



LIBRARY BOARD MEETING

JANUARY 17, 2024

Karen Rock
PRESIDENT

Danielle Rumple
VICE PRESIDENT

Melissa Mark
SECRETARY

Wendy Friedman

Frank Pisano

Jennifer Wheeler

Rebekah Craft
LIBRARY
DIRECTOR

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

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Term expires 2025

Finance Committee

Mark, Melissa
SECRETARY

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Term expires 2025

Building Committee,
Outreach Committee

Friedman, Wendy

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Term expires 2027

Outreach Committee

Pisano, Frank

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

Term expires 2025

Finance Committee,
Building Committee

Wheeler, Jennifer

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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

Wednesday, January 17, 2024 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 December 18, 2023 Board Meeting Minutes p. 7
- B. Approval of December 2023 vendor payments in the amount of \$485,438.56, including payments in excess of \$75,000. p. 12
- C. Approval of total expenses in the amount of \$726,575.61 p. 21

III. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Staff anniversaries (Danielle Rumble) p. 32
- D. Upcoming events of interest (Jaclyn Miller) p. 80

IV. Review of design concepts by Wendy Popko for mural in cafe p. 14

V. Board Committee Reports	
A. Outreach – Melissa Mark	p. 23
B. Finance – The next meeting of the Finance Committee will be held on Monday, February 12 at 4:00 p.m.	
C. Policy – The next meeting of the Policy Committee will be held on Tuesday, January 30 at 1:00 p.m.	
VI. Library Report – Rebekah Craft and Jaclyn Miller	p. 25
A. Strategic Plan 2023Q4 Update	p. 33
VII. Liaisons	
A. Report from Friends of the Baldwin Public Library (Ryndee Carney)	p. 40
B. Beverly Hills (Andrew Drummond, Beverly Hills Village Council)	
C. Bloomfield Hills (Susan McCarthy, Bloomfield Hills City Commission)	
D. Bingham Farms (Kathy Mechigian, Bingham Farms Village Council)	
VIII. Phase 3: Renovation Update – Rebekah Craft	
IX. New & Miscellaneous Business	
A. Library Trends Report – Rebekah Craft	p. 68
X. Unfinished Business	
XI. Items removed from the Consent Agenda	
XII. Information Only	
A. Upcoming events of interest	p. 80
B. January 20, 2024 Long Range Planning Meeting Presentation by Rebekah Craft: “Baldwin’s Future: Renovation Update and Future Planning”	p. 82
C. Oakland County Times article “Baldwin Library Seeks Student Representative for Board”	p. 89
D. Birmingham-Bloomfield Eagle article “Library board looks for student representative”	p. 90
E. Downtown Publications article “Baldwin Library seeking student representative”	p. 91
F. Birmingham-Bloomfield Eagle article “Birmingham focuses on aging in place”	p. 92
G. Pen America Report on Banned Books	p. 93
H. Wall Street Journal article “Publisher, Authors Sue Iowa over Book Ban”	p. 106

XIII. Adjournment

The next special meeting of the Library Board will take place on Thursday, January 18, 2024 at 7:00 p.m.

The next regular meeting of the Library Board will take place on Monday, February 26, 2024 at 7:30 p.m.

Motion: *To adjourn the January 17, 2024 Board Meeting.*

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

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



**BALDWIN PUBLIC LIBRARY MINUTES,
REGULAR MEETING
December 18, 2023**

Call to Order and Roll Call:

The meeting was called to order by President Karen Rock 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: None.

Members of the public present: 4 (1 via Zoom; 3 in person).

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

Mark read aloud the Library's Mission Statement.

1. General Public Comment Period:4

Comment 1: Asked if Craft followed up on contacting Eastern Solar Glass for retrofitting glass to bird friendly alternatives, and if she has received quotes. Referencing the FY26-27, which will possibly include bird-strike prevention for the building, she asked what the Library could do in the meantime. Mentioned bird-strike prevention decals on the glass at the Belle Isle Nature Center and gave the Board photographs.

2. Consent Agenda:

Motion to approve the consent agenda.

A. Approval of November 20, 2023 Board Meeting Minutes

B. Approval of November 2023 vendor payments \$636,320.32, including payments in excess of \$75,000.

C. Approval of total expenses in the amount of \$960,941.97.

1st Pisano

2nd Mark

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. Review of FY2022-2023 Audit by Plante Moran, with Spencer Tawa:

Tawa reviewed the "Baldwin Public Library Board of Directors Presentation" found on pages 14-17 of the December Board packet. A member of the public asked what the Library invests in. Tawa responded that the library primarily invests in mutual funds.

4. Board Reports and Special Announcements:

President's report: Rock thanked Ryndee Carney and the Friends for holding a grand opening sale of the new Friends' Bookshop. She thanked Craft for communications to the Board and for handling the loss of electricity last week.

Board comments: Friedman mentioned the Board will host a snack bar for staff on Thursday, December 21.

Staff Anniversaries: Rumble recognized the following staff anniversaries: Mary MacMillan (9 years of service) and Jennifer Rohrer-Walbert (1 year).

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

5. Board Committee Reports

Finance Committee:

Rumble reported that the Finance Committee met on December 11. Present were Pisano, Rumble, Craft, and Miller. Full minutes from this meeting are on page 20 of the December Board packet. The next meeting of the Finance Committee will take place on Monday, February 12, 2024 at 4:00 p.m. in the Delos Board Room.

Personnel Committee:

Wheeler reported that the Personnel Committee met on November 29. Present were Rock and Wheeler. Full minutes from this meeting are on page 23 of the December Board packet. A special Library Board meeting for Director Craft's 2024 evaluation will be held on Thursday, January 18, 2024 at 7:00 p.m. in the Jeanne Lloyd Room.

6. Library Report:

Craft and Miller presented highlights from the Library Report. Full details of this report are on pages 25-35 of the December Board packet. A quarterly Strategic Plan status report will be provided to the Board in January.

A faulty mechanism in an electrical panel caused a partial power outage in the building for two days and was repaired the morning of December 15.

Craft will present an update on the library's FY2024-25 plans to the City Commission on Saturday, January 20, 2024 at their Long-Range Planning Meeting. Craft will touch on suggested building improvements for FY2024-2025 and FY2026-2027.

7. Liaisons

Friends: Ryndee Carney reported that the Friends' Grand Opening sales were lower than expected. They will likely not hold future sales in the month of December. Memberships are on par with last year.

Beverly Hills: There was no report.

Bloomfield Hills: There was no report.

Bingham Farms: There was no report.

8. Phase 3: Renovation Update:

Craft provided a Phase 3 renovation update. \$73,156 remains in the contingency fund. Wet weather has delayed the final pouring of concrete. A kick plate for an Access Services door will be installed using the contingency fund. Full renovation update details and photographs that were reviewed are found on pages 37-51 of the December Board packet.

9. New & Miscellaneous Business:

Selection of replacement material for Phase 3 entry:

Craft's December 15 Memorandum can be found on pages 70-74 of the December Board packet. Between two options, a custom limestone band (up to \$22,500) or a concrete finishing product (\$8,000), the Board preferred the former for its permanence, although were concerned about this being a significant cost from the contingency. A concrete finishing product would need to be repaired or replaced possibly within the decade which would negate the cost savings. MCD did not include this add-on in the beginning because it would have required the excavation of the existing planter area during the design process to see the full extent of repairs required.

Motion to use contingency funds in the amount of no more than \$22,500 to add limestone along the base of the south wall of the new entrance to match the existing limestone bands on the Birkerts addition.

1st	Mark
2nd	Wheeler

Public Comment:

1. The Board should spend the money but attempt to negotiate the price.
2. Contractors make a lot of their profit from add-ons. If they name a price, they are expecting profit on the item. Price is negotiable.

Board Comment:

Trustees expressed concern over the cost reducing a significant portion of the contingency budget. Craft said the construction manager has already received multiple quotes and explained refunds on contingency items have been given previously. There was limited discussion on an option where the limestone band would wrap around to under the drop box. This idea was dismissed as cost prohibitive. The Board decided to take a final voice vote on the motion proposed.

A voice vote was taken.

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

Nays: Pisano.

Absent and excused: None.

