

BALDWIN PUBLIC LIBRARY BOARD OF DIRECTORS



LIBRARY BOARD MEETING

DECEMBER 18, 2023

Karen Rock
PRESIDENT

Danielle Rumple
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

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

Rock, Karen
PRESIDENT

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

Term expires 2027

Personnel Committee,
Policy Committee

Rumple, Danielle
VICE PRESIDENT

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

Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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

Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

1369 Stanley Blvd.
Birmingham, MI 48009
Cell: (516) 316-9199
e-mail: wendyfriedman16@gmail.com

Term expires 2027

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,
Building Committee

Wheeler, Jennifer

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

Term expires 2027

Personnel Committee,
Policy 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, December 18, 2023 at 7:30 p.m.

Delos Board Room

Agenda

The full Board packet is available online at www.baldwinlib.org on the Friday preceding the meeting.

This is an open meeting. All members of the public are invited to attend.

Call to order, pledge of allegiance, reading of the Library's mission statement, and establishment of a quorum.

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues, but 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.

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 November 20, 2023 Board Meeting Minutes p. 7
- B. Approval of November 2023 vendor payments in the amount of \$636,320.32, including payments in excess of \$75,000. p. 11
- C. Approval of total expenses in the amount of \$960,941.97 p. 21

III. Review of FY2022-23 Audit by Plante Moran, with Timothy St. Andrew and Spencer Tawa p. 13

IV. Board Reports and Special Announcements	
A. President's report	
B. Board comments	
C. Staff anniversaries (Danielle Rumble)	p. 34
D. Upcoming events of interest (Jaclyn Miller)	
V. Board Committee Reports	
A. Finance – Danielle Rumble	p. 20
B. Personnel – Jennifer Wheeler	p. 23
VI. Library Report – Rebekah Craft and Jaclyn Miller	
VII. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 36
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. 37
IX. New & Miscellaneous Business	
A. Selection of replacement material for Phase 3 entry	p. 70
Suggested Board action: Make a motion to use contingency funds in the amount of no more than \$22,250 to add limestone along the base of the south wall of the new entrance to match the existing limestone bands on the Birkerts addition.	
B. Public Call for Art: Café and Collaboration Space Mural	p. 75
Suggested Board action: Make a motion to select artist _____ to work with the library to create a mural in the new café and collaboration space for a contract amount of \$12,000, using Baldwin Public Library Trust funds earmarked for Building Improvements.	
X. Unfinished Business	
XI. Items removed from the Consent Agenda	
XII. Information Only	
A. Upcoming events of interest	p. 86

B. Bingham Farms Post, Autumn-Winter 2023 Newsletter	p. 88
C. Baldwin Public Library press release, "Baldwin Public Library Board Seeks Student Representative"	p. 90
D. Application for Student Representative	p. 92
E. Birmingham-Bloomfield Eagle article, "Library's Idea Lab encourages creativity"	p. 95
F. Downtown News Magazine article, "Fire Department collecting Toys for Tots"	p. 96
G. Downtown News Magazine article, "December 2023"	p. 97
H. Birmingham-Bloomfield Eagle article, "New tax paves way for new senior center"	p. 99

XIII. Adjournment

The next regular meeting of the Library Board will be on Wednesday, January 17, 2024 at 7:30 p.m.

Motion: *To adjourn the December 18, 2023 Board Meeting.*

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
November 20, 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: Wendy Friedman, Frank Pisano, Melissa Mark, Karen Rock, Danielle Rumble, Jennifer Wheeler.

Absent and excused: None.

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

Friends of the Library liaison present: Ryndee Carney

Contract community representatives present: Kathy Mechigian (Bingham Farms), Andrew Drummond (Beverly Hills)

Members of the public present: 6 (4 via Zoom; 2 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:

Comment 1: Asked if bird-safe solution options were received from their colleague (Craft: Yes), and if there were any other updates (Craft: No). Mentioned that a friend went to Cuba with Lester Graham of Michigan Radio's Environment Report, and recommended the Board take notice of the annual Audubon bird survey.

2. Consent Agenda:

Motion to approve the consent agenda.

- A. Approval of October 16, 2023 Board Meeting Minutes**
- B. Approval of October 2023 vendor payments \$660,006.60, including payments in excess of \$75,000.**
- C. Approval of total expenses in the amount of \$903,412.31.**
- D. Motion to approve the 2024 Library calendar as found on pages 13-14 of the November 2023 Board Packet.**

1st Pisano

2nd Rumble

A roll call vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

3. Election of Officers for 2023-2024:

Wheeler called for nominations for the election of officers for 2023-2024.

Motion to elect Karen Rock as President:

1st Wheeler

2nd Mark

Yeas: Friedman, Mark, Pisano, Rock, Rumble, and Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to elect Danielle Rumble as Vice President:

1st Rock

2nd Mark

Yeas: Friedman, Mark, Pisano, Rock, Rumble, and Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

Motion to elect Melissa Mark as Secretary:

1st Rumble

2nd Pisano

Yeas: Friedman, Mark, Pisano, Rock, Rumble, and Wheeler.

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

4. Board Reports and Special Announcements:

President's report: Rock welcomed Friedman to the Board.

Board comments: Mark and Craft sit on the City of Birmingham's ad hoc Aging in Place Committee. This Committee is releasing a community survey with the next round of water bills. Mark Clemence is the liaison for this survey, and will attend Winter Markt to speak with residents. Mark encourages everyone who receives the survey to complete and return it. The Library will host the ad hoc Aging in Place community meeting on December 13 at 6:00 p.m.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Lindsay Block (1 year of service), Lauren Clifford (4 years), Susan Dion (18 years), Bart Gioia (16 years), Courtney Holland (2 years), Kanady Horn (1 year), Cheyenne Kennard (4 years), Morgan Kosciuk (4 years), Robert Stratton (4 years), and Michele Turner (1 year).

Upcoming events of interest: Miller reported upcoming events at the Library, full details of which are on pages 78-79 of the November Board packet.

5. Board Committee Reports

Finance Committee:

Rumble reported that the Finance Committee met on November 13. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 16 of the November Board packet. The next meeting of the Finance Committee will take place on Monday, December 11 at 4:00 p.m. in the Delos Board Room.

6. Library Report:

Pertaining to digitization of the *Birmingham Eccentric*, Pisano asked if librarians have looked into what other libraries are doing to bring costs down. A previous quote for digitization was \$60,000. Craft responded that BPL has put that project on hold due to the significant cost and because a volunteer at the Bloomfield Township Library has been working on digitizing the *Eccentric*.

Friends: Ryndee Carney reported the Friends Bookshop opened on November 1. The Friends will hold a book and media sale on December 9-10. Memberships are down by \$1000 from last year. The Friends will donate \$2,000 to the Library to purchase two trees for the new front terrace. Book and media donations are now accepted on any day or time during Library hours.

Bloomfield Hills: There was no report.

8. Phase 3: Renovation Update:

9. New & Miscellaneous Business:

Rumple will leave the Outreach Committee. Friedman will join the Outreach Committee. Pisano will join the Building Committee.

Craft's November 17 Memorandum and the Public Call for Art can be found on pages 72-76 of the November Board packet. The FF&E budget includes an allocation to purchase this art piece for \$12,000.

A member of the public recommended creating a protective clause for the result, in the event it is "horrifying." Craft read the following statement from the Public Call for Art: "The selected artist or artist team for the commission will collaborate with Library Board members and Library staff on final design..."

1st	Pisano
2nd	Wheeler

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

10. Unfinished Business: Pisano shared a copy of a DVD about birds, "The Messenger," recommended to him by a member of the public. Board members will pass it around for viewing.
11. Items Removed from Consent Agenda: None.
12. Information Only: See pages 77-122 of the November 2023 Board packet.
13. Adjournment:

Motion to adjourn the meeting.

1st Mark

2nd Friedman

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously.

The motion was approved unanimously. The meeting was adjourned at 8:42 p.m. The next regular meeting is scheduled for Monday, December 18, 2023, at 7:30 p.m. in the Delos Board Room.

Melissa Mark, Secretary

Date

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

Page: 1/2

Check Number	Vendor #	Vendor	Amount
	009440	ALLIANCE ENTERTAINMENT, LLC	1,266.01
	009126	AMAZON CAPITAL SERVICES INC	147.77
	009202	AQUARIUM DESIGN INC	240.00
	000843	BAKER & TAYLOR BOOKS	17.24
	009535	BIRMINGHAM PAPERS	624.00
	003904	CAPITAL ONE BANK	14,155.06
	000605	CINTAS CORPORATION	245.43
	009319	COMPTON PRESS INDUSTRIES LLC	3,211.66
	000627	CONSUMERS ENERGY	1,617.00
	000575	DEMCO, INC	832.07
	003613	EBSCO INFORMATION SERVICES, INC	20,439.87
	008164	GARY EISELE	97.60
	001090	INGRAM LIBRARY SERVICES	13,481.65
	008827	KANOPY, INC	346.80
	005550	LEE & ASSOCIATES CO., INC.	630.50
	009533	LIBRARY IDEAS, LLC	1,003.94
	003527	LOWER HURON SUPPLY CO INC	963.24
	008482	MARKIT, INC.	1,188.00
	007927	MICHELLE HOLLO	621.25
	006349	MIDWEST COLLABORATIVE	14,538.30
	002013	MIDWEST TAPE	9,489.60
	009478	ODP BUSINESS SOLUTIONS, LLC	168.74
	006785	OVERDRIVE, INC.	20,773.45
	007823	PITNEY BOWES GLOBAL FINANCIAL	479.25
	009612	PLAYAWAY PRODUCTS LLC	149.98
	000801	POSTMASTER	310.00
	002675	RESERVE ACCOUNT	5,000.00
	007098	SHAW SYSTEMS & INTEGRATION	352.00
	MISC	STACY L BARNES	89.99
	007408	T-MOBILE	705.07
	005861	UNIQUE MGMT SERVICE, INC	51.50
	000158	VERIZON WIRELESS	103.71
294966	009202	AQUARIUM DESIGN INC	240.00
295024	000784	LAKESHORE LEARNING	268.99
295033	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
295063	007408	T-MOBILE	694.54
295091	008355	BIRMINGHAM PUBLIC SCHOOLS	331.50
295110	009024	THE D.M. BURR GROUP	4,819.00
295129	000249	GA BUSINESS PURCHASER LLC	361.58
295133	001090	INGRAM LIBRARY SERVICES	2,636.27
295167	MISC	PATRICIA HENRICKS	200.78
295168	009698	PCI INDUSTRIES, INC	481,600.65
295200	008309	ABSOLUTE LOCKSMITHS	615.00
295229	004493	ELITE IMAGING SYSTEMS, INC	366.41
295232	000585	FARMINGTON COMM. LIBRARY	1,033.70
295253	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,269.00
295260	MISC	MELVIN TAYLOR	25.88
295271	009623	NEWSBANK, INC	5,906.00
295276	009478	ODP BUSINESS SOLUTIONS, LLC	147.85
295279	009612	PLAYAWAY PRODUCTS LLC	1,221.27

Register of Claims

Page: 2/2

Baldwin Public Library300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
295286	007907	SP+ CORPORATION	4,180.00
295312	009026	WELLS FARGO VENDOR FIN SERV	710.95
295319	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
295333	005717	BSB COMMUNICATIONS, INC.	87.50
295343	000179	DTE ENERGY	5,857.19
295363	004493	ELITE IMAGING SYSTEMS, INC	1,039.26
295373	006666	GRID 4 COMMUNICATIONS INC.	228.10
295379	001090	INGRAM LIBRARY SERVICES	1,612.34
9541	008336	NBS COMMERCIAL INTERIORS	2,649.25
9551	005861	UNIQUE MGMT SERVICE, INC	72.10
9577	002013	MIDWEST TAPE	764.53
9585	000757	SCHOLASTIC INC	1,000.00
Total:			636,320.32

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

PLANTE MORAN
ANNUAL
AUDIT REPORT
FY2022-2023



plante moran | Audit. Tax. Consulting.
Wealth Management.

