: Baldwin is ever changing to meet the needs of the community. By supporting that staff to attend training, they bring back new ideas.

-Accessibility: It is important that community members feel welcome and well served. This can be achieved by supporting a diversified collection, amazing customer service and through building improvements to make it easier to use and access the library.

-Personnel- By retaining staff, it helps the community feel welcomed when they return.

Birmingham Senior Millage Proposal

Do you approve of the addition of a new 0.33 mill levy to collect approximately \$1,053,750 per year in revenue to be disbursed to the City of Birmingham for the purpose of making interim improvements and establishing a sinking fund for a senior center that will provide an array of services for older citizens for a three year term, ending on July 1, 2027?

Ordinance Amending Prohibition of Marihuana Sales

Shall the Birmingham City Code ordinance, Chapter 26 – Businesses, Article XII, which currently prohibits the sale of marihuana in the City of Birmingham, be amended to authorize and allow one (1) medical marihuana facility and one (1) marihuana recreational establishment to operate in the City of Birmingham?

Bloomfield Hills Schools Building and Site Sinking Fund Millage Renewal Proposal

This proposal, if approved by the electors, will continue the authority last approved by the electors in 2018 and which expires with the 2023 levy for the Bloomfield Hills Schools to levy a building and site sinking fund millage, the proceeds of which will be used to make improvements and repairs to the School District's facilities. Pursuant to State law, the expenditure of the building and site sinking fund millage proceeds must be audited, and the

proceeds cannot be used for teacher, administrator or employee salaries, maintenance, or other operating expenses. Shall the Bloomfield Hills Schools, County of Oakland, Michigan, be authorized to continue to levy 0.6976 mills (\$0.70 per \$1,000 of taxable valuation), for a period of three (3) years, being the years 2024 to 2026, inclusive, to create a building and site sinking fund to be used for the construction or repair of school buildings, school security improvements, the acquisition or upgrading of technology, the acquisition of student transportation vehicles, trucks and vans registered under the Michigan vehicle code, parts, supplies, and equipment used for the maintenance of these vehicles or for other purposes permitted by law? This millage would provide estimated revenues to the School District of approximately \$3,380,000 during the 2024 calendar year, if approved and levied.

Birmingham Library Board

Four-year terms, Non-partisan, Vote for three

Published on September 26, 2023

<https://www.downtownpublications.com/single-post/birmingham-library-board>

Wendy Friedman

Wendy Friedman of Birmingham is self-employed as an independent college counselor. She received her bachelor's of fine arts in journalism from New York University and her master's degree from New York Institute of Technology. Friedman is active with the Society of Professional Journalism, Mi Reads, American Library Association and International Rhett Syndrome Foundation.



Library construction project

The third phase of the library construction process is now underway. Are you generally satisfied with the work that has been done to the Baldwin Library? Any suggestions you have that have not been addressed or will be addressed in this last phase of construction?

I'm at the library two-three times a week working on a project in the IDEA lab, meeting students I counsel, or doing the scavenger hunt alongside my granddaughters before they hang out exploring the books and toys. My visits continue with no barriers to my purpose. Just as BPL pivoted smoothly during the first two construction phases and COVID, it has adapted seamlessly again. From relocating the library's entrance to helping patrons find their destination, the staff provides excellent signage for visitors outside and inside. When guests enter the library, they're met by a welcoming group of individuals ready to help them navigate whatever they want. If elected, I'm confident I will join the other board members in deciding the few remaining decisions, such as the best solution for the birds hitting the glass, with the same thoughtfulness and fiscal prudence for the community's best interest shown in the past.

Library of the future

The role of public libraries has changed dramatically over the years. What role do you think a library should play in supporting the community? Moving through the coming years, are there services that the Baldwin Library could be providing in the future that are not offered now? Please be specific.

If we want our library to flourish in the future, we must continue to ensure it's a well-resourced, safe, inclusive public space that's accessible to all. This could mean expanding our outreach efforts to under-resourced communities. We could provide electronic devices for library check-out, such as laptops, USB digital storage, drawing pads, and cameras. We could also offer more expensive items for in-library use, like music recording systems. We could deliver more materials to those in need. We could provide more in-library services, such as a notary, to our local patrons. We could offer devices for visually or hearing-impaired individuals. I'm confident that if we continue to expand our offerings from programming to devices to services, the Baldwin Public Library will remain the community place to learn, discover, and connect in the future.

Censorship of books in the library

Libraries are often referred to as “the last bastions of free speech” in terms of offering a diverse collection of works to the public. Do you think local residents should be allowed to attempt to censor books available in a library? What is the role of a library board member in advocating for intellectual freedom?

All libraries find themselves in difficult waters with book bans. Library board members should act as staunch library advocates to ensure its intellectual freedom. This approach means BPL offers a diverse, relevant collection for all, where everyone can see themselves reflected in literature. As a college counselor, two students recently told me the library provided a safe space for them to learn about gender identity issues without checking books out. Since free speech belongs to all, residents who feel differently have a right to advocate their perspectives. I don't want anyone telling me what I can read, nor do I want to tell parents what their children can read. We should engage with those community members in a reasoned exchange of ideas based on mutual respect. It would be the board's job to bolster the library director and staff to hold fast to the library's beliefs through our outspoken support.