The motion was approved.

Public Call for Art: Café and Collaboration Space Mural:

Craft's December 15 Memorandum can be found on pages 75-79 of the December Board packet. Nine responses were received to the call for art. Board members discussed qualities, color, form, and subject matter of each artists' work.

Motion to select artist Elif Wisecup 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 Library Trust funds earmarked for Building Improvements.

1st	Friedman
2nd	Rock

Public Comment:

1. Likes bright colors. Prefers Hensbergen or Popko.
2. Prefers Wisecup. Stated that the submission time period was too short. Noted that the call for art did not ask applicants to create a design for the library project but rather to submit examples of past work and asked that the library reissue the call for art.

Director Comment:

Craft stated that it is the library's practice to not ask applicants to do unpaid work for an application and stated that the renovation schedule required the Board to make a decision on the timeline provided and approved at the November 2023 Board meeting.

A voice vote was taken.

Yeas: Friedman, Mark, Rock.

Nays: Pisano, Rumble, Wheeler.

Absent and excused: None.

The motion was not approved.

The Board members declared their top three picks. They selected the artist that a majority favored in this way.

Motion to select artist Wendy Popko 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 Library Trust funds earmarked for Building Improvements.

1st Pisano

2nd Wheeler

A voice vote was taken.

Yeas: Pisano, Rock, Rumble, Wheeler.

Nays: Friedman, Mark.

Absent and excused: None.

The motion was approved 4-2.

10. Unfinished Business: None.

11. Items Removed from Consent Agenda: None.

12. Information Only: See pages 86-87 of the December 2023 Board packet.

13. Adjournment:

Motion to adjourn the meeting.

1st Rumble

2nd Mark

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 9:47 p.m. The next regular meeting is scheduled for Wednesday, January 17, 2024, at 7:30 p.m. in the Delos Board Room.

DRAFT

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

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Check Number	Vendor #	Vendor	Amount
	000902	CENGAGE LEARNING INC	199.90
	009808	CITY OF BIRMINGHAM	2,905.00
	000575	DEMCO, INC	186.08
	MISC	GROSSE POINTE PUBLIC LIBRARY	26.99
	001090	INGRAM LIBRARY SERVICES	5,111.26
	008827	KANOPY, INC	466.65
	009533	LIBRARY IDEAS, LLC	87.04
	007927	MICHELLE HOLLO	595.00
	006349	MIDWEST COLLABORATIVE	5,632.03
	002013	MIDWEST TAPE	9,257.94
	009623	NEWSBANK, INC	6,099.00
	006785	OVERDRIVE, INC.	16,582.10
	009612	PLAYAWAY PRODUCTS LLC	533.92
	005861	UNIQUE MGMT SERVICE, INC	41.20
295591	009351	MERRITT CIESLAK DESIGN PLC	2,000.00
295617	005862	VICTORIA SOWER	166.00
295620	MISC	SUZANNE HATHON	58.00
295623	005498	KRISTEN TAIT	70.09
295655	MISC	ASHLEY PAINTER	9.89
295664	MISC	BERKLEY PUBLIC LIBRARY	26.95
295683	009024	THE D.M. BURR GROUP	4,819.00
295687	MISC	DOW JONES & COMPANY INC.	1,285.00
295696	004493	ELITE IMAGING SYSTEMS, INC	807.47
295704	009030	SYNTHA GREEN	32.99
295705	000249	GA BUSINESS PURCHASER LLC	263.58
295707	MISC	HAYLIE MAY	82.00
295716	001090	INGRAM LIBRARY SERVICES	3,217.66
295717	MISC	INNOVATIVE USERS GROUP	125.00
295728	000797	THE LIBRARY NETWORK	15,598.52
295734	006349	MIDWEST COLLABORATIVE	100.00
295736	008471	MULTICULTURAL BOOKS & VIDEOS	1,086.00
295739	009478	ODP BUSINESS SOLUTIONS, LLC	335.90
295742	009612	PLAYAWAY PRODUCTS LLC	863.85
295778	006638	ACTION MAT & TOWEL RENTAL, INC	40.00
295781	009126	AMAZON CAPITAL SERVICES INC	53.88
295788	009213	BAYSCAN TECHNOLOGIES	746.00
295797	000575	DEMCO, INC	308.46
295824	000585	FARMINGTON COMM. LIBRARY	2,811.37
295829	006666	GRID 4 COMMUNICATIONS INC.	226.91
295830	000249	GA BUSINESS PURCHASER LLC	322.00
295834	001090	INGRAM LIBRARY SERVICES	3,472.41
295839	004904	KONICA MINOLTA BUSINESS SOLUTIONS	2,380.45
295840	004904	KONICA MINOLTA BUSINESS SOLUTIONS	300.00
295860	006723	NEWMIND GROUP, INC	5,628.00
295879	007907	SP+ CORPORATION	1,158.00
295891	009026	WELLS FARGO VENDOR FIN SERV	843.47
295901	006759	AT&T	187.32
295907	005717	BSB COMMUNICATIONS, INC	131.25

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

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Check Number	Vendor #	Vendor	Amount
295910	003904	CAPITAL ONE BANK	18,891.21
295917	000627	CONSUMERS ENERGY	1,617.00
295929	008164	GARY EISELE	63.53
295939	MISC	INNOVATIVE USERS GROUP	125.00
295960	009478	ODP BUSINESS SOLUTIONS, LLC	285.14
295961	009698	PCI INDUSTRIES, INC	361,430.33
295963	009612	PLAYAWAY PRODUCTS LLC	179.97
295971	007408	T-MOBILE	626.62
295984	000158	VERIZON WIRELESS	103.09
9690	000517	BEIER HOWLETT P.C.	429.00
9723	003527	LOWER HURON SUPPLY CO INC	351.53
9725	002013	MIDWEST TAPE	388.93
9726	008336	NBS COMMERCIAL INTERIORS	1,040.00
9736	005861	UNIQUE MGMT SERVICE, INC	72.10
9788	003527	LOWER HURON SUPPLY CO INC	78.78
9791	002013	MIDWEST TAPE	1,868.37
9830	000605	CINTAS CORPORATION	245.43
9849	008336	NBS COMMERCIAL INTERIORS	361.00
Total:			485,438.56

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

MEMORANDUM

DATE: January 12, 2024
TO: Baldwin Public Library Board of Directors
FROM: Rebekah Craft, Library Director
SUBJECT: Review and selection of final design concept by Wendy Popko

INTRODUCTION:

At the December 2023 Board meeting, the Library Board voted to hire artist Wendy Popko to create a piece of custom artwork to hang in the new café and collaboration space. Wendy accepted our offer and met with Rebekah Craft and Jaclyn Miller to discuss the project. Wendy has created four concepts for the mural and would like the library board to select their favorite design so that she can begin creating the artwork to hang in the space.

BACKGROUND:

Jaclyn Miller and I met with Wendy Popko on December 14 to tour the future home of the art piece and to discuss the library's direction for the artwork. Rebekah gave Wendy the following directions for creating a custom piece for Baldwin:

- Highlight the flora and fauna of the Rouge River, which is within walking distance of the library
- Do not include people in the final design
- Use bright colors
- Use organic shapes and designs

Wendy will be present at the meeting to go over her design concepts and work with the board to create a final design for the piece to hang in the new café. Two initial designs are presented below. The third and fourth designs will be made available before or at the January 17 board meeting.

DESIGN 1



DESIGN 2



Duck turns
Flying into Clipping Book
Sunrise is an open book
Each day is like starting a new chapter

DESIGN 3

Forthcoming

DESIGN 4

Forthcoming

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.

SUMMARY:

The Library Board should discuss the designs presented by Wendy Popko and then come to a consensus on the final design concept for the mural. Wendy is open to pulling in favorite elements of one or more of the designs presented to create the final design for the artwork.

SUGGESTED BOARD ACTION:

Make a motion to select design _____, with the following adjustments _____, and to have Wendy Popko move forward with creating the final design for the artwork.

BOARD COMMITTEE REPORTS

Finance Committee

Personnel Committee

January 2024 Finance Update

The Baldwin Public Library Board's Finance Committee did not meet in January. The following is a review of the December 2023 financials.