Baldwin Public Library Board of Directors Presentation

For Year Ended June 30, 2023

Presented by:
Spencer Tawa



Baldwin Public Library Agenda

- Executive Summary
- Financial Graphs
- Questions

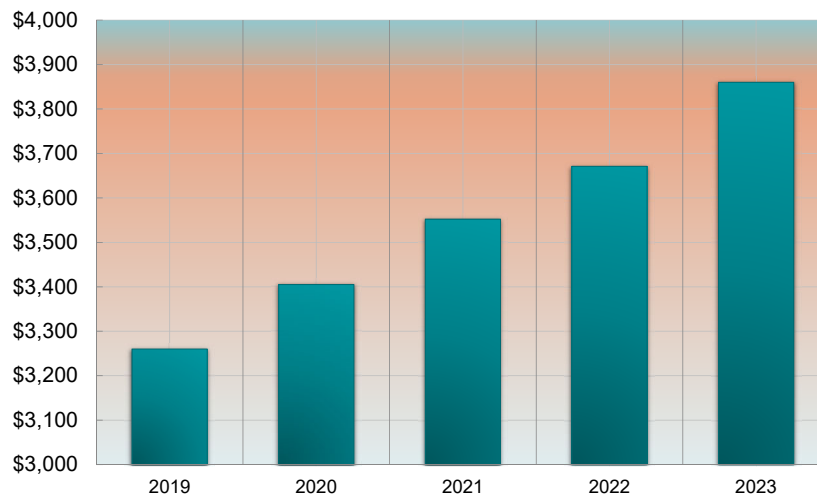


Baldwin Public Library 2023 Executive Summary

- **Financial Statement Audit** – In relation to Opinion – Information derived from the City of Birmingham Audit and Financial Statements
- **Financial Statement Highlights**
 - Fund balance increased from \$1.8 million at June 30, 2022 to \$2.5 million at June 30, 2023
 - Approximately \$821k was invested in equipment, building improvements and books
 - Pension system is 79% funded as of June 30, 2023
 - Retiree healthcare system is 86% funded as of June 30, 2023



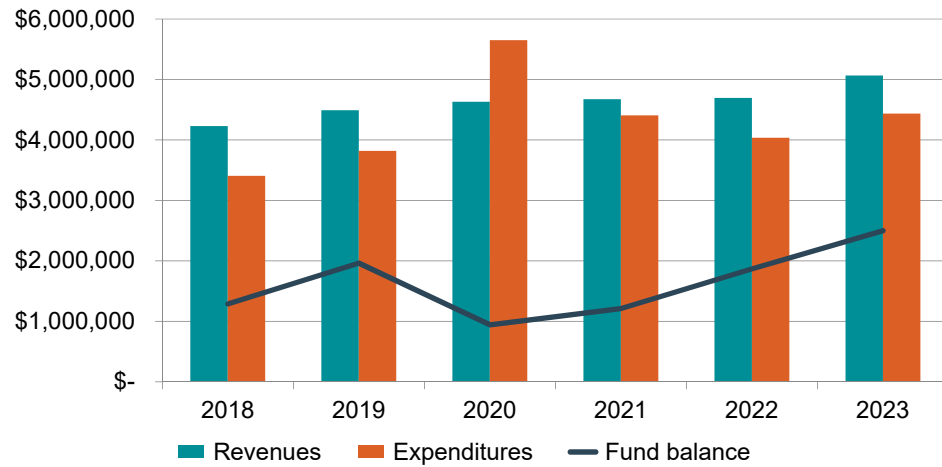
Baldwin Public Library Property Tax Revenues Years Ended June 30 (in thousands)



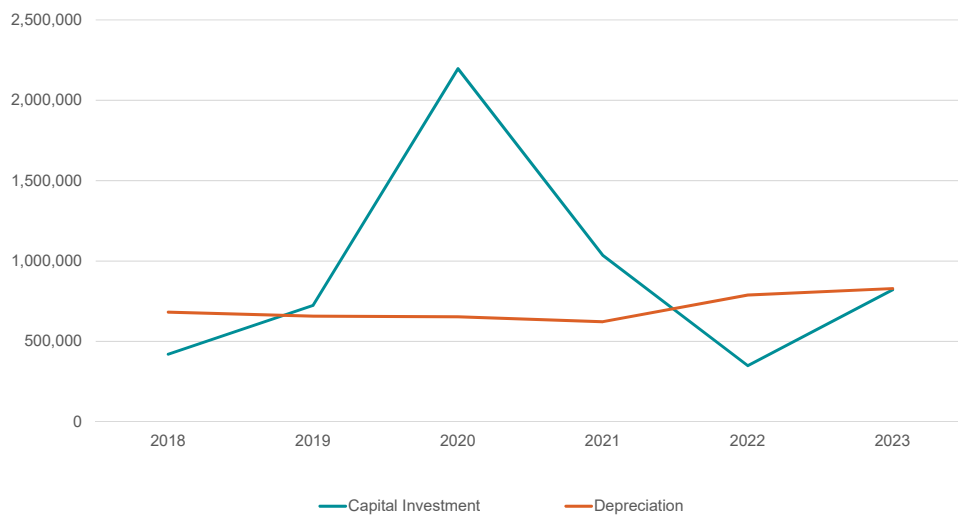


Baldwin Public Library Revenues, Expenditures, and Fund Balance Years Ended June 30

Library Operating Fund



Baldwin Public Library Capital Investments





Thank you for the opportunity to
serve as auditors for the Baldwin
Public Library

BOARD COMMITTEE REPORTS

Finance Committee

Personnel Committee

December 2023 Finance Committee Minutes

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

- Public comment - None
- FY 2023-24 budget update after months – on track. In November, had three pay periods, a large payment to PCI Dailey, and the annual audit fee.
- Phase 3 Construction Budget update
- Long-range planning meeting – meeting will be held on Saturday, January 20, 2024
 - FY24-25 – firewall, website, security cameras
 - FY26-27 – requesting an extra \$300,000 for capital improvements, including solar panels, bird strike glass deterrents, lower level carpeting, and lower level restroom partitions
- Miller shared the Trust expenditures made using Friends of the Library funds.
- Plante Moran will present the annual financial audit for FY22-23 to the full library board at the December 18 board meeting.
- Pisano reported on the Investment Committee and Retirement Board Committee meetings he attended.
- The next Finance Committee meeting will be held on February 12, at 4:00 p.m. in the Delos Board Room. No Finance meeting in January 2024.

FINANCIAL REPORT: November 2023

This report references the Revenue and Expense Report 2023-24, found on the following page. At 41.7% of the way through fiscal year 2023-2024, the Library has spent 44.3% of its budget and received 81.0% of its revenue. By this point of the year, the Library was budgeted to have spent 41.7% of its budget and to have received 41.7% of its revenue.

Three pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	481,600.65
Total vendor payments in excess of \$75,000	\$	481,600.65
Balance of vendor payments less than \$75,000	\$	154,719.67
Total vendor payments	\$	636,320.32

City of Birmingham allocations:

Payroll Period Ending 10/28/23	\$	116,016.93
Payroll Period Ending 11/11/23	\$	94,292.96
Employee Health Care Payroll Deduction 10/14/23	\$	(638.26)
Payroll Period Ending 11/25/23	\$	92,628.61
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	314,170.82

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	\$	323,777.49

Reconciling adjustments:

Refund of Michigan.com Eccentric Print Version	\$	(267.68)
Refunds (Fines, Bags, Room Rentals)	\$	(115.87)
Soccra Charge	\$	50.00
Credit Card Fees	\$	270.21
Audit Fee	\$	907.50
Total Recon Adjustments	\$	844.16

Total expenses for the month	\$	960,941.97
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
November 2023

	Approved 2023-2024 Budget	Current Month November 2023	Current Month November 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	5th Month of the year 41.67%
REVENUES										
TAXES	\$4,180,640	\$348,387	\$4,174,572	\$3,826,185	\$1,741,933	\$4,174,572	\$2,432,639	99.9%	\$3,869,880	100.0%
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$6,250)	(\$1,294)	\$4,956	8.6%	(\$2,165)	14.4%
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$0	(\$8,917)	\$44,583	\$8,558	(\$36,025)	8.0%	\$7,052	6.7%
GRANTS	\$0	\$0	\$0	\$0	\$0	\$0	\$0	100.0%	\$16,407	0.0%
COMMUNITY CONTRACTS	\$1,028,140	\$85,678	\$32,268	(\$53,410)	\$428,392	\$294,333	(\$134,059)	28.6%	\$248,142	25.0%
PATRON USE REVENUE	\$25,650	\$2,138	\$1,996	(\$141)	\$10,688	\$16,958	\$6,271	66.1%	\$14,805	54.8%
INVESTMENT INCOME	\$5,000	\$417	\$31,361	\$30,945	\$2,083	\$37,142	\$35,059	742.8%	\$20,911	69.7%
OTHER REVENUE	\$260,000	\$21,667	\$88	(\$21,579)	\$108,333	\$112	(\$108,221)	0.0%	\$0	0.0%
TOTAL REVENUE	\$5,591,430	\$465,953	\$4,240,286	\$3,774,333	\$2,329,763	\$4,530,381.71	\$2,200,619	81.02%	\$4,175,033	83.3%
EXPENSES										
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$314,171	\$67,322	\$1,234,242	\$1,157,865	(\$76,377)	39.1%	\$965,901	33.9%
SUPPLIES	\$151,150	\$12,596	\$13,483	\$888	\$62,979	\$55,121	(\$7,858)	36.5%	\$50,544	35.3%
CONTRACTED SERVICES	\$303,450	\$25,288	\$27,722	\$2,435	\$126,438	\$130,730.65	\$4,293	43.1%	\$282,579	56.6%
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$2,312	(\$11,146)	\$67,292	\$107,419	\$40,127	66.5%	\$77,627	55.8%
UTILITIES	\$117,600	\$9,800	\$7,474	(\$2,326)	\$49,000	\$47,868	(\$1,132)	40.7%	\$49,132	46.8%
OTHER CHARGES	\$93,180	\$7,765	\$13,403	\$5,638	\$38,825	\$46,489	\$7,664	49.9%	\$30,677	37.6%
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$481,601	\$202,767	\$1,394,167	\$1,594,465	\$200,298	47.7%	\$14,993	22.3%
COLLECTIONS	\$660,250	\$55,021	\$100,775	\$45,755	\$275,104	\$312,087	\$36,983	47.3%	\$261,295	40.2%
TOTAL EXPENSES	\$7,795,310	\$649,609	\$960,942	\$311,333	\$3,248,046	\$3,452,044.34	\$203,999	44.3%	\$1,732,748.06	38.2%
VARIANCE	(\$2,203,880)	(\$183,657)	\$3,279,344	\$3,463,000	(\$918,283)	\$1,078,337	\$1,996,621			
FUND BALANCE-BEGINNING OF YEAR							\$2,498,443.24			
FUND BALANCE-CURRENT							\$3,576,780.61			

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.

December 2023 Personnel Committee Report

Jenny Wheeler and Karen Rock of Baldwin Public Library's Personnel Committee met on Wednesday, November 29, 2023.

They reviewed and revised the evaluation forms used last year for the library director's annual appraisal. The Personnel Committee emailed evaluation forms to Director Craft and her direct reports on December 4 for completion by December 13.

A special Library Board meeting to conduct Director Craft's 2024 evaluation will be held on Thursday, January 18, 2024 at 7:00 p.m. in the Jeanne Lloyd Room.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

November 2023

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q2 Target
Financials					
Revenues	\$ 4,240,286	\$ 18,744	\$ 4,530,382	\$ 4,146,955	
Expenses	\$ 960,942	\$ 331,598	\$ 3,452,044	\$ 1,398,045	
Circulation					
Circ (Charges & Renewals)	48,458	44,867	254,560	224,294	156,667
Self-Check Usage	20.8%	50.8%	20.6%	47.8%	
% of Circ by Residents*	90.9%	91.7%	91.2%	92.2%	92.0%
% of Circ by Non-Residents	9.1%	8.3%	36.7%	7.6%	8.0%
Interlibrary Loans					
Items borrowed	627	609	3,429	3,722	
Items loaned	679	749	3,910	4,093	
Technology Usage					
Database Sessions	5,077	4,682	35,196	21,286	17,500
Downloadable Content	14,649	11,827	70,250	62,119	75,000
Public Computer Usage	571	464	2,989	2,243	
Wireless Sessions	3,982	4,535	26,881	23,200	27,000
Program Attendance					
Program Attendance for Adults	166	188	1,000	859	
# of Programs for Adults	13	15	65	65	
Program Attendance for Teens	93	86	508	397	
# of Programs for Teens	6	4	28	26	
Program Attendance for Youth	1,477	1,295	9,982	7,565	
# of Programs for Youth	60	56	222	170	
Computer Classes	48	25	198	173	
# of Computer Programs	8	6	29	29	
Online Video Views	53	54	166	276	
Idea Lab Visits	275	239	775	971	
Total Program Attendance	2,112	1,887	12,629	10,241	13,000
Total # of Programs	87	81	344	290	350
Outreach Attendance	144	398	4,047	2,891	
# of Outreach Programs	6	9	17	24	
Visitors	18,646	17,183	89,962	78,089	80,000
Volunteer Hours	91	90	511	593	600
Social Media New Users					
Website Hits/Pageviews	18,358	22,352	100,142	114,617	65,000
e-Newsletter Subscribers**	-24	-23	10,944	11157	11000
Facebook Page Followers	12	3	3,386	2875	2800
TikTok Followers^	60	0	870	0	
Instagram Followers	14	15	2,276	2092	2000

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

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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

Key Metrics & Strategic Plan Status Report

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

Programs & Services

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

Circulation – Top Ten Lists for 2023

Thanks to Brandon Bolek-Toubeaux for generating this year's Top Ten checkouts of Fiction, Non-Fiction and Movie titles. These were also shared with our social media users this month.