Role of a library board member

Earlier this year the city attorney had to remind board members that it was not appropriate for board members to reach out directly to contractors providing services on the library construction process rather than taking up any concerns or issues with the library director. In other words, working through paid staff that answers to the board. How would you define your role as a member of the library board?

The library board represents the community's best interests in assuring the library meets its needs and wants. All public libraries welcome visitors from near and far and typically aim to offer the best, most up-to-date, inclusive services for all. The board is instrumental in setting the library rules and policies, creating its strategic plan, acting fiscally responsible to our taxpayers and donors, and hiring the library director. However, the execution of the day-to-day work of the library is the responsibility of the director and staff. Baldwin Public Library's Rebekah Craft has shown she's a leader with a vision and has assembled an incredible team to manage the library's day-to-day operations. A board member's role is to support the work of the director and staff – rather than usurp it. While board members don't always agree, engaging in a respectful discussion is essential.

Respecting the Open Meetings Act

This past spring the city attorney had to issue an opinion of sorts to the library and its board that the Michigan Open Meetings Act (OMA) may not have always been followed by members of the board, especially when it comes to committees of the

board. Prompting this opinion was the fact that a library construction-related committee (Owners/Architects/ Contractor Committee) was holding meetings described as more like private “workshops” that were not always open to the public, even though members of the board were in attendance. Further, the city attorney advised that board members who are not members of a library board advisory committee should not be attending such meetings. Do you understand the Open Meetings Act and the nuances of the act that must not be violated by those on the six-member library board?

I do understand the Opening Meetings Act and its nuances. Not only have I read the Act, but also its history and evolution. It’s very detailed and precise in its restrictions. I admire the work that went into its creation, including its definitions of standard terms used, such as “meetings,” leaving little room for interpretation. For example, the nuanced rules pertain even to a casual “library business” discussion among board members. The OMA states that “all “meetings/discussions,” including those informal meetings, emails, or texts between library board members must occur in a public forum. If I found myself conversing with a board member where I felt unsure about our discussion or the OMA, I would table our conversation rather than unintentionally breach a rule. OMA is very restrictive so that no violation of public trust or the tenets of government transparency occurs.

Validity of election results

Do you believe the results of the 2020 Presidential Election were valid?

Yes, absolutely.

Your qualifications

Why should voters select you for a position on the library board? What qualifications do you offer for this position? What are you most excited about to offer to the board?

I’ve always had an innate curiosity about the world around me. During my weekly library visits, I’d always find the answers. My early searches honed my resourcefulness – which was essential for my journalism career. The demands of a severely disabled daughter led to my pivot to teaching journalism. I also began fundraising and advocating for research for my daughter's disorder. I launched an annual fundraiser raising millions of dollars. My connections led to a successful million-dollar ask of a donor to create a medical research foundation for Rett Syndrome. Presently, I run a college counseling practice. Working with teens gives me an intuitive understanding of the next generation. Lastly, my service on two non-profit boards gives me an intimate knowledge of fiduciary responsibility, cash-flow cycles, strategic planning, and policy development for an organization serving its members. I’m most excited to bring my passion and skills to the board.

Karen Rock

Karen Rock of Birmingham is a retired community school organizer at Quarton Elementary School. She has a bachelor's degree in economics and English from University of Michigan and an MBA from University of Detroit. She is currently a board member of Baldwin Public Library and the board's vice president, where she has worked on the Books 'n Bites fundraiser. Rock is also on the board of the Quarton Lakes Neighborhood Association board and is its Quacker newsletter editor; is an Oakland Literacy Council tutor; and is involved with The Birmingham Musicale.



Library construction project

As a current member of the Baldwin Public Library Board, I am very pleased with BPL's construction process and the way board members have worked together step by step to discuss and decide on various details, including the selection of the architect and the construction manager. The Building Committee that includes two board members and the Owner/Architect/Contractor Committee, attended by the library director, have frequent meetings and report to the board where decisions are made at monthly board meetings. We have examined and reviewed everything thoroughly with an eye on the budget and fiscal responsibility. I look forward to the new entrance, Friends of the Library space, and to using the new, light-filled community cafe area and the outdoor terrace. They will be welcome additions to the library and community.

Library of the future

Baldwin Public Library exemplifies creative and responsive approaches to the communities it serves. BPL offers curbside services, mailings of materials, use of its computers, online and in-person classes and programs, musical and other programs, book clubs, outreach to senior communities, rental of meeting rooms, and outdoor programs and activities. During the 2023 winter storms, BPL was a refuge for those without electricity to stay warm, use the library, and mingle with neighbors. BPL's Idea Lab is another feature that has developed and expanded. Libraries of the future are becoming increasingly community-oriented and technologically-based in providing services and materials that fit the various interests of their communities. Additional partnering and outreach involving local businesses and organizations will likely occur in the future. A "library of things," where a variety of items requested by the community and available for loan could be a new, desirable service.