- After 6 months, the FY 2023-24 budget is tracking well.
- In December, a large expenditure was made to PCI Industries for the Phase 3 project and there were two pay periods.
- 6 staff members have received \$1,600 grants to attend the Public Library Association conference in April 2024. Staff members receiving grants include Suzanne Hathon, Jen Hassell, Stuart Sturton, Haylie May, Cameron Crawford, and Josh Campeau.
- The initial FY 2024-25 budget is due on January 19. Rebekah Craft will present this budget to the Finance Committee at their next meeting and to the full board at the meeting on March 18.

The next meeting of the Finance Committee will be held on Monday, February 13 at 4:00 p.m.

FINANCIAL REPORT: December 2023

This report references the Revenue and Expense Report 2023-24, found on the following page. At 50% of the way through fiscal year 2023-2024, the Library has spent 53.6% of its budget and received 83.9% of its revenue. By this point of the year, the Library was budgeted to have spent 50% of its budget and to have received 50.0% of its revenue.

Two pay periods were recorded in the month.

Vendor payments in excess of \$75,000:

PCI Industries, Inc. (Phase 3)	\$	361,430.33
Total vendor payments in excess of \$75,000	\$	361,430.33
Balance of vendor payments less than \$75,000	\$	124,008.23
Total vendor payments	\$	485,438.56

City of Birmingham allocations:

Payroll Period Ending 12/09/23	\$	115,286.46
Payroll Period Ending 12/23/23	\$	102,114.88
Employee Health Care Payroll Deduction 12/23/23	\$	(638.26)
Fixed Past Retirement Health Care Cost (acct 711.0004)	\$	2,838.58
Retirement Cost (acct 711.0010)	\$	9,032.00
Total Payroll	\$	228,633.66

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	\$	238,240.33

Reconciling adjustments:

Refunds (Fines, Bags, Room Rentals)	\$	(9.89)
Water Bill	\$	2,766.25
Credit Card Fees	\$	140.36
Audit Fee		
Total Recon Adjustments	\$	2,896.72

Total expenses for the month	\$	726,575.61
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BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2023-24
December 2023

	Approved 2023-2024 Budget	Current Month December 2023	Current Month December 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	50.00%	6th Month of the year
REVENUES											
TAXES	\$4,180,640	\$348,387	\$0	(\$348,387)	\$2,090,320	\$4,174,572	\$2,084,252	99.9%	\$3,869,880	100.0%	
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$7,500)	(\$1,294)	\$6,206	8.6%	(\$2,086)	13.9%	
COUNTY AND STATE REVENUE	\$107,000	\$8,917	\$0	(\$8,917)	\$53,500	\$8,558	(\$44,942)	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	\$146,543	\$60,865	\$514,070	\$440,876	(\$73,194)	42.9%	\$415,455	41.9%	
PATRON USE REVENUE	\$25,650	\$2,138	\$2,500	\$363	\$12,825	\$19,458	\$6,633	75.9%	\$16,509	61.1%	
INVESTMENT INCOME	\$5,000	\$417	\$11,405	\$10,988	\$2,500	\$48,547	\$46,047	970.9%	\$28,607	95.4%	
OTHER REVENUE	\$260,000	\$21,667	\$40	(\$21,627)	\$130,000	\$152	(\$129,848)	0.1%	\$0	0.0%	
TOTAL REVENUE	\$5,591,430	\$465,953	\$160,488	(\$305,464)	\$2,795,715	\$4,690,869.90	\$1,895,155	83.89%	\$4,351,825.64	86.9%	
EXPENSES											
PERSONNEL SERVICES	\$2,962,180	\$246,848	\$228,634	(\$18,215)	\$1,481,090	\$1,386,499	(\$94,591)	46.8%	\$1,264,717	44.4%	
SUPPLIES	\$151,150	\$12,596	\$16,957	\$4,361	\$75,575	\$72,079	(\$3,496)	47.7%	\$63,369	44.3%	
CONTRACTED SERVICES	\$303,450	\$25,288	\$22,624	(\$2,663)	\$151,725	\$153,354.74	\$1,630	50.5%	\$303,639	60.8%	
TECHNOLOGY & MAINTENANCE	\$161,500	\$13,458	\$1,698	(\$11,760)	\$80,750	\$109,117	\$28,367	67.6%	\$85,216	61.3%	
UTILITIES	\$117,600	\$9,800	\$4,383	(\$5,417)	\$58,800	\$52,251	(\$6,549)	44.4%	\$56,178	53.5%	
OTHER CHARGES	\$93,180	\$7,765	\$8,437	\$672	\$46,590	\$54,925	\$8,335	58.9%	\$37,742	46.3%	
BUILDING IMPROVEMENTS & FURNISHING	\$3,346,000	\$278,833	\$377,029	\$98,196	\$1,673,000	\$1,971,493	\$298,493	58.9%	\$37,670	56.0%	
COLLECTIONS	\$660,250	\$55,021	\$66,814	\$11,793	\$330,125	\$378,901	\$48,776	57.4%	\$289,276	44.5%	
TOTAL EXPENSES	\$7,795,310	\$649,609	\$726,576	\$76,966	\$3,897,655	\$4,178,619.95	\$280,965	53.6%	\$2,137,807.76	47.2%	
VARIANCE	(\$2,203,880)	(\$183,657)	(\$566,087)	(\$382,431)	(\$1,101,940)	\$512,250	\$1,614,190				
FUND BALANCE-BEGINNING OF YEAR							\$2,498,443.24				
FUND BALANCE-CURRENT							\$3,010,693.19				

The fund balance should be not less than 25% of annual operating expenditures and not more than 35% of annual expenditures, except when the Library is building a fund balance in support of specific non-recurring projects.

Note: Of the \$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.

January 2024 Outreach Committee Agenda

The Outreach Committee met on Thursday, January 11, 2024 at 1:00 p.m. in the Delos Board Room. Present were Wendy Friedman, Missy Mark, Rebekah Craft, and Jaclyn Miller.

- New business
 - Expanding Battle of the Books program
 - Miller will ask Klimmek about evaluating interest from additional schools
 - Non-profit organization fair
 - Selected April 12, 2025
 - Will be held in the Bookend Café
 - Mark will work on gathering a list of potential contacts
 - Additional retail and civic meetings and events to attend
 - Friedman will get a chance to review our existing spreadsheet and we will discuss additions at our next meeting
 - Swag order
 - Friedman will ask about donations of materials for printing
 - Miller will research small items – pens, notepads, sticky notes, bookmarks, magnets for mass giveaway
 - New resident packets
 - We will provide handouts to Bingham Farms and Beverly Hills for inclusion in their new resident packets. Birmingham is already including handouts. Miller will contact Bloomfield Hills.
 - Speaker series
 - Will make suggestion to Adult services and see if they have contacts or requests for mental health and wellbeing programming
 - Potential fundraiser
 - Friedman shared ideas for a potential fundraiser, including a ticketed event at a large venue, with a live auction and short speech about our mission. The auction would be 4 items of interest that are “priceless – for example: vacation homes, dinner party with a chef, lunch with a leader – to facilitate group bidding and generous donations.
- Old business
 - All Seasons deliveries – Wendy will help with deliveries starting in April.

The next Outreach Committee meeting will be on February 8, 2024 at 1:00 pm.