Top 10 Fiction:	Top 10 Nonfiction:	Top 10 DVD / Blu Ray:
1. <i>Verity</i> by Colleen Hoover	1. <i>Spare</i> by Prince Harry, the Duke of Sussex	1. Everything Everywhere All at Once
2. <i>Tomorrow, and Tomorrow, and Tomorrow</i> by Gabrielle Zevin	2. <i>The Light We Carry</i> by Michelle Obama	2. A Man Called Otto
3. <i>It Ends with Us</i> by Colleen Hoover	3. <i>Go-to Dinners</i> by Ina Garten	3. Maybe I Do
4. <i>Lessons in Chemistry</i> by Bonnie Garmus	4. <i>Educated</i> by Tara Westover	4. Top Gun: Maverick
5. <i>Hello Beautiful</i> by Ann Napolitano	5. <i>From Strength to Strength</i> by Arthur C. Brooks	5. Bandit
6. <i>It Starts with Us</i> by Colleen Hoover	6. <i>The Wager</i> by David Grann	6. John Wick Chapter 4
7. <i>Demon Copperhead</i> by Barbara Kingsolver	7. <i>Crying in H Mart</i> by Michelle Zauner	7. Are You There God? It's Me, Margaret
8. <i>Malibu Rising</i> by Taylor Jenkins Reid	8. <i>Scott 2023 Standard Postage Stamp Catalogue</i>	8. Elvis
9. <i>Pineapple Street</i> by Jenny Jackson	9. <i>All the Beauty in the World</i> by Patrick Bringley	9. Till
10. <i>The Covenant of Water</i> by Abraham Verghese	10. <i>Happy-Go-Lucky</i> by David Sedaris	10. Avatar: The Way of Water

Teens Top Ten Contest Winner

Teen Librarian Elisabeth Phou offered our teens the opportunity to cast their votes in the YALSA Teens Top Ten voting for the year, with participants having a chance to win a prize if they correctly guessed the highest number of winners. There were 25 nominated titles and eighth grader Kenzie D. was the winner of the BPL contest, identifying 6 titles that were chosen by national vote.

Teen Study Night

Our teen services staff kept the library open late on November 19 for any high school students in need of some extra time to study for finals. Service dogs were on hand to reduce stress levels and pizza kept them fortified throughout the evening. Birmingham PD rep Maple joined in on the fun and even brought us our own tiny Maple toy to keep.



Winter Reading Challenge

The 2023-24 Winter Reading Challenge kicked off on December 1, and runs through January 31, 2024. Readers of all ages are encouraged to sign up and track their progress at baldwinlib.beanstack.org. Everyone who completes the challenge will be entered into a prize drawing; one winner per age group will be chosen. This year, participants will be striving to complete reading and activity “bingos.”



Facility

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

Electrical Panel Repair

After tracing the problem with some flickering lights in the Idea Lab and Birkerts Wing to a faulty mechanism in one of the panels from the 1980's addition, repairs were conducted by E. L. Electric on Friday, December 15 prior to the library opening. Power to the entire building had to be turned off, and the electricians had the part replaced in less than 30 minutes. We were without lighting in the first floor of the Birkerts Wing for two full days, resulting in a closure of that area. Adult services staff maintained phone and email reference, and used a temporary desk in the Center Gallery to provide in-person reference and material collection when possible.

Leaky window, Youth Room

On December 1, it was reported to the Youth Services staff that a water-logged area was forming near the east side windows of the play area. After some research, it is suspected that the reason lies with a roof seam in need of additional/replacement sealant, which was addressed by the City and will be monitored for additional problems.

Wi-Fi upgrade

After experiencing some outages and trouble with our homepage not loading for some users, the library Wi-Fi network was upgraded by The Library Network on Monday, December 4. The wireless access points were replaced and this new equipment will provide better coverage, speed and security. The new protocol, Wi-Fi 6E, is the latest standard and should keep us competitive for quite a while.

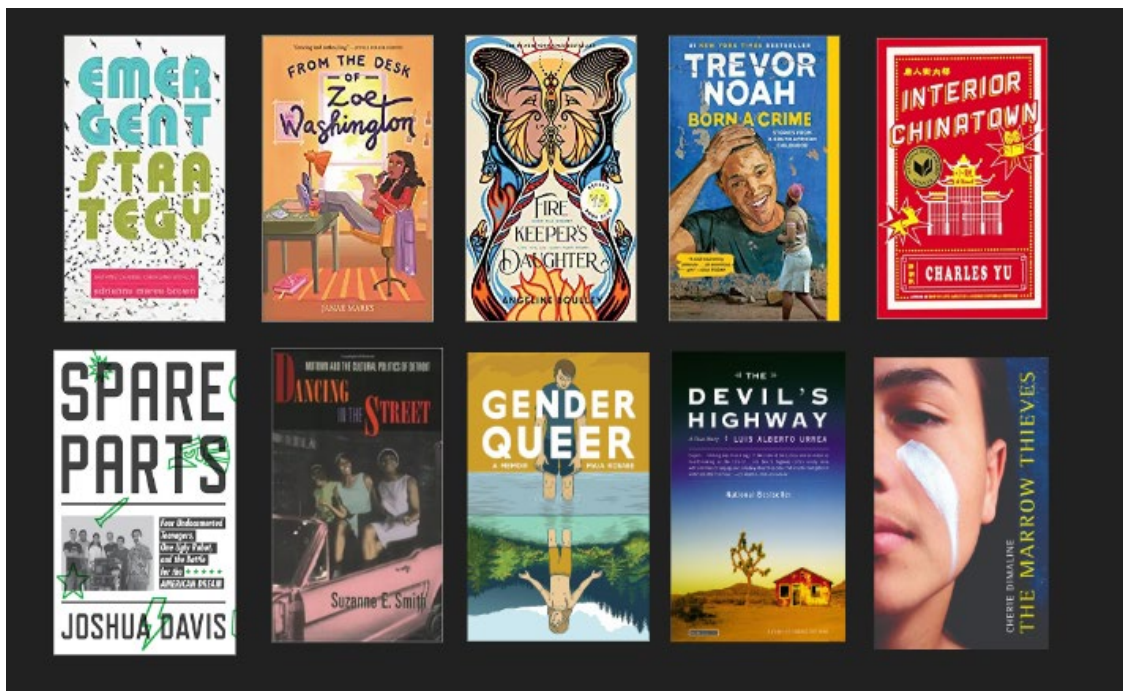
Diversity and Equity

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

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

The group continues to meet monthly to accomplish the goals set forth by the Library Board. The Committee is working together to implement action items from the 2022-2025 Strategic Plan Action Plan.

The W.O.K.E. (Working on Knowing Everybody) Book Club for staff met on Wednesday, December 6 to discuss “The Marrow Thieves” by Cherie Dimaline. Thanks to Rosemary Isbell for preparing thoughtful discussion questions and for some background on the author. This was our tenth staff book discussion since 2021, and all in attendance agreed that they’ve enjoyed the selection of books and the chance to learn from the various titles.



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.

Winter Markt

Despite the rainy weather, 40 kids who stopped by the Kinderhaus booth on Sunday, December 3 were able to make crafts with Youth Services staff members Alyssa Gudenburr and Morgan Kosciuk.

Beverly Hills

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

The final Story Book Trail title was posted at Beverly Park in early December, and will remain in the park until April 2024 when a new round of stories begins.

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 next discussion.

Birmingham Schools

Battle of the Books

Kickoff for the 2024 Battle of the Books was on Monday, December 4. Fourth- and fifth-grade students who attend a Birmingham Public School will form teams with an

adult coach, read from a selected list of books, and then participate in a contest where they will compete with other teams by answering questions based on the books. The books are now available on the specially designated Battle shelf in the Youth Room, and students are welcome to check them out any time. Full details can be found at baldwinlib.org/battle. Team registration will open Monday, February 12, 2024. The Battle will be held at Groves High School on Saturday, March 9, 2024.

Berkshire teacher talk and card signups

Stephanie Klimmek visited Berkshire on Friday, December 1 and shared information about library resources with teachers during a training session. She was also able to sign up any teachers without one for BPL cards.

District Reflections Contest

Sponsored by the National PTA, this event garners entries from students at various grade levels. BPL staff were asked to judge literature entries from the Intermediate grade level. The top scoring entries move on to the next level of competition, with the opportunity to go as far as the national contest. The theme this year was "I am hopeful because..."

First Grade First Card visits

Rosemary Isbell and Susan Dion from the Youth Services department have visited first graders at three elementary schools so far this year, talking with 244 students about all the great things the library has to offer them. The Banatron 3D printer has been mass producing the famous golden bananas each student receives during our visits.

Friends of the Baldwin Public Library

The FOBPL did not meet in December 2023. They did hold a Friends' Bookshop Grand Opening Book Sale on December 9 & 10 during which they raised \$872 in book and media sales. The group also sent a final reminder to past members to renew their membership in the Friends; 273 letters were mailed on December 4.

In December, the Friends donated \$2,000 to the library to purchase two trees for the new front entry terrace.

We are preparing to make some cosmetic improvements to their lower level Friends Book Room early in 2024. We are working with contractors to acquire quotes to paint, carpet, and install repurposed library shelving units along the walls.

Library Student Observation

In December, local resident and potential Library Science student Claire contacted us about doing some informal shadowing at BPL while on winter break from school. Over three days, Claire observed at three desks and spoke with staff from Admin, Adult, Youth, Circ, Tech, IT, and the Idea Lab.

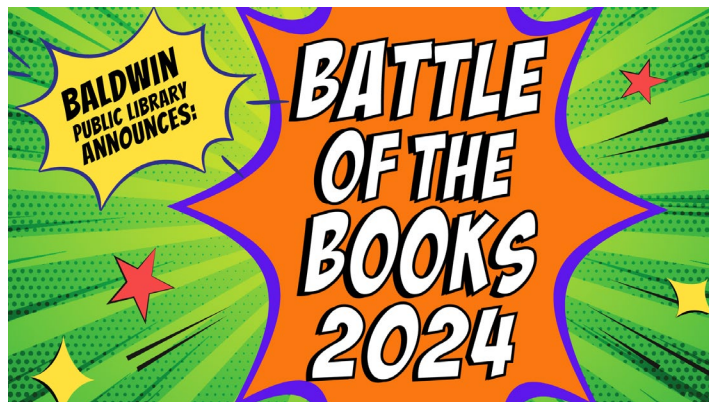
Student Representative to the Board

Applications are now being accepted from resident high school juniors who are interested in serving as a Student Representative to the Library Board. We anticipate the placement of a new student at the February 2024 Regular Board Meeting. The application link is posted at baldwinlib.org/volunteer. Applications are due January 11.

Marketing

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

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



eNewsletters

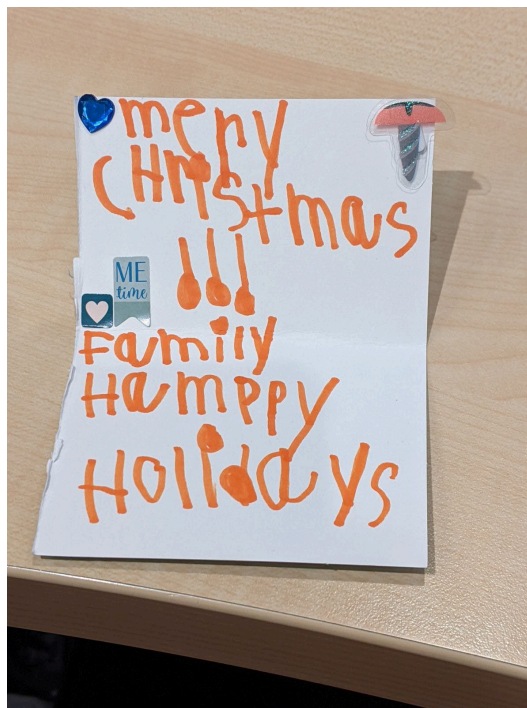
Robert Stratton has compiled and distributed the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events). These newsletters promote upcoming programs and spotlight a library service each month.

Social Media ads

Youth Librarians Rosemary Isbell and Caroline Salucci have been creating video ads for several online resources available to assist with reading and homework, including Brainfuse, Bookflix, Tumblebooks. They are posted twice a month and usage on each resource shows a spike in activity following these ads.

Holiday wishes

Youth Librarian Josh Campeau accepted some holiday wishes on behalf of the youth department when one of our young patrons dropped off a handmade card on December 6.



Personnel and Organization

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

Staff Communications

An All Staff meeting was held November 28. 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. The next all staff meeting will be held on Tuesday, December 19.

Staff Anniversaries

Mary MacMillan, Circulation Assistant II, reached 9 years of service on December 16.

Jennifer Rohrer-Walbert, Youth Services Substitute Librarian, will reach 1 year of service on December 26.

Staffing Updates

Our new substitute librarian started in Youth Services on November 27. **Becky Nelson** has an MLIS from Wayne State and comes to us after a career in teaching and as a Media Specialist.

Two new IT Assistants have also joined our team. **Jen Adams** and **Austin DeWalt** are currently training with Jamie and are settling in quickly. Both tech enthusiasts with customer service backgrounds, Jen and Austin will also be training in the Idea Lab to help with coverage.

Adam Redmond, IT Coordinator, started with Baldwin on Monday, December 11. Adam comes to us from a position at Northville Schools most recently, but started his IT experience at the Bloomfield Township Public Library, giving him some valuable insights regarding public library customer service and how IT assists both the patrons and staff. Outside of work, Adam is a musician and recently adopted a 5-year-old rescue cat.

Volunteer Hours

92 volunteer hours were utilized in the month of November.

Financial Stability

Strategic goal: Maintain and improve financial health.