Censorship of books in the library

As a member of BPL Board's Policy Committee, I understand that some library patrons may want to limit particular choices in the library. Policies at BPL have been established that provide guidance for the development of the library's collections. There is also a formal process for the library director and board to evaluate a patron's request to limit particular materials. The policy confirms that parents have responsibility for the materials their own children and adolescents read or view. I uphold the ALA Freedom to Read Statement and the rights of other library users to not have their access to materials limited due to an individual's or group's desire to restrict

access to particular materials.

Role of a library board member

I believe responsibilities of BPL board members include the following: representing users of the library; respecting and working well together with other board members as a team; being well prepared for board and committee meetings; supporting board decisions; establishing, reviewing and updating library policies and bylaws; supporting and evaluating the library director's management of the library and its grounds; approving an annual library budget and expenditures; outreach and communication within the library's communities; developing strategic plans; and acting as a library advocate. In addition, board members must be financially responsible in the use and raising of funds. The library director is responsible for the management of the library, with direction and review by board members.

Respecting the Open Meetings Act

I am familiar with the Open Meetings Act, and understand that it applies to BPL board activities, monthly, committee and/or special meetings, communications between board members on topics pertaining to the board, and social gatherings where two or more board members are present. Committees may make recommendations, but not decisions. The OMA is designed to promote openness and transparency, such that the public may know how our decisions are made, and discussions, opinions, and votes by board members are not secret or hidden from the public. The BPL board is a non-partisan group of elected or appointed Birmingham residents who are advised of OMA guidelines by the city's attorney. All meetings are publicly noticed, as required. Information about the OMA is additionally available online, and from the American Library Association, and Michigan Library Association.

Validity of election results

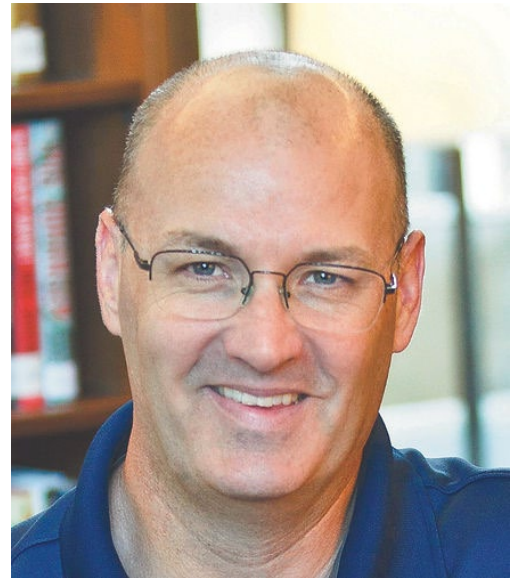
Yes, I believe the results of the 2020 Presidential Election were valid.

Your qualifications

My work on Policy, Personnel, and Strategic Planning Committees for the BPL board has been challenging and exciting, as BPL and libraries continue along a digitally progressive path. Prior to board membership, I helped plan several Books n' Bites fundraisers for BPL. As a Birmingham area resident for 50-plus years who had children attend Birmingham Public Schools, I've witnessed the library and Birmingham experience growth and many positive changes. After earning a B.A. in economics from the University of Michigan and an MBA from the University of Detroit, I held financial positions at two large Detroit companies. Later, I held a community education position at Quarton Elementary School, edited two community newsletters, and was a member of an ad hoc Birmingham committee, tutor for Oakland Literacy Council, and be a board member of the Quarton Lake Neighborhood Association. I look forward to helping BPL further its community-centered role.

Curtis Trimble

Curtis Trimble of Birmingham is president of Solyco Wealth. He has a bachelor's degree in economics from Swarthmore College and an MBA from Rice University. He is a volunteer wrestling coach at Seaholm High School.



Library construction project

I'm a fan of the third and final phase of Baldwin's renovations. The addition of the café to encourage community members enjoying Shain Park to visit the library is a great idea. I believe the final product will present a great melding of the old and the new, maintaining the history of the library while providing the necessary accessible infrastructure to ensure Baldwin can serve our community for many years to come. Utilizing lessons learned from past projects, I anticipate heightened attention being paid to potential water drainage and leakage issues after completing the renovations. Revisiting planned maintenance and inspection protocols should heighten confidence in avoiding such issues in the future.

Library of the future

In the eyes of each of my three daughters, I'm almost always behind the times nowadays. I think I'm pretty up to speed, however, on Baldwin's efforts to integrate with the Birmingham community. From Jeff's (Jimison, Idea Lab supervisor) desire in the Idea Lab to help people solve practical household problems or create beautiful works of art to Rebecca (Craft, library director) and the staff's outreach efforts to get books and media in front of the eyes of community members by shipping books through the mail and expanding digital access to literary and information resources outside the physical facility, Baldwin more than meets the community halfway. I'd love to help Baldwin gain more direct interactions with the community, possibly hosting more authors for readings and Q&As at the Birmingham Theater and in the high schools' auditoriums or new theaters. I'm also interested in identifying and implementing new ways for our oldest and youngest populations to interact more at Baldwin.