LIBRARY REPORT

Statistical Dashboard

Programs & Services

Facility

Diversity & Equity

Community Outreach & Partnerships

Personnel & Organization

Financial

Expenditures from FOBPL Donations

Statistical Dashboard

December 2023						Better/ (Worse) Target	Off Target Cautionary On Target
	Current Month	This month last year	Current FYTD	Previous FYTD	FY 23-24 Q2 Target		
Financials							
Revenues	\$ 160,488	\$ 186,358	\$ 4,690,870	\$ 4,146,955			
Expenses	\$ 726,576	\$ 406,707	\$ 4,178,620	\$ 1,398,045			
Circulation							
Circ (Charges & Renewals)	47,074	45,296	301,634	269,590	156,667	144,967	On Target
Self-Check Usage	17.4%	50.7%	20.1%	48.3%			
% of Circ by Residents*	91.0%	91.6%	91.2%	92.1%	92.0%	-1%	
% of Circ by Non-Residents	9.0%	8.4%	10.6%	7.8%	8.0%	3%	
Interlibrary Loans							
Items borrowed	635	636	4,064	4,358			
Items loaned	623	698	4,533	4,791			
Technology Usage							
Database Sessions	4,903	4,403	40,099	25,689	17,500	22,599	On Target
Downloadable Content	14,899	12,060	85,149	74,179	75,000	10,149	On Target
Public Computer Usage	418	473	3,407	2,716			
Wireless Sessions	4,480	4,291	31,361	27,491	27,000	4,361	On Target
Program Attendance							
Program Attendance for Adults	69	173	1,069	1,032			
# of Programs for Adults	5	14	70	79			
Program Attendance for Teens	42	43	550	440			
# of Programs for Teens	4	4	32	30			
Program Attendance for Youth	560	799	10,542	8,364			
# of Programs for Youth	30	36	252	206			
Computer Classes	-	5	198	178			
# of Computer Programs	-	2	29	31			
Online Video Views	150	-	316	276			
Idea Lab Visits	279	134	1,054	1,105			
Total Program Attendance	1,100	1,154	13,729	11,395	13,000	729	On Target
Total # of Programs	39	56	383	346	350	33	On Target
Outreach Attendance	212	223	4,259	3,114			
# of Outreach Programs	9	12	26	36			
Visitors	16,419	15,089	106,381	93,178	80,000	26,381	On Target
Volunteer Hours	125	75	636	668	600	36	On Target
Social Media							
Website Hits/Pageviews	20,969	22,017	121,111	136,634	65,000	56,111	On Target
e-Newsletter Subscribers**	-25	-12	10,919	11,145	11,000		Cautionary
Facebook Page Followers	13	7	3,399	2,882	2,800	599	On Target
TikTok Followers^	26	191	896	191			
Instagram Followers	13	7	2,289	2,099	2,000	289	On Target

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

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

^As of December 2022

Visitors incl. Terrace Door as of 4/2023

Key Metrics & Strategic Plan Status Report

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

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

Updates on the Strategic Plan can be found following the Library Report.

Key Metrics Explanation: October-December 2023 (Q2)

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

Cautionary = 0.1% to 3% beneath goal

Off Target = More than 3% beneath goal

- **Financials:** are tracking as expected
- **Circulation:**
 - Remains on target, circulation was up slightly compared to this month last year, and for the FYTD.
- **Technology Statistics:**
 - Database sessions are 56% higher than our goal this quarter, and 35% better than last year. We continue to promote databases regularly.
 - Downloadable content usage is up about 12% over our quarterly goal, and over FY22-23.
 - Wi-fi sessions are on target, just slightly up over last year and this year's goal.
- **Program Attendance:**
 - Attendance is back on target and up slightly over last year and over the quarterly goal.
 - The number of programs we offer is also up slightly over the quarterly goal.
- **Visitors:**
 - The number of in person visitors remains consistent and higher than anticipated, despite Phase 3 construction.
- **Volunteer Hours:**
 - Total volunteer hours for the second quarter are on target and continue to climb as volunteers make their way back into the library and the Friends of the Library continue to sort and stock donations in the lobby regularly.
- **Social Media:**

- Newsletter subscribers went down slightly and is in the cautionary range.
- Facebook, Instagram and TikTok users are all ahead of last year and the quarterly goal.

Programs & Services

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

25 Books in 52 Weeks Reading Challenge

On January 1, we kicked off our brand new year-long reading challenge for all ages. The goal for participants is to read 25 books in 52 weeks, earning badges in Beanstack along the way, and a chance at a grand prize at the end.

COVID 19

The state of Michigan Department of Health and Human Services continues to provide C19 tests for distribution to patrons for at home use. BPL is offering them as often as we can request and receive shipments. Arrival days and amounts are always unknown, but visitors have expressed their thanks for the opportunity to get a box or two to have on hand. Tests can be collected from a table near the main entrance.

Database and E-resource Updates

BPL recently introduced **Press Reader** to our electronic magazine collection. In addition to the hundreds of choices through Libby/Overdrive, this resource offers access to a huge selection of periodicals, including *The Economist*, which the publisher removed from Libby last year.

Additionally, we will be adding the new American Sign Language component to **Mango Languages**, the language learning resource BPL offers.

We renewed **Gale Courses, Gale Books and Authors, Gale Biography in Context, Gale Legal Forms, Gale World History in Context** and **Gale US History in Context**, along with online access to the **Wall Street Journal**.

After careful consideration, we did not renew with **LinkedIn Learning** (formerly Lynda.com). Patron usage of this database has been declining, despite ongoing promotion. We have also cancelled our subscription to **The Oakland Press**, due to issues with inconsistent delivery.

Facility

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

DVD Collection Change

The Adult services department is working with Access Services to update the name of the FOREIGN DVD collection to the INTERNATIONAL DVD collection to more accurately reflect the full range of countries and cultures in which the movies are set and from where the cast and crew come.

Friends' Bookshop – Phase 3 update

The under-shelf lighting was added to the Friends' Bookshop shelving to complete the Phase 3 renovation in that area, and provide easier browsing for visitors.



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. Goal champion Rosemary Isbell created a Google Form for all staff to share suggestions and requests to the Task Force, anonymously if they so choose.

Baldwin's Working On Knowing Each Other (WOKE) book club will be discussing the following titles:

- March 6: Binti by Nnedi Okorafor
- June 26: Last Night at the Telegraph Club by Malinda Lo.

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.
- BPL served as a drop off point for the Birmingham Fire Department Toys for Tots drive in December.
- BPL is a pickup and drop off location for the Ad-hoc Aging in Place Committee Survey currently being conducted among adults in the area.
- Craft will present Baldwin's future goals at the City's Long Range Planning Meeting on January 20.

Beverly Hills

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

Bingham Farms

Miller submits monthly Board Meeting updates to the Library Liaison

City of Bloomfield Hills

Miller submits monthly Board Meeting updates to the Library Liaison.

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club on the first Monday of each month at 1:00 p.m. The group meets in a hybrid format at Next and on Zoom. Jaclyn Miller moderates the Library's non-fiction book club, which meets virtually on the second Tuesday of every month at 10:00 a.m. Contact Rebekah.craft@baldwinlib.org to request the book and join the next discussion.

Friends of the Baldwin Public Library

The Friends of the BPL Board met on January 9 for their regular meeting. Their memberships are approaching last year's numbers, and their December lobby sales were over \$1,100. They were presented with the Library Wish List for the first half of 2024, which they voted to fully fund at \$21,630! They also set book sale dates for spring (May 3-5) and fall (October 25-27), in addition to trying new 4th Saturday sales from their sorting room on February 24, March 23, June 22, July 27, and August 24, 2024. To prepare for these sales, and to help keep the Friends' Bookshop on the main level fully stocked, they will be holding volunteer training for book sale helpers, tentatively scheduled for February 7. Finally, they discussed the need for additional Friends Board Members and are seeking interested people.

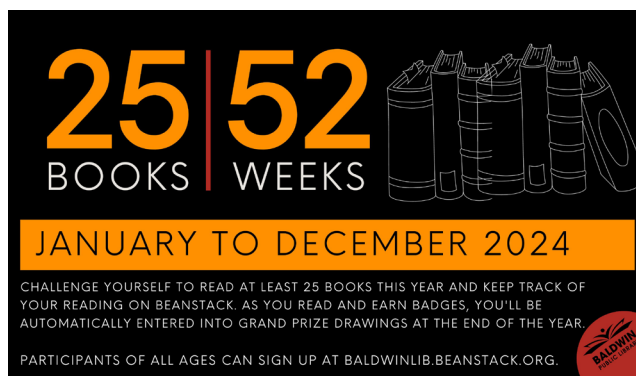
Student Representative to the Board

One application was received for this position. Jaclyn Miller will be meeting with the candidate prior to the February meeting for an interview.

Marketing

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

- *Learn.Connect.Discover* newsletter draft
- Youth Program posters and fliers
- Beanstack Reading Challenge posters
- Book Club posters and fliers
- Books on Foot 2024 images and bookmarks



eNewsletters

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

Personnel and Organization

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

Staff Communications

An All Staff meeting was held December 19. 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, January 23.