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

Craft will present an update to the City Commission at their long-range planning meeting on Saturday, January 20, 2024. She plans to touch on the following suggested improvements to the library:

- FY24-25 – New firewall, website, and security cameras
- FY26-27 – requesting an extra \$300,000 for capital improvements, including solar panels, bird strike glass deterrents, lower level carpeting, and lower level restroom partitions

Baldwin Public Library: Friends Funds	
November 2023 Expenditures	
Adult Services	
Lifelong Learning supplies	\$ 40.42
Program refreshments - general	\$ 7.49
Presenter Fee - Speaking with the Dead	\$ 200.00
Spring Crafts preparation	\$ 155.17
October Books Unshelved	\$ 30.16
Cat Picture Frame Scratcher Program supplies	\$ 279.23
Total	\$ 712.47
Teen Services	
Program refreshments - general	\$ 22.47
Tarot Program supplies	\$ 17.34
Pizza - TAB and Pizza & Pages	\$ 82.96
Books Unboxed Supplies	\$ 109.33
Program supplies	\$ 94.26
Total	\$ 326.36
Youth Services	
Story/Arts Program	\$ 59.46
Kids Library Society supplies	\$ 40.75
Video Gaming club game	\$ 59.99
DINovember supplies	\$ 101.86
Early Literacy Calendars for giveaway	\$ 25.43
Travel the World program supplies	\$ 12.00
Winter Markt craft supplies	\$ 48.37
Total	\$ 347.86
Idea Lab	
Total	\$ -
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 1,386.69
November 2023 Balances	
Adult Services	\$ 6,808.38
Teen Services	\$ 58.78
Youth Services	\$ 2,757.14
Idea Lab	\$ 66.55
Outreach & Equipment	\$ 6,229.07
Total Balance	\$ 15,919.92
November In-Library Book & Button Sale Donations	\$732.47
Submitted by Jaclyn Miller for December 11, 2023	

**PHASE 3 RENOVATION
UPDATE:
December 2023**

Phase 3 Updates: December 2023

In the fifth month of construction, most activity has now moved to the south side, exterior of the building, focusing primarily on the addition. Dismal weather has delayed the final pouring of concrete until 12/15 and 12/18.

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. New posters have been added to the temporary barrier walls to show patrons what they can expect as the project progresses.

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 ten 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
<i>HVAC revisions (credit)</i>	<i>+\$4,048.05</i>
18" GRG Plasterform Column Cover	-\$4,826.00
<i>Glass revisions in study rooms (credit)</i>	<i>+\$1,200.00</i>
<i>Landscape revisions (credit)</i>	<i>+2,360.00</i>
Restroom Column	-\$4,275.00
Electrical revisions	-\$6,066.00
Paint walls, door frames, base outside gallery	-\$500.00
Acrovyn kickplate for Access Services door	-\$500.00

The amount remaining in the contingency is \$73,156.



November 22, 2023: Looking west at future vestibule and elevator



Concrete planter form, for new benches and Siberian Ram sculpture



Looking west through café from Nanawall location



Looking east at the Youth addition, before limestone repair and replacement



November 29, 2023: Roofing progress



Future coffee counter location; new outlets



Looking west, down ramp from landing



Fuller view of addition, looking west



New retaining wall and future location of bike rack, flag pole



New retaining wall outside east side of addition, under Youth windows



Underside of addition roof, looking east



December 6, 2023: Southeast corner of the addition. Note the drains from the roof to new underground detention system



Progress on new planter on south side of addition



Further progress on Siberian Ram planter; base in place



View of vestibule from top of new stairs



View of south wall from ramp landing



December 13, 2023: View of future walkway facing east



View of snowmelt system installation progress



View of ceiling framing around original columns of Birkerts awning

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
	\$	3,677,232	\$	1,743,074	\$ 3,677,232	
PCI Dailey Construction Costs*						
Pay Application #1 - paid in FY22-23			\$	54,959		
Pay Application #2			\$	116,304		
Pay Application #3			\$	193,672		
Pay Application #4			\$	343,353		
Pay Application #5			\$	553,186		
Pay Application #6			\$	481,601		
Architectural Fees	\$	264,000	\$	254,000	\$ 264,000	
Fees paid through December 2023		\$		254,000		
Engineering Fees	\$	19,210		\$	19,210	
FFE & AV/Low Voltage Wiring	\$	115,000	\$	79,746	\$ 115,000	
MCR - Demolition & installation of low voltage wiring	\$	7,616				
NBS Wireless Access Point		TBD				
Speaker installation	\$	1,242				
5 Idea Lab Adjustable Height Tables	\$	2,599				
2 Access Services Work Desks	\$	2,812				
3 Umbrellas with stands	\$	8,182				
Artwork in café	\$	12,000				
6 outdoor tables with 24 chairs	\$	19,295				
AS Chairs (30)	\$	6,000				
10 Indoor tables and 36 chairs	\$	20,000				
Furniture Moving	\$	5,000		\$	-	\$ 5,000
Signage made by Idea Lab	\$	1,000		\$	1,000	
Endowment plaque installation	\$	1,750		\$	-	\$ 1,750

BPL Phase 3 OAC Meeting Agenda: Meeting #26

Meeting Date	Nov 22, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
		Jaclyn Miller Rebekah Craft Kristen Tait Bruce Johnson Jeff Zielke	
Dianne Schurg	MCD Architects		ds@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: 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 				
		Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>				

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	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. Area to be completed Friday 10/20, cleaned, and turned back over to the library pending tile delivery.						
Previous Meeting Minutes Nov 15, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	19	RFI 33: HVAC Work In Staff 110				On Hold
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. Response issued, pricing being acquired.						
Previous Meeting Minutes Nov 15, 2023 (None) Waiting on price quote						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	24	RFI 35: Curtainwall steel at high canopy				Closed
Description The angled beam that was installed in lieu of the horizontal beam at the entry, caused a glass support issue. New steel will need to be added at this location.						
Previous Meeting Minutes Nov 15, 2023 Sketch issued by MCD. Proceeding. There will be no extra charge for this change.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	26	RFI 36: Glass Sizing Issue				Open
Description The motorized shades will not fit within the sizing constraints at the south and east wall corners as a clear straight space of 32" is required between mullions. I have included snips of column lines 8.7/8.8 and column line 11.8 to showcase this issue.						
There are a few options to address these areas: <ul style="list-style-type: none"> Have no shade at these locations Use window film at these locations Use a manual roller shade at these locations Library staff and architect requested that no shades are added at these shorter locations. Window film is not to code. If the sun causes issues down the road, library will purchase manual shades for these smaller widths. 						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Nanawall				Open
Description Nanawall is shipping early December.						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. Shipping 12/12. Work to commence prior to Christmas.						
Previous Meeting Minutes Nov 15, 2023 Ship date of 12/12 given.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Curtain Wall System				Open
Description Field measurements were taken.						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Potentially not arriving until after 1st of year. Currently in production. Current shipping window of mid December.						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	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. Updated Bulletin 3 was received on 10/13.						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Roofing work has begun. Retaining wall footing is being poured on west side of new front entrance. Pouring planter boxes today CFMF and nailers for roof are complete. Exterior foundations and decorative concrete walls have begun. MEP underground for exterior underway. Starter course of Modan planter block underway. Exterior concrete slab pours to complete December 1st. Flagpole foundation complete.						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description 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 new work. • Additional plaster skimcoat of building side of ramp wall. • HVAC Return Duct pricing. 						
Previous Meeting Minutes Nov 15, 2023 <i>(None)</i>						

BPL Phase 3 OAC Meeting Agenda: Meeting #27

Meeting Date	Nov 29, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
Mary Cay Lancaster	MCD Architects	<div style="border: 2px solid red; padding: 5px;"> Jaclyn Miller Bruce Johnson - Bham Jeff Zielke - Bham </div>	mc@mcdarchitects.com
Dianne Schurg	MCD Architects		ds@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: 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 						
Previous Meeting Minutes Nov 22, 2023 (None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is not shipping until December 7th.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

we will be able to schedule the closure for dates with limited programming.

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	19	RFI 33: HVAC Work In Staff 110				On Hold
Description Pricing acquired. Cost of the ducted return, relocating return air grill, and adding floor grill - HVAC \$5,080.						
Other trades will be involved with patching, painting, demolition, etc - Approx. \$4,500.00						
Previous Meeting Minutes Nov 22, 2023 Pricing to be received next week.						

Holding on this until the staff see how the new volume dampers and grills work out.

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Nanawall				Open
Description Nanawall is arriving this week to Clinton Valley's warehouse.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

Installation will be scheduled for later, but the Nanawall shipped 11/15

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. Shipping 12/12. Work to commence prior to Christmas.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Curtain Wall System				Open
Description Field measurements were taken. Fabrication is underway and glazing units have been released.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Potentially not arriving until after 1st of year. Currently in production. Current shipping window of mid December.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	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. Updated Bulletin 3 was received on 10/13.						
Previous Meeting Minutes Nov 22, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	27	Pricing for Exit Sign and Undercabinet Lighting				Open
Description Pricing was requested to move the exit sign in the gallery to a wall mount. Steve to confirm this is acceptable with Bruce.						
Pricing requested for undercabinet lighting in staffwork room under two rows of upper cabinets.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	27	White Acrovyn Kickplate for Staffwork Room				Open
Description Kickplate requested at last meeting. Kickplate expected to arrive in 3+/- weeks and will be installed.						
Cost is \$500.00 which will be deducted from contingency.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Roofing work is underway.						
Exterior foundations complete.						
Forming for decorative concrete wall and planter bench is underway.						
MEP underground for exterior underway.						

see pictures, but:
bench wall
planter
retaining wall
underground electrical
are all underway

Modan planter block underway.

Exterior concrete slab pours to complete December 1st (weather dependent, likely will push to next week).

Interior duct for shaft complete.

Weather barriers installed to protect existing building from exterior temperatures/weather.

Limestone work complete at existing building.

exterior slabs will likely be
delayed until next week

Previous Meeting Minutes

Nov 22, 2023

(None)

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Billing to be submitted this week for month of November.						
Previous Meeting Minutes Nov 22, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description Contingency CCO #1 Provided for Signature.						
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 new work. • Additional plaster skimcoat of building side of ramp wall - Termination details pending architectural meeting for SS trim. • HVAC Return Duct pricing - See above • Exit sign moving • Added Undercabinet Lighting 						
Previous Meeting Minutes Nov 22, 2023 (None)						

BPL Phase 3 OAC Meeting Agenda: Meeting #28

Meeting Date	Dec 6, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
		Rebekah Craft Jaclyn Miller Kristen Tait Bruce Johnson Jeff Zielke	
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: <div>Tile is ready and installation will be completed by December 15.</div> 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 						
Previous Meeting Minutes Nov 29, 2023 (None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile is ordered but is not shipping until December 7th. Working on confirmation of delivery.						
Previous Meeting Minutes Nov 29, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	19	RFI 33: HVAC Work In Staff 110				On Hold
Description Pricing acquired. Cost of the ducted return, relocating return air grill, and adding floor grill - HVAC \$5,080.00 Other trades will be involved with patching, painting, demolition, etc - Approx. \$4,500.00						
Previous Meeting Minutes Nov 29, 2023 On hold pending the winter temps.						
			We're waiting a few months to see if this additional work is necessary or if the room is heating/cooling well as is.			

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Nanawall				Open
Description Nanawall has arrived to Clinton Valley's warehouse.						
Previous Meeting Minutes Nov 29, 2023 (None)						
			Yay!			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. Shipping 12/12. Work to commence prior to Christmas.						
Previous Meeting Minutes Nov 29, 2023 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Curtain Wall System				Open
Description Field measurements were taken. Fabrication is underway and glazing units have been released.						
Previous Meeting Minutes Nov 29, 2023 (None)						
			Fabrication should be completed by the end of December.			

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Potentially not arriving until after 1st of year. Currently in production. Current shipping window of late December.						
Previous Meeting Minutes Nov 29, 2023 <i>(None)</i>						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	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. Updated Bulletin 3 was received on 10/13.						
Previous Meeting Minutes Nov 29, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	27	Pricing for Exit Sign and Undercabinet Lighting				Open
Description Pricing requested for undercabinet lighting in staffwork room under two rows of upper cabinets.						
Previous Meeting Minutes Nov 29, 2023 Exit sign cannot be moved per Bruce.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.3	27	White Acrovyn Kickplate for Staffwork Room				Open
Description Kickplate has arrived and will be installed within the next week or so. Budget document has been updated with this contingency change. Cost is \$500.00 which will be deducted from contingency.						
Previous Meeting Minutes Nov 29, 2023 Material has arrived and will be installed within the next week or so.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	28	Southwest Facade				Open
Description Pricing has been requested for Dryvit and limestone paneling to cover this area. Pricing is coming. See 12/6 photo of bike rack location to look at the exposed concrete that this new facade would be covering.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.5	28	Polishing Meeting				Open
Description Would like to have polishing meeting next week to finalize details for work to commence.						
Availability?						
Steve and Tyler will meet with the JJ Barney polisher and concrete crew to resolve some design issues - stainless trim location, edges of polishing, terminating plaster, stair finishing options.						