Censorship of books in the library

I encourage residents to share thoughts and views on library materials. This being said, as Baldwin provides a public service, these materials should serve the interests of the entire community. Limiting access and restricting the intellectual curiosity of our community to appease fears and concerns of a small faction of the public would be antithetical to Baldwin's mission to provide opportunities for everyone to learn and grow. Baldwin retains a superb library staff with excellent judgement that deserves the respect of the people it serves. As a library board member, I believe it important to preserve these relationships by assuring that sound judgement continues to serve the needs of everyone in Birmingham.

Role of a library board member

Baldwin Library board members serve two primary functions. First, aiding the director and staff to do their jobs to the best of their abilities on a day-to-day basis. Second, ensuring that sufficient financial resources remain present for the director and staff to do so now and in the

future. Sound operating and fiscal policies define the tools with which the board should fulfill these two functions. Paramount to the board and director each fulfilling their respective duties: transparent, respectful communications. I'm a fan of the "yes, and" approach to addressing concerns and solving problems rather than the "no, but" path to animosity and excuses.

Respecting the Open Meetings Act

Yes.

Validity of election results

Yes.

Your qualifications

My family and I actively use Baldwin. I access its digital services on a daily basis, reading The Wall Street Journal and The New York Times on a daily basis. I visit the library at least a time or two a week to read Barron's, pick up books for me, my wife, or daughters, and check the new movie selections. I value these services and want to extend them and more to my fellow Birmingham community members. The Idea Lab fascinates me: I wish others in Birmingham would come and check out how cool it is. I'm excited to see what else Rebecca and the staff will do in the future to incorporate the new spaces into their offerings for the community. As a successful finance professional, I'm certain that my accounting, budgeting, and investing skillsets will enable her and her staff to do so, with all of us serving Baldwin and its patrons very well.

Jennifer Wheeler

Jennifer Wheeler of Birmingham is currently the Baldwin Public Library's board president. She has a degree from Western Michigan University in economics, and is active in her PTA.

Library construction project

Yes, I am very satisfied. I feel the current board has done a great job of debating and talking through ideas at our meetings. Baldwin board and Director (Rebecca) Craft have also offered several opportunities for public feedback during phase three. We are all trying to provide a great end project to the public, while also being cost conscious with public dollars. For phase three, some of our goals were accessibility by providing a ramp that is not so steep and exposed to the elements and an elevator, a café area for collaboration and study, a dedicated Friends (of the Library) book sale space and a better flow for patrons to easily see where to go when needing assistance.



Library of the future

I feel that libraries are becoming centers for the community to gather. People are no longer using libraries just to check out materials, but also for a myriad of other uses. As a new mom, I attended story times, not only connecting and laughing with my new baby, but also making some of my best friends. I was able to learn parenting tips from a counselor Baldwin had come in to provide helpful seminars. As my kids have grown, we enjoy making projects in the Idea Lab and yes, also checking out materials, including hot spots for when we travel! I do not feel Baldwin is lacking any programming or offerings, or I would feel very comfortable making that suggestion to the director.

Censorship of books in the library

I believe in intellectual freedom. I think different families and individuals may have comfort levels that vary, but that should not impact each other and what they may want to read and have access to.

Role of a library board member

I am currently serving as president at Baldwin Public Library. I feel my job is to support the director to help uphold Baldwin's mission statement and serve the community. I also love working on policies to help Baldwin be a place for everyone and that all feel welcome.

Respecting the Open Meetings Act

Yes

Validity of election results

Yes

Your qualifications

I am currently serving as president of the Board at Baldwin Public Library. I have served as a board member and trustee for almost four years. Prior to that, I was a chair of the Books and Bites fundraiser to help raise money for the youth room renovation and expansion. My children and I also have been attending programming for years. I am involved in the school PTAs, having served in many roles including PTA President at Pembroke Elementary and currently as President Elect at Birmingham Covington School. I am a working mother, but have always found joy in volunteering, I love Baldwin and only want the best for the library, the staff and the community. What am I most excited for? The opportunity to serve and volunteer for the amazing Birmingham community and our valued contract communities.

Our recommendations for November ballot

Published on September 26, 2023

<https://www.downtownpublications.com/single-post/our-recommendations-for-november-ballot>

Residents in Birmingham and Bloomfield Hills are being asked to choose candidates to fill seats on their city commissions, as well as for the Baldwin Library board this election day, Tuesday, November 7. In Bloomfield Hills, there are five candidates to fill five open seats. In Birmingham, four candidates are seeking to fill four open seats. There are four candidates seeking three open seats on the Baldwin Library board.

Downtown Newsmagazine normally invites all candidates to answer questions we feel are important and relevant to the job of city commissioner to help voters and us to decide who to support. However, we do not do that for uncontested races.

In a first for us, recognizing the importance of library boards in maintaining access to communication materials, meeting places and many other services for the community, in this election we have sent out questionnaires to the four candidates seeking three seats on the Baldwin Library board. Their answers are available in this issue in our Voter Guide as well as on our website, [downtownpublications.com](https://www.downtownpublications.com).

In addition, we weigh in on two important issues facing Birmingham voters – the senior millage proposition and an ordinance amending the prohibition on marijuana sales. For those living in the Bloomfield Hills Schools district, voters are asked to renew a building and site sinking fund millage.