Staff Anniversaries

Jaclyn Miller, Associate Director, reached 3 years of service on January 6.

Caroline Salucci, Youth Services Librarian, reached 19 years of service on January 4.

Volunteer Hours

125 volunteer hours were utilized in the month of December.

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.

Robert Stratton submitted Baldwin's annual State Aid report on December 18 and the Detroit Suburban Libraries Round Table Annual Report on December 19.

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 strategic plan, 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

The library received a \$1,000 grant from the Woman's Home and Garden Association – Bloomfield Hills Chapter to purchase native pollinators to plant in the southwest garden.

Baldwin Public Library Strategic Plan (2022-2025): Action Plan				
<i>Strategic Goal I: Programs & Services - Adapt programs and services to meet the needs of the changing population</i>				
Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Champion: H, Stephanie January 2024 Updates (Oct-Dec 2023):
A Determine the wants and needs of users for library services and programs and adjust services and programs in response to feedback				
1 Present surveys to the public in a variety of formats to assess services and programs	Head of Adult, Head of Youth, Technology Trainer	\$192 for SurveyMonkey subscription	Ongoing. Annual general programming in January. End of Summer Reading Survey in August.	Elisabeth and Stephanie use the feedback from the How Did We Do Forms for Books Unboxed to provide books that better align with patrons wants.
2 Analyze trends and demographics from previous years and at other libraries	Head of Adult, Head of Youth	None	Review every December.	Youth has had a full year of running weekly story times as opposed to the pre-renovation pattern of biweekly story times and attendance for every age group has increased. We will continue to use the ticketing system and weekly story time pattern for the foreseeable future. Overall, Youth program attendance continues to increase. Running an audit of hired performers from 2023-2024
3 Determine the extent to which STEAM programs are in demand for all ages	Idea Lab, Teen Librarian, Head of Youth	None	Ongoing	
4 Examine and analyze circulation statistics for collections	Head of Adult, Head of Youth, Access Services Coordinator	None	Review by September 15 annually.	
5 Examine and analyze technology needs and trends for patrons	Technology Trainer, Idea Lab, IT Coordinator	Upgrade wifi, charging stands, phone/laptop chargers, etc.	Ongoing	Public Wifi was recently updated. Added new tech classes on Canva, AI tools, digital payments
6 Evaluate staff led outreach based on community need and reach	Associate Director	None	Complete by December 31 each year in 2022, 2023, 2024	The Lions Club Project Kidsight continues to come every month to conduct free vision screening for kids. Rosemary and Susan conduct First Grade First Card at West Maple, Pierce, Harlan, and Pembroke. Stephanie conducted a teachers library card sign up event at Berkshire Middle School and gave information on Library resources. Alyssa and Morgan hosted the Kinderhaus at Wintermarkt Stephanie attended a staff meeting at Pembroke to sign teachers up for cards. Stephanie attended Harlan's Literacy Night
B Ensure library materials, programs, technology, and services are available, relevant, and welcoming to all abilities and backgrounds				
1 Identify and offer programs and services for underserved populations	Head of Adult and Head of Youth	Program and presenter fees	Ongoing	
2 Improve discovery of physical and virtual collections	Head of Adult, Head of Youth, Head of Access Services		Ongoing	Youth Collective Biographies are now a separate collection located next to the individual Biographies. World Language labels are in the original language and in English. Toys in the Play Area have pictures on the shelves so children and parents know where to put toys away.
3 Prioritize programming and promotion of those programs that focus on creating an equitable society (youth engagement, economic and psychological recovery, health and human services, civic engagement, and media literacy)	Head of Adult, Head of Youth	program and presenter fees	Ongoing	

4	Significantly expand a <i>Library of Things</i>	H, Ethan	\$10,000.00	Ongoing	Acquisition of items continues; projected to debut at the completion of Phase 3 in Spring 2024
5	Provide open, welcoming spaces that encourage collaboration and connection	Public Services Staff	furniture and lighting signage	Ongoing	4 additional study rooms for 2 people to work together opened in November 2023
C	Develop a technology plan to support existing programs and services				
1	Expand support for digital literacy and skills training by delivering technology and computer training sessions each year, both asynchronously and synchronously	AS and YS librarians	editing software	Ongoing	Caroline and Rosemary create videos and monthly social media posts to promote various Youth databases.
2	Provide technology training to staff in multiple formats to support multiple learning styles	Primarily IT Coordinator, Public Services Dept. Heads		In progress	Adult is providing triannual substitute librarian training/refreshers to ensure everyone is up to date on resources and policies & procedures.
3	Provide technology assistance during all hours open to the public	IT Coordinator		Complete	Additions to the IT team resulted in full coverage in December 2023.
4	Ensure the library technology is up-to-date and fully supported	Primarily IT Coordinator, Public Services Dept. Heads		Ongoing	
Strategic Goal II: Facility - Create a welcoming, safe, and accessible building that meets the needs of our staff and users					
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status
34					
A	Develop and plan for long-term facility needs				
1	Identify exterior needs	Jaclyn, John G.		In progress	
2	Identify interior needs	Jaclyn		In progress	
3	Develop long term plan to address interior and exterior needs	Jaclyn		In progress	
4	Update physical environments to support the needs of our customers and staff			In progress	Phase 3 project is nearing completion.
B	Develop and complete expansion and renovation of front entrance and circulation area				
1	Develop and issue RFP for design development and construction documents for Phase 3	Rebekah	\$264,000	4/18/2022 - selection	Complete, awarded to MCD in April 2022
2	Plan for access during construction for patrons and staff	Director, AD, Head of Access Services		Duration of Phase 3b; give notice of temporary entrances 1 month, in advance, then weekly	Create temporary signage, buy temporary ramps for loading dock area, keep staff entrance at the lower level
3	Publicize availability of the Library during construction	Jaclyn	none	In progress	Ongoing on the library website and social media
C	Maintain a safe and accessible environment				

1	Evaluate building accessibility			In progress	Idea Lab staff installed plexiglass newspaper covers for the periodicals in the Grand Hall and new labels for each title. Knobs are designed for people who might struggle with grip.
2	Offer a variety of environmental choices for users within the building that accounts for sensory sensitivities	Jaclyn, Department Heads		In progress	
3	Create accessible collections by adjusting lighting and height of existing shelving	Jaclyn, Department Heads		In progress	
D	Continue to monitor and make improvements to facility				
1	Develop regular maintenance schedule with applicable vendors for cleaning carpet, furniture, windows	Jaclyn		Ongoing, as contracts and quotes expire	Complete
2	Establish and document regular maintenance schedule	Jaclyn, John G.		FY2022-23	
3	Update garden beds around the facility with native plantings and pollinators	Robert		Ongoing	Native pollinators were planted in the southwest garden in fall 2023. Additional pollinators will be purchased with grant funds received from the Woman's National Farm & Garden Association Bloomfield Hills Branch
4	Investigate/implement/update building management system	John G			
5	Identify ways to make building more eco-friendly	Jaclyn, Robert		Ongoing	
Strategic Goal III: Diversity & Equity - Provide and promote equitable and inclusive resources and opportunities for all populations					
	Strategic Objective & Action Plan	Responsibility	Expenses budgeted/used	Timeline	Comments/Status
A	Prioritize diversity, equity, and inclusion practices				
1	Enhance inclusion of underrepresented groups in collections to highlight diverse voices, perspectives, and absent narratives	Purchasing staff	15% annual budget	Ongoing	Youth staff compiled a list of diverse books for birth through 6th grade that were from various collections in the Youth Room. This list was used to create a display to highlight these books in October 2023.
2	Develop and implement civil discourse programming	IDEA TF	presenter fees	Ongoing	Researched current event passive programming
3	Include funding for DEI initiatives in the annual budget	Director	TBD	February 2023	
4	Review existing and future post-COVID plans with an equity lens to ensure new services focus on those who need Library services most and who may not yet be well connected to the Library	IDEA TF	none	Ongoing	Complete
5	Provide a clear way for staff to contact the IDEA Task Force to identify areas of improvement and offer suggestions	IDEA TF	None	In progress	Google form created and added to IDEA Task Force section of the Intranet for access by any staff member
B	Develop and implement a training and education plan				