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Roofing work is underway. Decorative concrete wall and planter bench are poured. MEP underground for exterior is complete. Modan planter block is complete. Waiting on seat "capping" to create the bench on the planter Exterior concrete slab pour prep is underway (weather dependent). Will need to cover with plastic to pre-prepare the ground due to the weather events. Interior ceiling framing is underway for addition. soffit and curve have been built Interior above ceiling MEP work is underway. Misc steel rework is underway.						
Previous Meeting Minutes Nov 29, 2023 Weather has pushed exterior concrete walks.						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Back-up for billing being compiled for submission this week.						
Previous Meeting Minutes Nov 29, 2023 Back-Up being compiled.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description Contingency CCO #1 to be signed. Steve has signed this and will turn it in to PCID. 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 new work. 						

- Additional plaster skimcoat of building side of ramp wall - Termination details pending architectural meeting for SS trim.
- HVAC Return Duct pricing - See above
- Added Undercabinet Lighting

Previous Meeting Minutes**Nov 29, 2023**

Steve to sign at next meeting with Rebekah.

BPL Phase 3 OAC Meeting Agenda: Meeting #29

Meeting Date	Dec 13, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email
Steve Schneemann			ss@mcdarchitects.com
		Jeff Zielke Rebekah Craft Jaclyn Miller Kristen Tait	
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: 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 				
		Previous Meeting Minutes Dec 6, 2023 (None)				

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	12	Steel Conference Call Regarding Reinforcements				On Hold
Description Tile has been received and will be installed/grouted 12/14 & 12/15.						
Previous Meeting Minutes Dec 6, 2023 Tile work to happen 12/14 and 12/15.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	19	RFI 33: HVAC Work In Staff 110				On Hold
Description Pricing acquired. Cost of the ducted return, relocating return air grill, and adding floor grill - HVAC \$5,080.00 Other trades will be involved with patching, painting, demolition, etc - Approx. \$4,500.00						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						

Procurement / Long Lead Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.1	1	Nanawall				Open
Description Nanawall has arrived to Clinton Valley's warehouse.						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Light Fixtures				Open
Description L6 fixtures are not arriving until post millwork installation. Shipping 12/12. Work to commence prior to Christmas.						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						
<i>These should be arriving Monday, December 18</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.3	1	Curtain Wall System				Open
Description Field measurements were taken. Fabrication is underway and glazing units have been released.						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Potentially not arriving until after 1st of year. Currently in production. Current shipping window of late December.						
Previous Meeting Minutes Dec 6, 2023 (None)						

Owner / AE Items

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.1	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. Updated Bulletin 3 was received on 10/13.						
Previous Meeting Minutes Dec 6, 2023 (None)						
The pre-pour inspection will be held today and tomorrow.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.2	27	Pricing for Undercabinet Lighting				Open
Description Pricing requested for undercabinet lighting in staffwork room under two rows of upper cabinets. Cost to complete is \$1,845.00.						
Previous Meeting Minutes Dec 6, 2023 Pricing has been received. Cost is \$1,845.00.						
The cost for this seems quite high and staff have concerns about the low level of lighting in the office. Steve S will have the lighting designer come out and review the space before making any other adjustments to the lighting. If needed, we will look at more economical lighting. This change is on hold.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	28	Southwest Facade				Open
Description Pricing has been requested for Dryvit and limestone paneling to cover this area.						
- To complete the limestone option it would be around \$15,000.00. We would need to have a meeting with Steve and the structural engineer to discuss attachment details as this is a bit different approach from the east side of the addition.						
- The dryvit system including the wall thinning for the foundation wall to keep the same finish profile above would be around \$5,000.00. The majority of this cost is in relation to removal of the vertical concrete surface. There is about \$250 allocated in material cost for a trim of some type for the perimeter of the opening for the louver and at the base of the dryvit as a termination.						
Previous Meeting Minutes Dec 6, 2023 (None)						
MCD highly recommends using limestone so that the entire entry will be cohesive. The new limestone bands added to the Terrace side of the Birkerts addition turned out seamlessly. The library board will review and vote on this decision at Monday's meeting.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.5	28	Polishing Meeting				Open
Description Stairs will be cut back at angle perpendicular to the curved ramp w/ polished round edges.						

The stainless steel trim will sit approximately 3/4" above ground surface for dryvit system and will be on horizontal surfaces as well as drywall termination vertical surfaces.

Previous Meeting Minutes

Dec 6, 2023

Stairs will be cut back at angle perpendicular to the curved ramp w/ polished round edges.

The stainless steel trim will sit approximately 3/4" above ground surface for dryvit system and will be on horizontal surfaces as well as drywall termination vertical surfaces.

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Exterior concrete slab pour prep is underway with first pour scheduled for Friday. Preliminary polishing will take place on Saturday and the second pour will take place on Monday. Interior ceiling framing is underway for addition. Interior above ceiling MEP work is underway.						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description Final back-up compiled on 12/13, sub-waiver signatures were not yet returned. Will be submitted post meeting.						
Previous Meeting Minutes Dec 6, 2023 Final back-up compiled on 12/13, sub-waiver signatures were not yet returned.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
Description Contingency CCO #1 to be signed. 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 new work. • Additional plaster skimcoat of building side of ramp wall - Termination details pending architectural meeting for SS trim. • HVAC Return Duct pricing - See above • Added Undercabinet Lighting - See above • Added Limestone Work - See above 						
Previous Meeting Minutes Dec 6, 2023 <i>(None)</i>						

NEW BUSINESS

MEMORANDUM

DATE: December 15, 2023
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: New Phase 3 Contingency Expense

INTRODUCTION:

Due to below grade existing conditions of the 1980 Gunnar Birkerts addition that were uncovered during excavation, we will need to spend contingency funds to refurbish the lower portion of one corner of the new entryway. There are two refurbishing options. The first involves adding a limestone band and may cost up to \$22,500. The second option would be to refurbish the lower portion with a concrete finishing product at the cost of up to \$8,000. MCD Architects recommends adding a new limestone band due to the prominence and location of this portion at the front entrance.



BACKGROUND:

The exposed portion of this wall used to be covered by a small garden and planter area. The base of the original addition was concrete and no limestone was placed below grade.





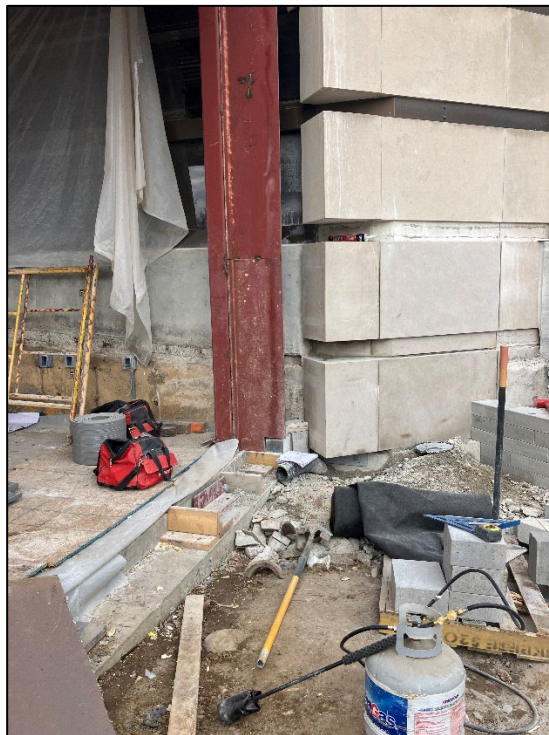
This portion of the wall has been exposed and will need to be improved as it's directly adjacent to the new front door.



The base of the south side of the Birkerts addition is concrete that is in unfinished condition after being covered by a garden for 40 years. The condition of this concrete does not match the condition of the concrete directly below the new book drop opening (see photo below).



On the opposite side of the Birkerts addition, we had to replace limestone bands on the east side of the Birkerts curve after the 1980s ramp was removed. A photo of the replacement limestone bands is shown below.



Though the original rendering of this portion of the building did not include a limestone band, MCD recommends replacing the base of the new front entry with a limestone panel for two reasons. The concrete conditions on the two adjacent walls do not match and the south side wall requires extensive improvements. And, the limestone replacement panels added to the east side of the project came out really well and allow us to maintain cohesive bands along the Birkerts curve.

Adding a limestone band to the base is the more expensive option at around \$22,500. The other option is to go with a faux concrete coating to mimic the limestone. This would cost around \$8,000. Because this would involve a specialty concrete product exposed to the elements, it would deteriorate much faster than the existing limestone and may need to be replaced or repaired down the road.

FISCAL IMPACT:

The amount of money remaining in the Phase 3 contingency is \$73,156. Adding a limestone band will reduce the amount remaining in the contingency to \$50,656. Repairing the building with a specialty concrete product will reduce the contingency to \$65,156. At this point in the project, with all underground work complete and all parts of the building exposed, PCI Dailey notes that most remaining charges to the contingency should be minor and less expensive costs.

SUSTAINABILITY:

Limestone is a natural stone and will not need to be repaired and refurbished at a later date. The 1980s limestone on the building is still in great shape after 43 years. Choosing the limestone repair option will reduce the future upkeep costs of this portion of the building.

SUMMARY:

Due to the amount remaining in the contingency, the prominence of this portion of the building, and architect Steve Schneemann's recommendation, it is advised that the library board use limestone to repair the existing conditions at the new entrance.

SUGGESTED BOARD ACTION:

Make a motion to use contingency funds in the amount of no more than \$22,250 to add limestone along the base of the south wall of the new entrance to match the existing limestone bands on the Birkerts addition.

MEMORANDUM

DATE: December 15, 2023
TO: Baldwin Public Library Board of Directors
FROM: Directors Rebekah Craft, Library Director
SUBJECT: Call for Art

INTRODUCTION:

At the November 2023 Board meeting, the Library Board voted to issue a Public Call for Art to commission a new piece of artwork above the interior ramp in the Phase 3 addition. We received nine responses to the call for art. A jury of artists and community members reviewed the artwork and now the Library Board needs to select an artist to hire for the project.

BACKGROUND:

After reviewing calls for art issued by public libraries and cultural institutions, and with guidance from Annie Van Gelderen, President of the Birmingham Bloomfield Art Center, I compiled a public call for artwork. The call was posted on November 21 and submissions were due December 11. We received nine entries.

The artists who submitted applications include:

Ani Garabedian

"Through my work in public art, I am accustomed to engaging with, gathering, and adding input from the local community. I aim to create pieces that are innovative and inclusive and have experience creating accessible and engaging public art while keeping in mind the interests of the community and the history of the location."





Brian Lacey

While murals for independent and commercial business are a regular part of my oeuvre, I emphasize the importance of community oriented, and non-profit based mural work. Drawing inspiration from material choices and the symbolism of memories, the finality of my work originates from explorational studies based out of juxtapositions of paint, street posters, and repurposed materials in combination with deep inspiration from the natural world that result in geometric, figurative and realistic portrayals, to the occasional highly-textural, abstract expressive works.





Candice Brokenshire

In my art practice I use ancestral skills in contemporary settings. I edit and distill narratives. Paring the work back to capture a core idea and critical energy. While I use traditional techniques, I'm always looking for a more graphic and compelling result. My medium is primarily wool which is anti-static, anti-flammable, antibacterial and baffles noise and sound bounce. Great for large areas with hard surfaces. I can sculpt the wool and integrate metal and wood, so while I create 2d panels they can have a sculptural quality too.



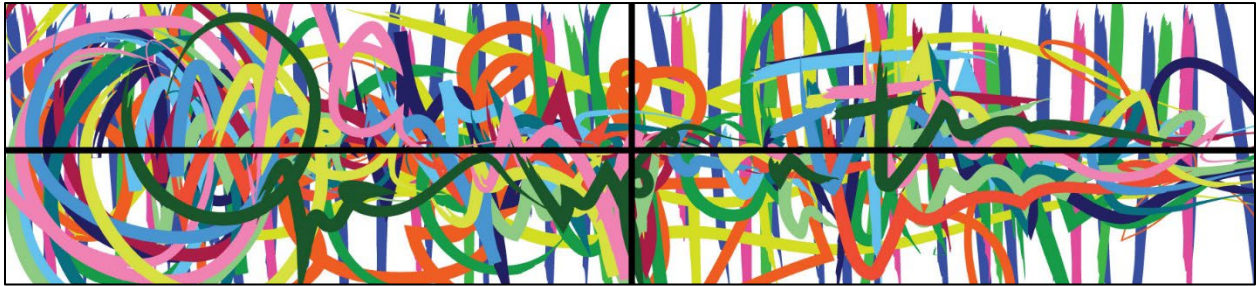
Chelsea Hensbergen

In conceptualizing my mural idea, I envision a dazzling, colorful, abstract galaxy expanding across the four panes of glass. Through a harmonious blend of shapes, colors, and two-dimensional textures, I aim to evoke a sense of connection and wonder among the public. I have several years' experience designing and creating large scale murals and art pieces and most recently completed the exterior of a community center for the Village of New Haven through the Partners in Public Art Program in collaboration with the Detroit Institute of Arts.



Elif Wisecup

As I considered all the library has meant to me as a patron I started out thinking in terms of seasons - that the library is there each season of the year and also for each season of life. How at every stage of my life in Birmingham so far, Baldwin has been a resource and an integral part of my life. As I meditated on this I opened a digital canvas the size/scale of the four panels and began to write "Once upon a time" - thinking of all the books and resources that we've checked out, all the stories, the history, the biography, the memoirs, the movies, the magazines, the recipes. The connections I've made in library book clubs. The stories my children have heard told by librarians and the musicians we have seen perform. I'm not an artist - I'm a corporate graphic designer. I have laid out many items including billboards, posters, exhibit booths, and so on but I don't have any public art of this scale to show samples of.