We offer our endorsements on this page, reached after thorough, thoughtful and careful deliberation with the acknowledgement that we are just one voice in the community, although one backed up by an inordinate amount of time covering local government issues.

BIRMINGHAM

Baldwin Library Board

There are three open seats on the seven-member Baldwin Library board. Baldwin Public Library, while located in the heart of downtown Birmingham, adjacent to Shain Park, serves not only Birmingham but also Beverly Hills, Bingham Farms and Bloomfield Hills. This is a strong field seeking the board positions.

Two incumbents, board president **JENNIFER WHEELER** and board vice president **KAREN ROCK** are both running for re-election, and each warrant a return to the board. Each has been involved with the library's construction project, which has refashioned both the Youth Services and Adult Services to function in a 21st century world. Both Wheeler and Rock have been integral parts of the process as the library

undergoes its third and final reconstruction, from planning and working with staff to financial management and community collaboration. They each have the skills, talent and perspective, including appreciating that a community's library should reflect the values and interests of everyone in the community and work to defeat public censorship of library materials. They also recognize that a board member's job is to support and not undercut the library director, and conduct all board decisions in compliance with the Open Meetings Act.

For the third open seat, we were most impressed with **WENDY FRIEDMAN**, an active community volunteer who is also involved in several notable non-profits. Her understanding and appreciation for Baldwin Library, where she has long been an active visitor, the city of Birmingham, and her experience as a board member with other organizations should allow her to hit the ground running with a clear understanding of the board's role and the importance of adhering to the Open Meetings Act.

Next Senior Services Millage

Birmingham Next, a non-profit whose goal is enriching the lives of the 50-plus population of Birmingham, Bingham Farms, Beverly Hills and Franklin since it was created in 1978, has been sharing or renting limited space from Birmingham Public Schools, until earlier this year, when after eight years of searching for a home, the city of Birmingham coordinated the purchase of the Birmingham YMCA building on E. Lincoln Street in Birmingham as a combined future site for Next and the Y. This is a huge win for both Next and the Y. The Y has been looking to expand its operations into neighboring communities, and this will allow it to reduce its footprint while allowing Next to utilize 30,000 square feet of the current 40,000 square foot building – tripling its current space. Some of that square footage will also include shared spaces. However, there is a cost to both update the infrastructure and contemporize the space, as well to support the new senior center. It's an important cost to bear.

Recent census data reveal that about half of Birmingham's population – just as in neighboring Bloomfield Township – is over 50, and will continue to grow older as residents age in place. In reality, there are many more in this demographic than in our school age population.

Birmingham is requesting a new .33-mill levy, which will collect a little over \$1 million a year for a three-year term. Birmingham voters should vote YES on the senior services millage, which is long overdue.

Cannabis Dispensary Sales

Years ago the city commission voted to opt out of allowing dispensaries in Birmingham, as did a majority of communities across the state, after recreational cannabis use and sale for those over 21 years of age was approved by state voters.

Back in February of this year, Birmingham officials began discussing how to approach the question of allowing a marijuana dispensary within the city limits as a proactive move to guard against a petition effort by citizens – but more likely from outside commercial marijuana entities – wanting to anchor in the local market.

A growing number of municipalities in Michigan and in Oakland County have been subject to so-called “citizen” petition drives to put the issue on the ballot to overturn the current ban on dispensaries. In a number of cases these petitions were driven by the same outside group. Equally disconcerting is the number of local governments that have become embroiled in lawsuits when simply trying to set the approach best suited for their local community.

Birmingham officials figured it was logical to control the nature of an ordinance that would allow for a limited number (one each) of recreational and medical marijuana dispensaries and their location in the city to thwart such a petition drive where outside forces would dictate the number of sales outlets and their placement.

Made sense to us at the time. But over the past months we realize that the city could still – or more likely will – face a future petition drive that would overrule what the city had adopted. And now the city commission has decided to leave the decision up to residents with the ballot question in November.

Unfortunately, no matter what residents decide, the city could still face a petition drive, most likely from cannabis interests, who could get on some future ballot with a completely different direction for the city on this issue.

Yes, 62 percent of those voting in Birmingham favored legalizing recreational use of marijuana, which we supported on this editorial page. But that does not necessarily mean that the majority of residents want dispensaries in the community, especially when sales of cannabis are as near as 14 Mile on the city's border, a short drive to any number of neighboring communities where multiple dispensaries flourish, or you can order flower and other cannabis products online and have them delivered. Additionally, the amount of tax revenues from just two dispensaries will be negligible. Approving dispensaries holds the potential of a legal mess for the city in the years ahead, not to mention when other illegal street drugs, such as psychedelics, may be decriminalized like they have been already in Ann Arbor and Detroit, for example.

The solution? City voters need to send a strong message that there will be **NO** cannabis or other drug dispensaries in Birmingham by voting **NO** on the ballot question in this election. Present a united front to discourage anyone or any group that may want to force a future vote, no doubt funded by outside special interests. Voters need to send a clear message: Birmingham is our community, and we will determine its future.