1	Identify needs for training	IDEA TF	None	Ongoing	Created a centralized location on the Intranet for staff to locate webinars of interest/need to use as necessary.
2	Seek out DEI training and educational programs for staff members and patrons	IDEA TF	training fees	Ongoing	30 staff members participated in Restorative Justice training in October 2023
3	Offer 5 training opportunities for staff each year and require that full-time staff choose 2 to attend and part-time staff choose one to attend	IDEA TF	\$5000/year	Ongoing	10 staff members will be attending the PLA conference in Columbus, OH in April 2024. 4 staff members attended the 2023 MLA Annual Conference in Kalamazoo.
4	Update website to address accessibility and improve user experience	Associate Director, Director		FY2023-2024	
C Review and improve recruitment, hiring, retention and promotion methods					
1	Advertise jobs in more geographically and demographically diverse venues	Associate Director	posting fees	Ongoing	
2	Ensure that all portions of the application and interview process are accessible	IDEA TF, Mgt	None	In progress	
3	Participate in the Institute of Museum and Library Services (IMLS) internship program for high school students of color				
4	Actively recruit candidates from underrepresented populations when filling open positions				
5	Provide a transparent pathway to promotion within the organization	Director	None	Hired in September 2022	Complete
36					
6	Solicit feedback from candidates regarding the application and interview process	Director	None	In progress	
7	Review and adjust qualifications for each job posting to expand the candidate pool	Director	None	In progress	We have removing the education requirements from many job postings in favor of posting jobs that will accept candidates with applicable experience in the library or in a related field.
D Assess and document progress					
1	Complete a diversity audit of Library programming to ensure underrepresented perspectives are being included			In progress	In progress for FY2023-24
2	Establish criteria for auditing programs	IDEA TF	None	July 2022 meeting	Complete
3	Create form for staff to evaluate their planned offerings	IDEA TF	None	August 2022 meeting	Complete
4	Merge and compare results across Library	IDEA TF	None	In progress	in progress
5	Publish an annual review of programs and trainings	IDEA TF	None	Once per year	Complete in August 2024 as program review form went into effect July 1, 2023
Strategic Goal IV: Community Outreach & Partnerships - Develop and strengthen BPL connections within the community					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Comments/Status
		<i>Strategic Goal IV: Community Outreach & Partnerships - Develop and strengthen BPL connections within the community</i>			<i>Champion: Jaclyn</i>

1	Conduct a compensation study to ensure that BPL is providing a pay structure for all positions that is fair, competitive, and equitable both internally and externally.	Director	none	Annually, in January, following the publication of the DSLRT salary survey and ahead of the March budget process	Pay scale has been updated for FY2023-24 after researching salaries at other libraries in March 2023.
2	Develop onboarding plan to train all new hires	Administrative Assistant & Department Heads	none	In progress	
3	Establish an onboarding process for volunteers, including review of expectations for Library representatives	Director & Assistant Director		In progress	
C Identify and provide opportunities for staff growth					
1	Review and assess opportunities for job shadowing, cross training, and cross departmental teams to expand staff knowledge and leadership opportunities			Ongoing	<p>1. Create a program where staff will learn steps specific to each department, and earn badges in Beanstack once they are proficient in general info across the Library</p> <p>- The Adult Department has begun implementing cross training. Our Library Assistant 2 has begun training one of the reference assistants in periodical management. There has been cross training with the Books Unshelved program and a few of staff members have been completing Idea Lab certification and Cricut training.</p> <p>- One of the Adult Reference Assistants is currently in an MLS program. Her supervisor is in the process of sending her to conduct observations at local libraries including meeting with staff at these libraries.</p> <p>- YS Librarians Melissa and Alyssa have both had cross training and shadowing in Circulation, Adult Services, and the Idea Lab. They both met with Brandon to discuss Tech Services as part of their initial onboarding.</p>
2	Research library and retail trends to determine how they can best benefit Baldwin's community	All Staff		Ongoing	1. Professional development opportunities, Listservs, Review Customer Service manuals from well-known retail organizations
3	Empower staff and supervisors with quality training, tools, resources, and spaces	Management Team		Ongoing	<p>1. Offer all staff development day yearly in September.</p> <p>2. Subscribe to training programs.</p> <p>3. Create portal on Intranet with access to various training programs offered to Library staff.</p>
4	Offer training in Library advocacy so all staff can speak to the importance of the Library in the community	Director		Staff Development Day 2023	1. Find a presenter who can speak to all staff
5	Create opportunities for staff to learn from each other and the broader library field, as we improve our efforts to serve our patrons	Management Team		Ongoing	1. Field trips, observations at other Metro Detroit libraries, staff participation in regional/state committees
6	Encourage staff participation in professional conferences and organizations	Management Team		Ongoing	1. Provide funding for local and national conferences 2. Create expense sheet for estimated conference attendance. 3. Encourage staff to apply for Library of Michigan Professional Development grants
Strategic Goal VI: Financial - Maintain and improve financial health					
Strategic Objective & Action Plan		Responsibility	Expenses budgeted/used	Timeline	Champion: Rebekah
					Comments/Status

A Analyze current and future expenses and identify cost-saving opportunities				
1	Act as stewards of the yearly budget by reviewing and analyzing all expenditures	Director	none	Ongoing
2	Recommend changes and cost reductions	Director		Ongoing
3	Evaluate current staffing structure and recommend adjustments	Director		Ongoing
4	Identify areas for optimization and consolidation	Director		Ongoing
B Analyze current and future revenue and identify potential revenue streams				
1	Identify current Library revenue streams and how much they generate currently and in the future	Director		Ongoing
2	Explore other revenue sources, including grants, notary public services, and meeting room utilization	Director		Ongoing Received 6 grants for professional development and 1 grant for garden improvements.
3	Strengthen relationships with the City Commission, City Administration, citizens, and businesses for strong and continued millage support	Director		Ongoing Rebekah hosted a City Staff meeting at the Library in November, followed by a tour for all Department Heads Rebekah and Board member Missy Mark are working with the Ad-hoc Aging in Place committee. BPL is a distribution point for the committee's survey and was the meeting place for a Town Hall style discussion in December 2023.
4	Identify and develop increased revenue from fundraising sources (Trust, Friends, grants, sponsorships, special events, etc.)	Director		Ongoing 1. Consider sending out a year-end donation solicitation email. - board decided against this. 2. Consider hosting a fundraising event in the new front entrance area in 2024. - board will vote at January 2024 meeting
C Maintain awareness of economic trends				
1	Identify sources of economic trend information	Bookkeeper		Ongoing Regularly monitors market rates, interest rates, Kiplinger's Economic Forecast, and CPI.
2	Follow national library financial trends	Director		Ongoing Director regularly review trade journals, Michigan Library Association updates, and national library headlines.
3	Engage with professional financial services	Director		Ongoing Plante Moran completed audit in December 2023 and presented findings to library board
4	Publish economic outlook with annual budget	Director		Yearly in March

Baldwin Public Library: Friends Funds	
December 2023 Expenditures	
Adult Services	
Total	\$ -
Teen Services	
Total	\$ -
Youth Services	
Girl Scout Tour supplies	\$ 30.42
Total	\$ 30.42
Idea Lab	
Total	\$ -
Outreach & Equipment	
Total	\$ -
Total Expenditures	\$ 30.42
December 2023 Balances	
Adult Services	\$ 6,808.38
Teen Services	\$ 58.78
Youth Services	\$ 2,724.72
Idea Lab	\$ 66.55
Outreach & Equipment	\$ 6,229.07
Total Balance	\$ 15,887.50
December In-Library Book & Button Sale Donations	\$1,128.70
Submitted by Jaclyn Miller for January 17, 2024	

PHASE 3 RENOVATION
UPDATE:
January 2024

Phase 3 Updates: January 2024

Now in the construction home stretch, we have seen the installation of all interior and exterior concrete and the start of ceiling framing in the addition. Curtain wall framing is set to begin the week of January 15.