Jennifer Maples

I am a visual artist based in Metro-Detroit...I recently completed [this work entitled] "Knowledge". I feel that this piece speaks directly to the goals of your center. Knowledge is a tool that can be extremely powerful. Knowledge is a key that will unlock the door to unmeasurable growth. The Baldwin Public Library is a community resource that can assist its users along the way to attaining whatever knowledge they may be thirsting for.



Lindy Shewbridge

With familiar floral or organic forms, I design patterns and paint dimensional, optical Art scapes. These forms include hard lines of which seem to shift with movement creating depth and wonder. With color, I play with the movement of the forms within the scapes as well. It is a world within another world, and I create one reality that evolves and spills into our everyday reality transporting an audience to a new realm. This project interests me greatly because my work often is meant to inspire a viewer and connect them with nature.



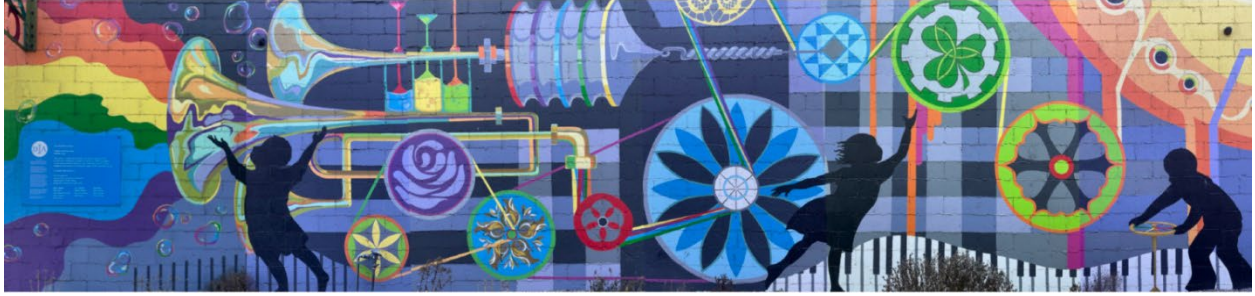
Marc Garrison

I am a local Birmingham artist. I spend a lot of time at our wonderful library. The project interests me because my digital artwork would be a good fit for the Baldwin Library project. I have a fine art degree from Wayne State University in painting and printmaking. I also have another career in the food service industry. I have mostly done my art projects in tandem with my day job mostly for financial reasons.

**Wendy Popko**

After participating in the ZipUsUp collaboration for the Baldwin Public Library in 2021/2022, I hoped the library would continue in the direction of adding to their permanent public art collection. I have designed eight large scale public art murals, and countless residential murals. I am used to collaborating with my clients to tap into what they are hoping to convey, from city officials, to personal residential spaces, to the Detroit Institute of Arts PiPA program. Though my color palette is vibrant and colorful, I understand that each space is unique and I am flexible in working in a different color palette at my clients' request.





Reviewer Remarks:

The jury, consisting of Annie Van Gelderen, President of the Birmingham Bloomfield Art Center, and Monica Neville, member of the Birmingham Public Arts Board, reviewed all applications and selected two top artists:

- Lindy Shewbridge: First Choice – Unique color mapping, organic, and the imagery is evergreen
- Elif Wisecup: Second Choice – Enjoyed design, concerned about lack of experience, and reliance on 3rd parties.

Architect Steve Schneemann reviewed the applications received and made the following recommendation:

- My first choice would be Elif Wisecup. Elif's piece is designed specifically for the library. The color, texture, pattern, and movement all would work very well in that space. It seems more sophisticated, informed, and intentional than the others. This language would work very well with the language of the new entry.
- My second choice would be either Brian Lacey or Lindy Shewbridge.

FISCAL IMPACT:

The Library Board authorized a \$12,000 budget for the artwork, which will be purchased with donations to the Library's Trust. The cost of the project has been included in the FFE budget for Phase 3. Once the artist agrees to the commission, a Purchase Order will be created from the Phase 3 project's budget and held for the artist. The stipend will be distributed once the artwork is installed.

PUBLIC COMMUNICATIONS

The public call for art was posted on our website on November 21. The project was posted on our Instagram and Facebook channels on November 26, December 7, and December 10.

SUMMARY:

The Library Board should select an artist to complete a custom art installation for the front entry using the application materials submitted by the artists and the input from the jury and the project's architect. Both the jury and the architect named Elif Wisecup and Lindy Shewbridge as their top two choices for the artist to be selected for the commission.

SUGGESTED BOARD ACTION:

Make a motion to select artist _____ to work with the library to create a mural in the new café and collaboration space for a contract amount of \$12,000, using Baldwin Public Library Trust funds earmarked for Building Improvements.

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.

Wonderful Winter Family Story Time

Thursday, December 21 — 10:30 a.m. to 11:00 a.m.

Registration opens one month before the program. Join us for an all ages story time to celebrate the first day of winter. This program takes place in the Jeanne Lloyd Room on the second floor. Registration required.

Story Time Battle: Colors vs. Numbers

Thursday, December 28 — 10:30 a.m. to 11:00 a.m.

This month we will choose future book club books. Pizza and drinks will be provided. Grades 7-12. Registration required.

Pizza and Pages: Book Club Selection Meeting

Thursday, January 4 — 7:00 p.m. to 8:00 p.m.

This month we will choose future book club books. Pizza and drinks will be provided. Grades 7-12. Registration required.

Battle of the Books Informational Zoom Meeting

Thursday, January 4 — 7:00 p.m. to 7:30 p.m.

Join us for a quick meeting (30 minutes or less) to learn how Battle of the Books will work this year. Learn tips for coaching your team as well as the rules for Battle. Can't make the meeting? An informational video will be posted to the Battle website (baldwinlib.org/battle) after January 4. Please feel free to email Stephanie Klimmek, Head of Youth Services, at stephanie.klimmek@baldwinlib.org for any Battle questions.

Your Digital Wallet

Tuesday, January 9 — 10:00 a.m. to 11:15 a.m.

Send or request money with apps like Venmo and Zelle without the need to carry cash.

Idea Lab Event: Gel Plate Printing

Wednesday, January 10 — 7:00 p.m. to 8:00 p.m.

Enter the world of Gel Printing. A cool new method for creating beautiful art prints using gelatin pads, ink, and (since this is The Idea Lab) lasers! Come and make some art with us. This program uses ink and paints, so dress accordingly. Registration required.

A Shifting Landscape: How Immigration Shaped Birmingham

Thursday, January 11 — 7:00 p.m. to 8:00 p.m.

How was Birmingham affected by the waves of immigration to the U.S. over the last two hundred years? Who were the groups who gravitated toward Birmingham, and why? Justin Koch will give a closer look at how Birmingham was shaped within the larger national context of immigration.

Idea Lab Kit: Laser Cut Kinetic Coasters

Tuesday, January 16 — All day pick-up

Part drink coaster, part kinetic sculpture! These nifty objects make for fascinating decorations as well as useful coasters. Pick up a kit to build your own! Registration required. *Limit one per household.*

Village office

Residents and commercial property owners are encouraged to contact village staff with any questions or concerns. See below for contact information.

Office hours are now 9 am to 4:30 pm Monday through Thursday; 9 am to 4 pm Friday. Village Manager Ken Marten's email is kmarten@binghamfarms.org.

Holiday closure

The office will be closed for the holidays Christmas Day Mon, Dec 25 thru Mon, Jan 1.

Roads Committee

Village Council will soon appoint interested residents to a subcommittee to review findings and estimates provided by engineering consultants regarding the conditions and rehab/reconstruction of village-owned roads. Folks interested in serving on the committee should call the office or email Ken Marten at the address noted above.

Snow Removal: What to know

Plowing public roads: Snow will fall soon. Snowplows hit public roads as soon as two inches have fallen. During heavy storms, the contractor will plow several times to keep the roads passable.

The village will request additional work when conditions warrant. Salting is based on the assessment of the police department. Similar to last year, the village will salt public roads when necessary.

Village-owned public roads include Bingham Road, Bingham Lane, Bristol Lane, Bristol Court, Brittner, Brooks Lane, Coach Light, Fromm, Hickory Hollow, Old Orchard, Old Stage, Sager, Shagwood, and Timber Trail.

If you have concerns regarding snow removal from public roads, call the village office rather than the village's contractor.

RCOC: The Road Commission for Oakland County plows Thirteen Mile, Fourteen Mile and Telegraph.

Respect your neighbors: Village ordinances prohibit plowing snow from one property and depositing on another -- public or private. Snow must remain on the property on which it falls. Violators may be ticketed. Please be aware and inform your snow removal contractor.

Birmingham Youth Assistance to hold 41st annual Kids' Dog Show

It's a decades-long tradition. BYA is set to host its 41st annual Kid's Dog Show, open to kids ages 4 to 14 (no age limit for the pooches!), 1 to 3 pm Sunday, February 4, at Berkshire Middle School, 21707 W. 14 Mile Road, Beverly Hills. Have a blast meeting other dog lovers in the villages and compete in up to two performance categories, including best dog costume, booking looking, musical sit, best trick, and waggiest tail.

Registration deadline is February 2 and cost is \$20 per dog, which includes admission for the whole family. Show rules: all entries must pre-register and check-in is no later than 12:30 pm on show day; dogs must have all immunizations as required by law; kids must be between ages 4 and 14 and participate with their own dog; all dogs must be leashed and under control at all times; dogs in heat may not participate.

Register at www.birminghamyouthassistance.org. Email questions to KidsDogShowBYA@gmail.com.



24255 Thirteen Mile Rd.
Suite 190

Bingham Farms, MI 48025



248-644-0044



www.BinghamFarms.org

Emergency: 911

Police/Fire Dispatch: 248-626-5444 DTE: 800-477-4747

Police Office: 248-626-9672

Consumers Energy: 800-477-5050

Fire Office: 248-626-9862

Water Resources: 248-858-0958

Bingham Farms Post Autumn-Winter 2023

Baldwin Public Library’s Expansion and Renovation

Front Entrance, Circulation Desk and Lobby

Birmingham’s Baldwin Public Library’s third and final phase of renovations started July 5. The project will last approximately nine to ten months and is expected to be completed in April 2024. This project is paid for by the library’s existing millage approved by Birmingham voters, and donations to the library’s trust.

Based on public input, Baldwin’s third and final phase of improvements will bring the following benefits to its users:

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

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

A temporary front entrance with an accessible ramp is available on Martin Street through the Children’s Garden & Terrace. The curbside materials return drop box is available on Martin Street. Barricades have been set up along Merrill and Bates Street and no parking is available on the sides of the street closest to the library.

The interior renovation is scheduled to be complete by the end of October. Baldwin’s former circulation area will be renovated to add a dedicated Friends of the Baldwin Public Library sale area, four new study rooms to fit two people each, and an expanded staff office area.

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

And remember, when it’s time to return materials, cardholders can save time and gas by using the book return box in the lobby of the village office building, located adjacent to the office door.

OakAlert: sign up for emergency notifications

Keep yourself and your family safe with OakAlert, the County’s emergency notification system. OakAlert sends texts, calls and emails when emergency situations occur. Because notices come from Oakland County Emergency Management, you can get information faster than from the news or social media. Messages are limited to imminent or perceived threats to life or property, disaster notifications, evacuation notices, public health emergencies, and public safety emergencies. The county provides OakAlert as a public service. All information sent is expected to be accurate, complete and timely at the stage of posting. To sign up, visit <https://www.oakgov.com/community/emergency-management/oakalert>.

Village Meetings

All meetings are in-person. Masks are optional. There is no longer a teleconference option, but meetings can be viewed live via YouTube. Go to the village website, open “Notices, Videos And Live Links To Village Council Meetings” and click on the link.

Meetings are on the fourth Monday of the month unless otherwise noted, beginning at 7 pm:

- December 18
- January 22
- February 26
- March 25
- April 22
- May 20 (third Monday)
- June 24
- July 22
- August 26
- September 23
- October 28
- November 25
- December 16 (third Monday)

The Planning Commission meets 7:30 pm on the second Monday of the month as needed.

All meetings are noticed and posted on the village website homepage approximately 72 hours prior. Links to agendas and packets are included.

Operation Medicine Cabinet

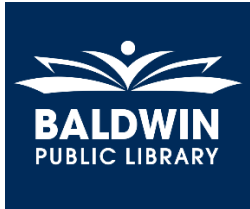
This is a wonderful program in which the Franklin-Bingham Farms Police Department participates. Keep medication out of landfills and out of the wastewater system. Residents can anonymously drop off unwanted prescription medication (including pet meds!) in the bin, located in the department’s lobby. The Oakland County Sheriff’s Department collects and destroys the medication in a safe and clean manner.

Pills and patches are welcome. No liquid medications, needles or syringes, please.

What to do with empty pill bottles? Toss them in the recycle cart. Alternatively, many pharmacies have similar bins for empty pill bottles, which can be washed, sanitized and reused.

The police department is at 32311 Franklin Road.