BLOOMFIELD HILLS SCHOOLS

Renewal of sinking fund millage

Voters living in the Bloomfield Hills School district are being asked to approve a three-year, \$3.38 million a year sinking fund millage, to replace the expiring current tax, enacted in 2018, at a slight decrease, .6976 mills, down from .7165 mills, for the school years 2024 through 2026, inclusive. Sinking fund millage dollars are to be used for safety, security and technology upgrades, which the district is planning to continue to use for improvements, construction or repair of school buildings, school security improvements, the acquisition or upgrading of technology, the acquisition of student transportation vehicles and equipment, and other pertinent needs.

Sinking funds cannot be used for faculty, administrator or employee salaries, nor for other operating expenses, per Michigan law. We recommend Bloomfield Hills Schools district voters vote **YES** to continue supporting this millage renewal.

The first week of October is nationally observed as Banned Books Week, and here in Michigan, we're changing the narrative.

This week, we're celebrating Right to Read Week and urging residents to protect their First Amendment right to read by standing up against book banning and censorship efforts in their communities.

Librarians like me are tasked with duties that extend far beyond cataloging books and registering library cards. We're guardians of knowledge, and it is my privilege to safeguard the cornerstone of our democracy: the freedom to read.

In Michigan, we're proud of the work librarians do every day to curate book collections that encompass the unique backgrounds and interests of residents. However, like many other states, our libraries have seen recent challenges to the freedom to read with attempts to restrict access to certain books and ideas.

The First Amendment enshrines the right to free speech and expression, and this includes the freedom to read what we choose. Librarians select materials based on their educational value, literary quality, and relevance to our community's needs, not on any ideological or political agenda. Every public library's mission is to provide a safe space for the exploration of ideas, free from judgment or censorship.

Banning books not only violates the principles of intellectual freedom but also denies individuals - especially young people - the opportunity to think critically, develop empathy and expand imagination. We need to protect the ability of young people to learn and grow - not limit it.

Every time you visit a public library, you search for books that relate to your current interests and expand your mind. Librarians want to help find the best book for you, and that isn't going to be the same book for someone else. It should be up to each individual to determine what books they'd like to read - no one else should have the power to limit what is available.

Our communities are at their strongest when they encourage open dialogue, the exchange of ideas, and the perspectives of diverse voices. The majority of Michiganders support protecting the right of community members to read what they would like to in public libraries and for books to not be removed from shelves.

The fight to protect the right to read cannot be won by librarians alone. We're calling on community members to support their libraries and make their voice heard by joining the MI Right to Read coalition. By fighting for the freedom to read, we're cultivating a brighter future for Michigan, where residents of all ages can know that when they walk into their local public library, they have access to books that they see themselves in.

Juliane Morian is director of the Rochester Hills Public Library and chair of the Michigan Library Association Intellectual Freedom Task Force.

CITATION (APA STYLE)

Morian, J. (2023, October 4). Morian: Protecting the right to read in Michigan's public libraries. *Detroit News, The: Web Edition Articles (MI)*. Available from NewsBank: America's News: <https://infoweb.newsbank.com/apps/news/document-view?p=NewsBank&docref=news/1947A030846AB108>.

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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, October 16, 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 will not 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 September 18, 2023 minutes | p. 113 |
| B. Acceptance of the September 2023 receipts of \$52,951.61 | p. 120 |
| C. Approval of the September 2023 disbursements of \$6,478.70 | p. 121 |

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, November 20, 2023.

Motion: To adjourn the October 16, 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
September 18, 2023**

1. Call to Order

The meeting was called to order by President Jennifer Wheeler at 8:32 p.m.

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

Absent and excused: None.

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

Friends of the Library Liaison present: None.

Contract community representatives present: None.

Members of the public present: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

1st Rumble

2nd Pisano

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. New and Miscellaneous Business: None.

4. Adjournment:

Motion: To adjourn the meeting.

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. The meeting was adjourned at 8:35 p.m. The next Trust Meeting will be on Monday, October 16, 2023, following the regular meeting in the Delos Board Room.

Danielle Rumble, Secretary

Date

DRAFT

Baldwin Public Library Trust: September 2023

September receipts totaled \$52,951.61. September disbursements totaled \$6,478.70.

The current value of the Trust is \$2,098,087.01, divided up in the following way:

	<i>June 2023 - EOY</i>	August 2023
Total endowment investments*	\$ 1,062,322.97	\$ 1,028,164.48
Endowment funds distributed for use	\$ 202,855.49	\$ 197,023.99
Total endowment funds	\$ 1,265,178.46	\$ 1,225,188.47
General spendable funds	\$ 382,420.94	\$ 430,617.36
Van Dragt fund	\$ 63,450.66	\$ 60,068.28
Building fund	\$ 334,358.33	\$ 327,729.38
Restricted funds**	\$ 49,360.61	\$ 29,759.98
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	\$ 872,898.54
Total endowment funds	\$ 1,265,178.46	\$ 1,225,188.47
Total non-endowment funds	\$ 854,314.08	\$ 872,898.54
Total of all Trust funds	\$ 2,119,492.54	\$ 2,098,087.01

* The principal of the endowment funds is \$878,197.04

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

As of September 30, 2023, the amount of money in the Trust that is undesignated stands at \$832,862.53

Douglas N. Reinhard, Birmingham resident and retired math and computer science teacher at Andover High School in Bloomfield Hills, passed away on December 1, 2022. As part of his estate, he donated \$51,255 to the Baldwin Public Library. We are grateful for his ongoing support of the library and his generous donation to the Trust.