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 the following items to date:

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
Limestone base at new entrance	\$22,500
Plaster skimcoat of original ramp wall	\$975
Paint for Friends basement room	\$762
Carpet installation for Friends room	\$1,175

The amount remaining in the contingency is \$47,744.



December 15, 2023: Terrace concrete pouring



December 20, 2023: Concrete progress at new front entrance



New concrete and bike rack at front entrance



Ceiling framing in progress



Concrete pouring in the new terrace



View from inside new vestibule looking south. Book return opening is on the right.



Interior concrete pouring in former vestibule



Concrete installers push larger aggregate lower in order to have a more uniform surface



New planter bed and pathway along Merrill Street



Concrete machinery used for pouring concrete



January 3, 2024: Future book drop and vestibule



January 10, 2024: Standing on ramp looking toward elevator



View of new terrace while standing in new collaboration space



Ceiling framing of roof drains

BPL Phase 3 OAC Meeting Agenda: Meeting #30

Meeting Date	Dec 20, 2023	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project	Next meeting is 1/3/2024	
Attachments			

Scheduled Attendees

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

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
		Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Landscaping / Plantings 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"> Final plantings 				
		Previous Meeting Minutes Dec 13, 2023 (None)				

RFIs

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 13, 2023 Waiting through winter to see if it is needed.						
Contractor was in today to adjust the damper. Contractor will need to reorder the correct grill cover, to be installed at a later date. Kristen reports that the heat has not been a problem in the space yet.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	30	Roof Drain Height Issue				Open
Description Steve (MCD) to coordinate w/ plumbing inspector and engineer to determine final solution.						
Steve will discuss the solution to this issue with Tyler after the meeting.						

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 13, 2023 Nanawall was manufactured in California. Install scheduled for late January.						
For installation, PCID will place double plywood over the new concrete to protect the concrete. Installer will use a sky track machine to manipulate the glass. Each panel weights 2000 pounds.						

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. Finalizing start date.						
Previous Meeting Minutes Dec 13, 2023 (None)						
Lighting contractor came in and investigated the low light in the staff offices. They will be installing additional fixtures that should cast more light. The low lighting in the gallery will be fixed after the hyperbolic lenses are attached to the existing new fixtures.						

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. Installation beginning first week of January.						
Previous Meeting Minutes Dec 13, 2023 Framing beginning 1st week of January.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Shipping 12/29.						
Previous Meeting Minutes Dec 13, 2023 Ship date of 12/29.						

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 13, 2023 (None)						

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 13, 2023 Library may complete themselves or at a later date. Steve to have electrical engineer review site conditions to assess light levels.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. 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.						
Previous Meeting Minutes Dec 13, 2023 Board meeting held Monday 12/18 to determine pathway.						

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 13, 2023

MCD to provide sketch.

Tyler is meeting with the fabricator in early January to go over this update to the plan.

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Pouring exterior concrete. A retarder will be added to the lighter concrete portions tomorrow Interior ceiling framing is underway for addition. Interior above ceiling MEP work is underway. Installing junction boxes and sprinkler lines Interior framing for Circulation/Book sorting is underway.						
Previous Meeting Minutes Dec 13, 2023 (None)						

Book drop installation should be scheduled for the end of February

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description MCD to approve of November billing for submission.						
Previous Meeting Minutes Dec 13, 2023 MCD to approve billing for submission.						

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 • Electrical Switch Solution 						
Previous Meeting Minutes Dec 13, 2023 (None)						

BPL Phase 3 OAC Meeting Minutes: Meeting #31

Meeting Date	Jan 3, 2024	Meeting Time	11:00 AM - 12:00 PM Eastern Time (US & Canada)
Meeting Location	On-Site		
Overview	Meeting for the Baldwin Public Library Phase 3 Project		
Notes			
Attachments			

Scheduled Attendees

Name	Company	Phone Number	Email	Attendance
Steve Schneemann			ss@mcdarchitects.com	
Mary Cay Lancaster	MCD Architects		mc@mcdarchitects.com	Present
Dianne Schurg	MCD Architects		ds@mcdarchitects.com	
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com	Present
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com	Present
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com	Present

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
Description Submittals currently in A/E Court: <ul style="list-style-type: none"> Landscaping / Plantings - Is review necessary? 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"> Final plantings 						
Official Documented Meeting Minutes Plantings are not required to be reviewed. Must be procured per spec.						
Previous Meeting Minutes Dec 20, 2023 (None)						

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	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 20, 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.						
Official Documented Meeting Minutes Installation scheduled for late January/Early Feb.						
Previous Meeting Minutes Dec 20, 2023 <i>(None)</i>						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.2	1	Light Fixtures				Closed
Description L6 fixtures are to be installed Thursday.						
Official Documented Meeting Minutes L6 Fixtures installed. Need to review 1 location to determine best route forward.						
Previous Meeting Minutes Dec 20, 2023 L6 Fixtures to be modified by electricians to match design intent.						

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. Installation beginning next week due to holiday.						
Official Documented Meeting Minutes Install scheduled for late this week/possibly Monday.						
Previous Meeting Minutes Dec 20, 2023 Holiday has pushed installation back approximately a week or so.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description Shipping 12/29. Final field verification visit tomorrow 1/4.						
Previous Meeting Minutes Dec 20, 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 Dec 20, 2023 <i>(None)</i>						

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 20, 2023 MCD has recommended 2x2 flat panel LED lighting to be installed in staff work room 110. Formal direction to follow.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. We would need to have a meeting with MCD and the structural engineer to discuss attachment details as this is a bit different approach from the east side of the addition. Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change. Has MCD discussed with structural engineer for meeting availability?						
Previous Meeting Minutes Dec 20, 2023 Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change.						

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 20, 2023

(None)

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
Description Interior ceiling framing is underway for addition. Interior above ceiling MEP work is underway. Interior framing for Circulation/Book sorting is underway. Steel corrections are underway.						
Previous Meeting Minutes Dec 20, 2023 (None)						

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
Description December billing for submission this week.						
Official Documented Meeting Minutes Billing submitted for approval.						
Previous Meeting Minutes Dec 20, 2023 December Billing to be submitted after the holiday.						

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 • Electrical Switch Solution 						

Previous Meeting Minutes

Dec 20, 2023

(None)

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



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

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

BPL Phase 3 OAC Meeting Agenda: Meeting #32

Meeting Date	Jan 10, 2024	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		Bruce Johnson Jeff Zielke Rebekah Craft Jaclyn Miller	ss@mcdarchitects.com
Paul Danko	PCI Industries, Inc.		pdanko@pcidailey.com
Adam Mabry	PCI Industries, Inc.		amabry@pcidailey.com
Tyler Wilson	PCI Industries, Inc.		twilson@pcionesource.com

Submittals

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
1.1	1	Pending Submittals				Open
		Description Submittals currently in A/E Court: Submittals currently in Contractor's court: <ul style="list-style-type: none">Stainless Steel Handrails - For Record Outstanding Submittals: Previous Meeting Minutes Jan 3, 2024 Plantings are not required to be reviewed. Must be procured per spec.				

RFIs

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.1	19	RFI 33: HVAC Work In Staff 110	The noise issue has been corrected. We will see how the temps are in the space through January 19 when outdoor temps will be in the teens. If the interior temperature is still well-regulated, we will not go through with these two change orders and will remove this item off the weekly agenda.			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

Jan 3, 2024

(None)

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.2	31	RFI #37: Vestibule Lighting Spec Change	MCD will order fixtures that are in stock and are of a comparable price to the D3 fixtures. The selected lighting is forthcoming.			Open
Description Current D3 fixtures will not fit within space allotted for vestibule ceiling. New spec to be issued by MCD.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.3	31	RFI #38: Exhaust/Return Duct Soffit for Book Sorting				Open
Description Existing Steel elements will not allow for specified duct to be installed within ceiling cavity. Soffit will need to be created in this area along the elevator shaft. Tyler and Steve discussed the soffit change during the walkthrough and came up with an acceptable solution.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.4	31	RFI #39: AHU Condensing Unit Roof Load				Open
Description Please confirm with structural engineer the 565 lb condenser can sit on the existing roof with leg supports.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
2.5	31	Elevator Disconnect Issue				Open
Description Elevator company has brought up a new requirement for disconnects w/in 20ft of controller in lockable room or cabinet. Will need to review this in field today for discussion on placement. A location for the disconnects was agreed upon in the field. PCID will follow up with state inspector on this requirement.						