FOR IMMEDIATE RELEASE

Contact: Jaclyn Miller, Baldwin Public Library

Phone: 248-554-4682

Email: Jaclyn.Miller@baldwinlib.org

Baldwin Public Library Board Seeks Student Representative

BIRMINGHAM, MI (December 11, 2023) – The Board of the Baldwin Public Library invites interested high school juniors who reside in the City of Birmingham, Village of Beverly Hills, Village of Bingham Farms, or the City of Bloomfield Hills to apply for the position of Student Representative to the Baldwin Public Library Board. This is an excellent opportunity for students to develop leadership skills and instill an ethic of community service, as well as encourage citizen participation in local government. In addition, the Board benefits greatly from having a new perspective on Library planning and services.

This one-year term lasts from February 26, 2024 to February 17, 2025. Representatives are expected to attend at least ten of twelve Library Board meetings held the third Monday of every month at 7:30 pm in the Library. Exceptions to this schedule fall on Monday, February 26, 2024, Monday, June 24, 2024, and Wednesday, January 22, 2025, due to holidays. Packets for each Board meeting are available on the Library's website the Friday prior to the meeting.

The commitment to this position requires that the BPL Student Representative review the monthly agenda, minutes, and reports prior to the meeting, which can be found at <http://www.baldwinlib.org/staff-board>. In addition to participating in Board meetings, the Student Representative will also work with Library staff and either assist with a service project or coordinate and implement a teen program during the year.

To find application details, visit www.baldwinlib.org/volunteer. The completed application, essay, and two letters of recommendation are due by January 11, 2024 to Jaclyn Miller at the Baldwin Public Library, 300 West Merrill, Birmingham, MI 48009 or via email to Jaclyn.Miller@baldwinlib.org.

“The Baldwin Public Library student representative has an opportunity to participate and engage with the Library's board of trustees at monthly meetings. The Board is glad to have a student representative, and welcomes, encourages, and especially appreciates the student representative's observations, insights, and suggestions related to various aspects of the Library and the ever changing needs of its community,” said Library Board President Karen Rock.

The Baldwin Public Library is located in downtown Birmingham at 300 W. Merrill Street. The Library's hours are 9:30 a.m. to 9:00 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m.

Friday and Saturday and 12:00 p.m. to 5:00 p.m. on Sunday. The Library's website www.baldwinlib.org has information on how to register for a Library Card and access all of the Library's services.

###



Application for

STUDENT REPRESENTATIVE to Baldwin Public Library Board

Please print in ink or return via email delivery

Due: Thursday, January 11, 2024

Name: _____ Preferred Name: _____

Address: _____

City or Village: _____ Zip Code: _____

Email: _____

Home phone: _____ Cell phone: _____

School: _____ Grade: Junior Age: _____

What school activities and/or classes have you participated in which would qualify you to serve as the Student Representative?

Please list your involvement in non-school activities:

What personal skills and characteristics do you possess that would make you a good representative?

What ideas do you have to encourage more teen participation at Library events?

From Principal or School Counselor:

I believe that this student would responsibly serve as a member of the Birmingham Baldwin Public Library Board for a one-year term.

Principal's Signature

Date**Guardian or Parent Permission:**

I give my permission for my child to seek the position of Student Representative to the Birmingham Baldwin Public Library Board for a one-year term.

Guardian or Parent(s) Signature(s)

Date**Applicant Confirmation:**

I confirm that I am interested in volunteering to serve as the Student Representative on the Birmingham Baldwin Public Library Board, and can commit to attending 10 of the 12 meetings during my term, in addition to time spent on a library related project.

Student's Signature(s)

Date

Include a short essay (typed) to describe the type of service project or teen program that you would like to coordinate and run during your time as Student Representative to the Library Board. If selected, your essay will be a part of your introduction to the Library Board.

Please **include two letters of recommendation**. One letter should be from a school staff member, and the other letter should be from an adult outside the school setting, who knows your activities outside of school.

Return application form, essay and letters by Thursday, January 11, 2024

Send the application materials to:

Jaclyn Miller, Associate Director

Baldwin Public Library

300 W. Merrill St.

Birmingham, MI 48009

Or by email to: jaclyn.miller@baldwinlib.org

Library's Idea Lab encourages creativity

BY MARY GENSON
mgenson@candgnews.com

BIRMINGHAM — The Baldwin Public Library is home to the Idea Lab, a hub for creative minds to access resources to help them make their vision come to life.

With the holidays coming up, maybe a gift created at the Idea Lab is the perfect personalized present for a loved one. With 3D printers, an embroidery machine or other services, there are many opportunities to create at the lab, library officials said.

Generally, people are expected to provide their own materials when they use the lab.

"It's one of the ways that allows us to offer all this great equipment without having to charge anyone for anything," Jeff Jimison, the Idea Lab supervisor, said.

The Idea Lab holds free events to help boost the community's knowledge of its resources and how to use them.

The next event, "Laser Cut Snowflake Names," was slated to be held Dec. 6 at 7 p.m. During this event, participants will make custom snowflake ornaments by entering their name into software that will cut the

See IDEA LAB on page 6A



The Idea Lab is home to resources and equipment available for anyone to use and be creative.

Photos provided by the Baldwin Public Library

Idea Lab

from page 1A

name into crystal-clear acrylic. Registration for this event is no longer open, but that does not mean that people can no longer make this project.

"It's still possible to make that thing in the Idea Lab. You can always come and learn how to use the laser cutter, take a certification class, which will teach you how to use it, and you can use it for your own projects — not just laser-cut snowflakes, but really anything you can imagine," Jimison said.

Jimison will be on Instagram Live Dec. 13 for the upcoming episode of the "Idea Lab: Things" series, titled "Altoids Things." Jimison will take viewers through repurposing empty Altoids tins with 3D printers. Registration is not required for this Instagram Live event, which will begin at 7 p.m.

"I'm really looking forward to how we are going to showcase how to turn your Altoids tin into a tiny portable watercolor paint studio," Jimison said.

For people interested in learning more about 3D printers at an in-person class, "Get Your Fil: All About 3D" will be held at 7 p.m. Dec. 18 at the library. During this class, Jimison will talk about every type of 3D printer filament that can be printed in the Idea Lab. This class will help expand participants' knowledge of how to use the library's resources to create interesting things. Registration is required.

"Jeff makes these information sessions really easy and informative, and he just makes them seem easy and realistic to use," said Baldwin Public Library Associate Director Jaclyn Miller.

"Anyone is always welcome to just walk in, take a look around. We're always happy to talk about it and give people a quick tour of the Idea Lab, and if anyone is interested in learning how to actually use the equipment, we can schedule appointments to do that either through our email or you can give us a



TOP: Classes are available online and in person for people to learn more about the possibilities at the Idea Lab. **ABOVE:** The Idea Lab has 3D printers for people to learn and use while visiting the Baldwin Public Library.

call," Jimison said.

Since the Idea Lab is a private entity inside the library, anyone from anywhere has access to use the lab. People do not need to be a Baldwin Public Library card holder, and they do not have to be a resident of Birmingham.

"You don't have to know anything about any of the machines to go in there and get involved. We will train you on those machines, and staff will help you execute your project," Miller said.

More information on the Idea Lab can be found at baldwinlib.org/idealab. They can be contacted through idealab@baldwinlib.org or (248) 554-4659.

Fire Department collecting for Toys for Tots

Published on December 1, 2023

<https://www.downtownpublications.com/single-post/fire-department-collecting-for-toys-for-tots>

The Birmingham Fire Department is collecting new, unwrapped toys for its annual Toys for Tots Foundation toy drive now through Thursday, December 21, at both Birmingham fire stations, city hall and Baldwin Public Library.

The community is invited to participate in this long-standing tradition by donating new, unwrapped toys for boys and girls of all ages. Donations will be accepted at both Fire Station 1 and Station 2. Station 1 is located at 572 S. Adams Road (between Hazel Street and Bowers Street) and Station 2 is located at 1600 W. Maple Road (between Fairfax Street and Chesterfield Street). The public can also donate at the Baldwin Public Library, located at 300 West Merrill and at Birmingham City Hall, located at 151 Martin.

"Every year since we started this program we have seen such tremendous generosity from the community. This year we have added two new collection spots, one at the Baldwin Public Library and one at Birmingham City Hall. Thank you for participating in this wonderful program," said Birmingham Fire Chief Paul Wells.

For almost 25 years, the Birmingham Fire Department has partnered with the U.S. Marine Corps Toys for Tots Foundation in their mission to provide a tangible sign of hope to economically disadvantaged children during the holidays.

December 2023

Published on November 21, 2023 | By Cris Braun

<https://www.downtownpublications.com/single-post/december-2023-1>

Recently I was reading the Draft Master Plan currently being developed for the Birmingham's Parks and Recreation Department. It is truly impressive to see the long list of parks and all the amenities offered to our residents. Twenty-six parks filled with playgrounds, tennis courts, greenspace and walking trails!

Later that day, as part of the Ad Hoc Aging in Place Committee, I was sitting around a table in City Hall with a group of dedicated residents working together to support Birmingham's efforts to make our city the ideal place to enjoy retirement and beyond.

Walking back to my car, I passed the almost completed Baldwin Public Library addition that is so aesthetically pleasing but also very conducive to welcoming book lovers of all ages. As nearby crews were adding holiday lights to the trees throughout Shain Park while kids were playing, Norman Rockwell could not have painted a more idyllic picture of community.



com·mu·ni·ty is defined as a feeling of fellowship with others, as a result of common attitudes, interests, and goals.

It's a simple, yet powerful concept, one that Next wholeheartedly embraces.

Community at Next means walking into the lobby greeted by warm, friendly smiles or making new friends at an art or fitness class. It is also members who gather for speaker presentations, book clubs, round table discussions, concerts and celebrations while discovering the joy of shared experiences.

Community also means reliable transportation to your next medical appointment, a hot meal delivered to your door, a repaired leaky faucet, or a sidewalk shoveled to keep your walkway safe. It is the dependable reassurance that Next has, and will continue, to look out for those that could use a little extra assistance.

At Next, our mission is centered around fostering that sense of a caring community.

We are here to help you age safely and gracefully in your own home, while also offering a wide range of life-long learning and enrichment opportunities that will not only enhance your daily routine, but also connect you to your community.

Building a stronger community that meets the needs of all residents is a shared responsibility. With the passage of the new senior millage in November, Birmingham has begun to put in place the needed structure and financial framework that is critical to supporting our rapidly expanding older population.

Thank you for supporting this new initiative – and making a positive and transformative impact on your community. In the next several months, look for more information to be shared on the developing plans for the updates needed to the YMCA building that will better accommodate older residents and community activities alike.

Next is a perfect microcosm of our greater Birmingham community. Like Birmingham, Next is warm and welcoming with an active, full calendar of activities that offers so many ways to belong to your community. Join Next (BirminghamNext.org) to see for yourself how many opportunities there are to stay active and connected!

Cris Braun is Executive Director of Birmingham Next

New tax paves way for new senior center Voters reject marijuana ballot issue

Published on November 17, 2023 | Mary Genson

<https://www.candgnews.com/news/new-tax-paves-way-for-new-senior-center-4018>

BIRMINGHAM — Birmingham residents approved a senior millage Nov. 7 and rejected a marijuana proposal at the polls.

Voters approved the senior millage 69.04% in favor to 30.96% against, according to the Oakland County Elections Division.

The marijuana proposal failed 26.45% in favor to 73.55% against.

Birmingham officials said they expect that Birmingham, Beverly Hills, Bingham Farms and Franklin households with seniors will increase by over 50% by 2045. It is also expected that a significant percentage of residents over 65 years old will be living alone.

The approved proposal is a new, three-year, 0.33-mill levy to collect approximately \$1,053,750 in revenue per year for interim improvements and a sinking fund for a senior center. A retiring bond issue will partially offset that cost, according to city officials. It is estimated that the actual millage rate will be around 0.08 mills. A mill is \$1 tax per every \$1,000 of a home's taxable value. This comes out to be approximately \$23 per year for the average Birmingham homeowner, according to the city.

"We are excited about the community supporting seniors and their growing population and the increased needs that come with that so this will allow us to start some very preliminary work at the Y and hire some professional services that can begin to advise us on what it might take to update the building to be better suited for seniors and community events," NEXT Executive Director Cris Braun said.

In July, the city officially closed on the purchase of the Birmingham Family YMCA property at 400 E. Lincoln St. in Birmingham for the use of NEXT.

"This commission and previous commissions have always prioritized coming up with a plan that serves senior residents who have invested so much in our community in a way that is stable and up to date. We are thrilled about partnering with the Y to purchase that location and keep that facility as a community asset," Mayor Therese Longe said previously.

The YMCA entered a three-year lease agreement that allows them to continue to provide services. Once that lease ends, NEXT will occupy a majority of the building.

Funds from the approved millage will go towards the city's plans to repurpose the YMCA building.

Specifically, the millage will be used to conduct interim improvements to the building and property, and to establish a sinking fund that will set aside money to assist with the cost of permanent improvements.

"We don't know right now what we are going to have, so we are going to study the buildings, do a cost analysis, understand what the community needs are, and then build a building around that. ... We are just going to modify the building to be better suited to serve seniors and to be able to continue with the programs that NEXT has, as well as enhance our programming with things that we don't have room to do here at Midvale," Braun said previously.

This millage will possibly not provide complete funding for the senior center project; however, the city is anticipating the consideration of a general obligation bond issue once the millage expires.