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	11.68%	-19.44%
U.S. Aggregate-Bond Benchmark	-1.21%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	8.46%	-17.69%
Baldwin Endowment Funds' Portfolio	2.85%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-5.61%	-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	\$1,041,996.19
Raymond James Building Mutual Funds Account	\$640,506.78
Huntington Bank Checking Account	\$3,722.98
Huntington Bank Money Market Account	<u>\$411,861.06</u>
Total	\$ 2,098,087.07

Our Huntington Bank checking account and money market account have no stock or bond investments at all, and are non-volatile. All of the funds donated for the Library's Youth Room expansion and renovation are in our Huntington Bank money market account and are therefore safe from market fluctuation.

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
SEPTEMBER 30, 2023**

Investment and Cash Report									
	Prior Month Balance 08/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/23
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$2,588.26	\$5,879.50	\$2,588.26			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$750.00	\$3,382.38	\$750.00			\$0.00
Restricted Funds	\$3,722.86	\$0.12	\$0.53	\$3,052.34	\$19,726.16	\$3,052.34			\$3,722.98
Restricted Funds - Covid	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,722.86								\$3,722.98
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$78.10	\$85.89	\$78.10			\$0.00
TOTAL	\$3,722.86	\$0.12	\$0.53	\$6,468.70	\$29,073.93	\$6,468.70	\$0.00		\$3,722.98
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$201,118.14	\$0.00	\$48.00	\$0.00		\$0.00	(\$2,588.26)		\$198,529.88
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$60,818.28	\$0.00	\$0.00	\$0.00		\$0.00	(\$750.00)		\$60,068.28
Restricted Funds	\$35,933.56	\$25.00	\$125.00	\$0.00		\$0.00	(\$3,052.34)		\$32,906.22
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab	\$2,000.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$2,000.00
General Spendable Funds	\$65,601.86	\$52,326.49	\$54,681.30	\$10.00	\$30.00	\$0.00	(\$78.10)		\$117,840.25
TOTAL	\$365,988.27	\$52,351.49	\$54,854.30	\$10.00	\$30.00	\$0.00	(\$6,468.70)		\$411,861.06
Raymond James & Associates:									
Endowment Fund Investments	\$1,067,487.05	\$0.00	\$0.00			\$0.00	\$0.00	(\$42,804.87)	\$1,024,682.18
Endowment Cash	\$15,728.43	\$600.00	\$900.00			\$0.00	\$0.00	\$985.58	\$17,314.01
Sub-total Endowment Funds	\$1,083,215.48	\$600.00	\$900.00			\$0.00	\$0.00	(\$41,819.29)	\$1,041,996.19
General Spendable Funds Cash	\$1,378.39	\$0.00	\$0.00			\$0.00	\$0.00	\$0.28	\$1,378.67
General Spendable Mutual Funds	\$321,285.77	\$0.00	\$0.00			\$0.00	\$0.00	(\$9,886.17)	\$311,399.60
General Spendable Building Mutual Funds	\$338,018.20	\$0.00	\$0.00			\$0.00	\$0.00	(\$10,289.69)	\$327,728.51
Sub-total General Spendable Funds	\$660,682.36	\$0.00	\$0.00			\$0.00	\$0.00	(\$20,175.58)	\$640,506.78
TOTAL	\$1,743,897.84	\$600.00	\$900.00			\$0.00	\$0.00	(\$61,994.87)	\$1,682,502.97
Total All Funds	\$2,113,608.97	\$52,951.61	\$55,754.83	\$6,478.70	\$29,103.93	\$6,468.70	(\$6,468.70)	(\$61,994.87)	\$2,098,087.01

[illegible]