"We definitely are going to do a thorough space planning and utilization review, and that will lead us down the path of what we might need to do to the structure and whether a bond issue would be required down the road," Longe said previously.

NEXT is a 501(c)(3) nonprofit that currently operates out of Midvale School without a comprehensive lease, but once they move into the new building, they will have more space to provide helpful services to seniors.

Programming includes fitness, arts, travel, lifelong learning and enrichment, and support services for over 2,300 members.

The rejected marijuana proposal was initiated by city officials to maintain control over marijuana regulations in Birmingham.

The Birmingham City Commission passed a resolution to opt out of having marijuana establishments within the city's jurisdiction. But since outside groups have been sparking ballot proposals in various cities, the city decided to put its own opt-in on the ballot to maintain control of the issue.

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, December 18, 2023

Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but 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 November 20, 2023 minutes | p. 103 |
| B. Acceptance of the November 2023 receipts of \$2,714.01 | p. 110 |
| C. Approval of the November 2023 disbursements of \$20,797.26 | p. 111 |

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 Wednesday, January 17, 2024.

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

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

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



**BALDWIN LIBRARY BOARD MINUTES,
TRUST MEETING
November 20, 2023**

1. Call to Order

The meeting was called to order by President Karen Rock at 8:43 p.m.

Library Board present: Wendy Friedman, Melissa Mark, Frank Pisano, Karen Rock, Danielle Rumble, 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: 1 (via Zoom).

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.

A. Approval of the October 16, 2023 minutes

B. Acceptance of the October 2023 receipts of \$1,823.82

C. Approval of the October 2023 disbursements of \$5,837.00

1st Pisano

2nd Rumble

A roll call vote was taken.

Yeas: Friedman, Mark, Pisano, Rock, Rumble, 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 Rumble

2nd Friedman

A voice vote was taken.

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

Nays: None.

Absent and excused: None.

The motion was approved unanimously. The meeting was adjourned at 8:47 p.m. The next Trust Meeting will be on Monday, December 18, 2023, following the regular meeting in the Delos Board Room.

Melissa Mark, Secretary

Date

DRAFT

Baldwin Public Library Trust: November 2023

November receipts totaled \$2,714.01. November disbursements totaled \$20,797.26.

The current value of the Trust is \$2,141,962.10, divided up in the following way:

	June 2023 - EOY	November 2023
Total endowment investments*	\$ 1,062,322.97	\$ 1,067,297.63
Endowment funds distributed for use	\$ 202,855.49	\$ 190,638.76
Total endowment funds	\$ 1,265,178.46	\$ 1,257,936.39
General spendable funds	\$ 382,420.94	\$ 448,024.14
Van Dragt fund	\$ 63,450.66	\$ 43,599.47
Building fund	\$ 334,358.33	\$ 341,416.95
Restricted funds**	\$ 49,360.61	\$ 26,261.61
Naming rights for Rotary Tribute Room	\$ 9,337.89	\$ 9,337.89
Naming rights for Burnett Reference Desk	\$ 9,385.65	\$ 9,385.65
Naming rights for Thal Reference Desk	\$ 6,000.00	\$ 6,000.00
Total non-endowment funds	\$ 854,314.08	\$ 884,025.71
Total endowment funds	\$ 1,265,178.46	\$ 1,257,936.39
Total non-endowment funds	\$ 854,314.08	\$ 884,025.71
Total of all Trust funds	\$ 2,119,492.54	\$ 2,141,962.10

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

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

As of November 30, 2023, the amount of money in the Trust that is undesignated stands at \$861,529.65.

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	18.97	-19.44%
U.S. Aggregate-Bond Benchmark	2.51%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	14.86%	-17.69%
Baldwin Endowment Funds' Portfolio	6.71%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-8.15%	-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 November 30, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,081,129.34
Raymond James Building Mutual Funds Account	\$667,345.15
Huntington Bank Checking Account	\$3,723.32
Huntington Bank Money Market Account	<u>\$389,764.29</u>
Total	\$ 2,141,962.10

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

Investment and Cash Report									
	Prior Month	Current	Year to Date	Current	Year to Date	Transfer	Transfer	Change in	Ending
	Balance	Month	Revenue	Month	Expenses	In	Out	Investment	Balance
	10/31/23	Revenue		Expenses				Value	11/30/23
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,067.12	\$12,344.80	\$3,067.12			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$16,280.77	\$19,851.19	\$16,280.77			\$0.00
Restricted Funds	\$3,723.08	\$0.24	\$0.87	\$1,386.69	\$23,305.17	\$1,386.69			\$3,723.32
Restricted Funds - Covid and Idea Lab	\$0.00	\$0.00	\$0.00	\$44.70	\$44.70	\$44.70			\$0.00
Subtotal - Restricted Funds	\$3,723.08								\$3,723.32
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$7.98	\$142.33	\$7.98			\$0.00
TOTAL	\$3,723.08	\$0.24	\$0.87	\$20,787.26	\$55,688.19	\$20,787.26	\$0.00		\$3,723.32
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$195,131.70	\$80.07	\$128.07	\$0.00		\$0.00	(\$3,067.12)		\$192,144.65
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$59,880.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$16,280.77)		\$43,599.47
Restricted Funds	\$30,713.90	\$125.00	\$250.00	\$0.00	\$0.00	\$0.00	(\$1,386.69)		\$29,452.21
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	(\$44.70)		\$1,955.30
General Spendable Funds	\$119,605.51	\$2,508.70	\$59,013.72	\$10.00	\$50.00	\$0.00	(\$7.98)		\$122,096.23
TOTAL	\$407,847.78	\$2,713.77	\$59,391.79	\$10.00	\$50.00	\$0.00	(\$20,787.26)		\$389,764.29
Raymond James & Associates:									
Endowment Fund Investments	\$991,323.76	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00	\$73,797.94	\$1,065,121.70
Endowment Cash	\$16,004.36	\$0.00	\$900.00	\$0.00	\$3.28	\$0.00	\$0.00	\$3.28	\$16,007.64
Sub-total Endowment Funds	\$1,007,328.12	\$0.00	\$900.00	\$0.00	\$3.28	\$0.00	\$0.00	\$73,801.22	\$1,081,129.34
General Spendable Funds Cash	\$1,378.96	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.28	\$1,379.24
General Spendable Mutual Funds	\$306,480.30	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,069.81	\$324,550.12
General Spendable Building Mutual Funds	\$322,608.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,807.36	\$341,415.80
Sub-total General Spendable Funds	\$630,467.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$36,877.45	\$667,345.15
TOTAL	\$1,637,795.82	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110,678.67	\$1,748,474.49
Total All Funds	\$2,049,366.68	\$2,714.01	\$60,292.66	\$20,797.26	\$55,738.19	\$20,787.26	(\$20,787.26)	\$110,678.67	\$2,141,962.10

NOVEMBER 30, 2023

[illegible]

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

		Prior Month Balance 10/31/23	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 11/30/23
Gift & Tribute Funds	Purpose									
General Spendable Funds										
		\$427,463.47	\$2,508.70	\$59,013.72	\$17.98	\$192.33			\$18,069.95	\$448,024.14
Restricted Funds:										
Building Fund		\$322,609.45	\$0.00	\$0.00	\$0.00	\$0.00			\$18,807.50	\$341,416.95
Van Dragt Fund		\$59,880.24	\$0.00	\$0.00	\$16,280.77	\$19,851.19				\$43,599.47
Memorials/Tributes		\$9,506.60	\$125.24	\$250.87	\$0.00	\$0.00				\$9,631.84
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$614.97	\$0.00	\$0.00	\$44.70	\$1,429.73				\$570.27
Friends										
	Adult Services Programs	\$7,445.28	\$0.00	\$0.00	\$712.47	\$4,903.85				\$6,732.81
	Young Adult Programs	\$460.44	\$0.00	\$0.00	\$326.36	\$3,034.95				\$134.08
	Youth Services Programs	\$3,105.00	\$0.00	\$0.00	\$347.86	\$3,467.97				\$2,757.14
	Idea Lab Program Supplies	(\$208.84)	\$0.00	\$0.00	\$0.00	\$6,958.32				(\$208.84)
	Outreach & Equipment	\$6,127.88	\$0.00	\$0.00	\$0.00	\$3,555.05				\$6,127.88
	Sub-total Restricted	\$410,057.45	\$125.24	\$250.87	\$17,712.16	\$43,201.06	\$0.00	\$0.00	\$18,807.50	\$411,278.03
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										
		\$862,244.46	\$2,633.94	\$59,264.59	\$17,730.14	\$43,393.39	\$0.00	\$0.00	\$36,877.45	\$884,025.71
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$73,481.58	\$80.07	\$128.07	\$1,410.38	\$4,882.13				\$72,151.27
	Adult Large Print	\$1,257.83	\$0.00	\$0.00	\$666.89	\$2,101.22				\$590.94
	Adult Services Department	\$31,125.79	\$0.00	\$0.00	\$0.00	\$53.35				\$31,125.79
	Adult Audio Visual	\$71.49	\$0.00	\$0.00	\$0.00	\$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	\$6,815.44	\$0.00	\$0.00	\$605.40	\$3,034.83				\$6,210.04
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$16,384.30	\$0.00	\$0.00	\$374.45	\$1,415.12				\$16,009.85
	Staff Appreciation	\$2,475.98	\$0.00	\$0.00	\$10.00	\$224.13				\$2,465.98
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$193,625.81	\$80.07	\$128.07	\$3,067.12	\$12,344.80	\$0.00	\$0.00	\$0.00	\$190,638.76
Total Endowment Investments										
	All Funds	\$993,496.41	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$73,801.22	\$1,067,297.63
Total Endowment Funds										
		\$1,187,122.22	\$80.07	\$1,028.07	\$3,067.12	\$12,344.80	\$0.00	\$0.00	\$73,801.22	\$1,257,936.39
Total All Trust Funds										
		\$2,049,366.68	\$2,714.01	\$60,292.66	\$20,797.26	\$55,738.19	\$0.00	\$0.00	\$110,678.67	\$2,141,962.10

TRUST RECEIPTS
November-23

Trust Money Mkt General Funds:

Women's National Farm and Garden Association Bloomfield Hills Branch	\$	1,000.00	
Susan and Laird Johnston Foundation	\$	200.00	
Carter A. Agree in Memory of Marilyn Agree	\$	100.00	
Alexander J. Bongiorno, Incorporated in Memory of Lucille Greenwalt Parsons	\$	50.00	
Money Market Interest Income	\$	1,158.70	\$ 2,508.70

Friends of BPL:

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

Memorial/Book Fund:

Barby and Bill Nixon in Memory of Marvin Ninneman	\$	50.00	
Piety Hill Chapter Daughters of the American Revolution	\$	75.00	
Checking Account Interest	\$	0.24	\$ 125.24

Trust Money Mkt Endowment Fund:

Victoria Sower to Reimburse Goodell General Fund	\$	80.07	\$ 80.07
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Total Receipts at Huntington Bank

\$ 2,714.01	\$ 2,714.01
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Raymond James

\$0.00

Total Trust Receipts (Before Bank Fees)

<u>\$2,714.01</u>	<u>\$2,714.01</u>
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Monthly Banking Fee on Money Market Account

<u>\$ (10.00)</u>	<u>\$ (10.00)</u>
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Total Trust Receipts (Net)

<u>\$2,704.01</u>	<u>\$2,704.01</u>
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12/12/2023 01:46 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 11/01/2023 - 11/30/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
11/17/2023	LIBRY	6035	000902	CENGAGE LEARNING INC	611.01
11/17/2023	LIBRY	6036	MISC	ELLEN GREEN	200.00
11/17/2023	LIBRY	6037	004604	GORDON FOOD	37.94
11/17/2023	LIBRY	6038	009030	SYNTHA GREEN	59.46
11/17/2023	LIBRY	6039	001090	INGRAM LIBRARY SERVICES	138.80
11/17/2023	LIBRY	6040	008356	MIDWEST COMPUTER RESOURCES, INC.	7,616.00
11/17/2023	LIBRY	6041	008336	NBS COMMERCIAL INTERIORS	1,242.40
11/17/2023	LIBRY	6042	000757	SCHOLASTIC INC	498.50
11/17/2023	LIBRY	6043	MISC	TUUCI	4,091.00
11/30/2023	LIBRY	6044	004867	BALDWIN PUBLIC LIBRARY TRUST	37.32
11/30/2023	LIBRY	6045	009315	FIRST NATIONAL BANK OF OMAHA	4,661.91
11/30/2023	LIBRY	6046	009315	VOID	0.00
11/30/2023	LIBRY	6047	004604	GORDON FOOD	92.94
11/30/2023	LIBRY	6048	007211	HOME DEPOT CREDIT SERVICES	54.96
11/30/2023	LIBRY	6049	009060	ROSEMARY ISBELL	15.77
11/30/2023	LIBRY	6050	008945	H JENNINGS	277.66
11/30/2023	LIBRY	6051	MISC	THE PENWORTHY COMPANY LLC	701.77
11/30/2023	LIBRY	6052	009450	VAULT OF MIDNIGHT, INC	449.82

LIBRY TOTALS:

Total of 18 Checks:	20,787.26
Less 1 Void Checks:	0.00
Total of 17 Disbursements:	20,787.26