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

		Prior Month Balance	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 09/30/23
Gift & Tribute Funds	Purpose	08/31/23								
General Spendable Funds										
		\$388,265.00	\$52,326.49	\$54,681.30	\$88.10	\$115.89			(\$9,886.03)	\$430,617.36
Restricted Funds:										
Building Fund		\$338,018.93	\$0.00	\$0.00	\$0.00	\$0.00			(\$10,289.55)	\$327,729.38
Van Dragt Fund		\$60,818.28	\$0.00	\$0.00	\$750.00	\$3,382.38				\$60,068.28
Memorials/Tributes		\$9,481.38	\$25.12	\$125.53	\$0.00	\$0.00				\$9,506.50
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$614.97	\$0.00	\$0.00	\$0.00	\$1,385.03				\$614.97
Friends										
	Adult Services Programs	\$10,033.73	\$0.00	\$0.00	\$1,987.93	\$3,590.86				\$8,045.80
	Young Adult Programs	\$1,678.31	\$0.00	\$0.00	\$302.87	\$1,793.59				\$1,375.44
	Youth Services Programs	\$4,086.09	\$0.00	\$0.00	\$631.60	\$2,770.62				\$3,454.49
	Idea Lab Program Supplies	(\$78.90)	\$0.00	\$0.00	\$129.94	\$6,958.32				(\$208.84)
	Outreach & Equipment	\$6,455.19	\$0.00	\$0.00	\$0.00	\$3,227.74				\$6,455.19
	Sub-total Restricted	\$431,624.41	\$25.12	\$125.53	\$3,802.34	\$23,108.54	\$0.00	\$0.00	(\$10,289.55)	\$417,557.64
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										
		\$844,612.95	\$52,351.61	\$54,806.83	\$3,890.44	\$23,224.43	\$0.00	\$0.00	(\$20,175.58)	\$872,898.54
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$76,026.92	\$0.00	\$48.00	\$1,511.42	\$2,437.83				\$74,515.50
	Adult Large Print	\$2,358.39	\$0.00	\$0.00	\$673.65	\$1,007.42				\$1,684.74
	Adult Services Department	\$31,125.79	\$0.00	\$0.00	\$0.00	\$53.35				\$31,125.79
	Adult Audio Visual	\$464.79	\$0.00	\$0.00	\$393.30	\$634.02				\$71.49
	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	\$7,772.01	\$0.00	\$0.00	\$9.89	\$1,482.75				\$7,762.12
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$17,354.97	\$0.00	\$0.00	\$0.00	\$70.00				\$17,354.97
	Staff Appreciation	\$2,495.98	\$0.00	\$0.00	\$0.00	\$194.13				\$2,495.98
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$199,612.25	\$0.00	\$48.00	\$2,588.26	\$5,879.50	\$0.00	\$0.00	\$0.00	\$197,023.99
Total Endowment Investments										
	All Funds	\$1,069,383.77	\$600.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$41,819.29)	\$1,028,164.48
Total Endowment Funds										
		\$1,268,996.02	\$600.00	\$948.00	\$2,588.26	\$5,879.50	\$0.00	\$0.00	(\$41,819.29)	\$1,225,186.47
Total All Trust Funds										
		\$2,113,608.97	\$52,951.61	\$55,754.83	\$6,478.70	\$29,103.93	\$0.00	\$0.00	(\$61,994.87)	\$2,098,087.01

TRUST RECEIPTS
September-23

Trust Money Mkt General Funds:

Douglas N. Reinhard Trust

\$ 51,255.23

Money Market Interest Income

\$ 1,071.26 \$ 52,326.49

Friends of BPL:

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

\$ -

Memorial/Book Fund:

Kristin and Matthew Church in Memory of Elaine Henderson

\$ 25.00

Checking Account Interest

\$ 0.12 \$ 25.12

Trust Money Mkt Endowment Fund:

Misc Deposit to reimburse for shirts purchased by employees

\$ -

Total Receipts at Huntington Bank

\$ 52,351.61 \$ 52,351.61

Raymond James

David and Linda Underdown in Honor of Linne Hage Underdown Forester

\$600.00

\$0.00

\$600.00

Total Trust Receipts (Before Bank Fees)

\$52,951.61

\$52,951.61

Monthly Banking Fee on Money Market Account

\$ (10.00)

\$ (10.00)

Total Trust Receipts (Net)

\$52,941.61

\$52,941.61

10/02/2023 03:04 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 09/01/2023 - 09/30/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
09/15/2023	LIBRY	6003	000902	CENGAGE LEARNING INC	125.56
09/15/2023	LIBRY	6004	MISC	DEBORAH CHUD	325.00
09/15/2023	LIBRY	6005	001090	INGRAM LIBRARY SERVICES	918.95
09/15/2023	LIBRY	6006	MISC	KATHERINE SARA ROTHLEY	75.00
09/15/2023	LIBRY	6007	MISC	LILLIAN F. DEAN	100.00
09/15/2023	LIBRY	6008	MISC	MANHATTAN SHORT	600.00
09/15/2023	LIBRY	6009	MISC	RHONDA GOWLER GREENE	350.00
09/15/2023	LIBRY	6010	MISC	RICHARD JAMES BELL	250.00
09/29/2023	LIBRY	6011	009126	AMAZON CAPITAL SERVICES INC	64.93
09/29/2023	LIBRY	6012	000902	CENGAGE LEARNING INC	332.64
09/29/2023	LIBRY	6013	MISC	FAIRWOOD CREATIVE SERVICES	500.00
09/29/2023	LIBRY	6014	009315	FIRST NATIONAL BANK OF OMAHA	2,407.65
09/29/2023	LIBRY	6015	009315	VOID	0.00
09/29/2023	LIBRY	6016	004604	GORDON FOOD	213.28
09/29/2023	LIBRY	6017	001090	INGRAM LIBRARY SERVICES	91.45
09/29/2023	LIBRY	6018	MISC	JACLYN MILLER	92.26
09/29/2023	LIBRY	6019	006432	ELISABETH PHOU	21.98

LIBRY TOTALS:

Total of 17 Checks:	6,468.70
Less 1 Void Checks:	0.00
Total of 16 Disbursements:	6,468.70