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. Install scheduled for late Jan/Early Feb.						
Previous Meeting Minutes Jan 3, 2024 Installation scheduled for late January/Early Feb.						

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. Installation beginning Friday/Monday.						
Previous Meeting Minutes Jan 3, 2024 Install scheduled for late this week/possibly Monday.						
Framing of the curtain wall will begin on 1/15/24.						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
3.4	1	Lula Elevator				Open
Description See above for clarification issue. Lula installation will happen after building is fully enclosed.						
Previous Meeting Minutes Jan 3, 2024 (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 Jan 3, 2024 (None)						

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.						
MCD to provide direction from electrical contractor is 2x2 flat panel LEDs are to be installed.						
Under counter lighting is no longer needed with the addition of these 2x2 flat panel LEDs						
Previous Meeting Minutes Jan 3, 2024 (None)						

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
4.4	28	Southwest Facade				Open
Description - To complete the limestone option it would be around \$22,500.00. We would need to have a meeting with MCD and the structural engineer to discuss attachment details as this is a bit different approach from the east side of the addition.						
Limestone option has been selected as a maximum budget value. PCI Dailey will take steps necessary to reduce the cost impact of this change.						
Shop drawings should be completed by 1/12						

	Has MCD discussed with structural engineer for meeting availability?
	Shop drawings are being completed late this week.
	Previous Meeting Minutes Jan 3, 2024 <i>(None)</i>

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. The added cost for the stair option is \$2,150.00.				
		MCD and PCID will go over this with the stainless steel trim fabricators. The preference is not to spend extra money on this detail unless absolutely needed.				
		Previous Meeting Minutes Jan 3, 2024 <i>(None)</i>				

Schedule & Site Progress

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
5.1	1	Schedule				Open
		Description Interior ceiling framing is underway for addition. Interior above ceiling MEP work is underway. Interior framing for Circulation/Book sorting is underway. Electrical work throughout various areas is ongoing.				
		Working on completing elevator shaft walls Starting downstairs framing Connecting elevator power Setting rooftop condensing unit in place next week Curtain wall framing begins Monday 1/15				
		Previous Meeting Minutes Jan 3, 2024 <i>(None)</i>				

Financials

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.1	1	Billing				Open
		Description Billing was submitted last week for signature to Steve with MCD.				
		Previous Meeting Minutes Jan 3, 2024 Billing submitted for approval.				

No.	Mtg Origin	Title	Assignment	Due Date	Priority	Status
6.2	9	Contingency / Allowance Review				Open
<div>Description</div> <div>Contingency CCO #1 to be signed.</div> <div>Items still in pricing phase or being released this week are as follows:</div> <div><ul style="list-style-type: none">• Additional rework for MEP trades and architectural trades for Structural Steel conflicts.• Additional HVAC, Sprinkler, Plumbing, & Electrical rework required for new work.• Additional plaster skimcoat of building side of ramp wall - Termination details pending architectural meeting for SS trim - \$2,125.00 additional cost for stainless, plaster work is additional \$975.00• HVAC Return Duct pricing - See above• Added Undercabinet Lighting - See above• Added Limestone Work - See above• Electrical Switch Solution - \$840.00 To be paid by City Maintenance for switch repair in December</div>						
<div>Previous Meeting Minutes</div> <div>Jan 3, 2024</div> <div>(None)</div>						

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 (paid in FY22-23)	\$	54,959	
Arch Svcs (paid in FY22-23)	\$	244,000	
Construction (FY23-24 Budget)*	\$	3,622,273	
Arch. Svcs: Constr. Admin (FY23-24)	\$	20,000	
Sorter Relocation (FY23-24 Budget)	\$	50,000	
Other Fees (from Trust)	\$	161,760	
TOTAL FUNDS	\$	4,152,992	

*Requires FY23-24 budget adjustment

Additional Trust Funds Available			
Trust			
Van Dragt Donation	\$	74,909	
General Spendable Funds	\$	362,164	
Building Funds	\$	325,473	
TOTAL	\$	762,546	
Trust funds used for project	\$	(561,992)	
Remaining funds after project	\$	200,554	

Baldwin Public Library: PHASE 3 RENOVATION EXPENDITURES

	Current Budget		Paid to Date		Projected	(Over)/Under Budget
PCI Dailey Construction Costs*	\$	3,677,232	\$	2,104,504	\$ 3,677,232	
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		
			\$	361,430		
Architectural Fees	\$	264,000	\$	256,000	\$ 264,000	
Fees paid through January 2024			\$	256,000		
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				
8 Indoor tables and 32 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
To be installed by Millwork contractor			\$	-		
Siberian Ram sculpture relocation/storage	\$	19,800	\$	8,423	\$	4,950
Deposit - 5/30/23			\$	3,400		
Removal fee - 6/10/23			\$	4,273		
Storage fee - 9/1/23			\$	750		
Sorter Relocation	\$	50,000	\$	65,000	\$	(15,000)
TOTAL	\$	4,152,992	\$	2,713,097	\$	(3,300)

<i>*Construction Contingency</i>	<i>Total</i>	<i>Remaining</i>	<i>Used</i>
Carpet tiles for study room area		\$	(6,710)
Jersey Barrier Fencing		\$	(34,309)
Cove Lighting above Study Rooms		\$	(11,450)
Sitework changes		\$	(2,942)
Additional carpentry work for study rooms		\$	(4,840)
HVAC revisions (credit)		\$	4,048
18" GRG Plasterform Column Cover		\$	(4,826)
Glass revisions in study rooms (credit)		\$	1,200
Electrical revisions		\$	(6,066)
Restroom Column		\$	(4,275)
Landscape revisions (credit)		\$	2,360
Paint walls, door frames, and base outside gallery		\$	(500)
Acrovyn kickplate for Access Services door		\$	(500)
Limestone base at new entrance		\$	(22,500)
Plaster skimcoat of side wall		\$	(975)
Paint for Friends basement room		\$	(762)
Carpet installation for Friends basement room		\$	(1,175)
	141,966	47,744	(94,222)

Updated 1/11/2024



NEW BUSINESS

Library Trends

REBEKAH CRAFT, BALDWIN PUBLIC LIBRARY DIRECTOR
PRESENTATION TO LIBRARY BOARD: JANUARY 17, 2024

ALA Future Trends Forecast

42 Trends covering the topics of Society, Technology, Education, Environment, Politics & Government, Economics, Demographics

➤ <https://www.ala.org/tools/future/trends>

ALA Future Trends: Society

- **Anonymity** - Anonymity, wherever it occurs and for whatever reasons, may be easily used to promote racist, sexist, offensive, and horrible sentiments. Libraries and librarians may fill a growing need for open dialogue and reputable information.
- **Co-working Co-living** - Activated spaces with a sense of socialization. Getting work done is important, but for many of these spaces, forging connections is even more important.
- **Collective Impact** - Organizations from different sectors are adopting common agendas to combat issues within their communities.
- **Fandom** - Fandoms may help libraries bring together diverse individuals around shared culture and/or engage individuals who had not previously participated in the library's services.

ALA Future Trends: Society

- **Privacy Shifting** - The way that society and individuals value privacy will change, especially as technologies require the supply of more and more personal information. Individuals will need to balance their value for privacy with the benefits of these new technologies.
- **Short Reading** - Formats that take advantage of short opportunities to read help encourage reading among those that are pressed for time. Short reading's growing popularity could lead users to expect short reading innovations at libraries.
- **Subscription Boxes** - These customized boxes shift consumers' expectations for convenience, personalization, and experience.

ALA Future Trends: Technology

- **Artificial Intelligence** - Seeks to create “intelligent” machines that work and react more like humans.
- **Data Everywhere** - Libraries, as organizations that collect data and are interested in improving products and services, may find opportunities to use data for their own purposes or may be asked to share their data with businesses, governments, or other organizations.
- **Haptic Technology** - The integration of haptics into media may add a new descriptive feature into information objects, requiring libraries to rethink their systems for describing, classifying, or even retrieving resources.



ALA Future Trends: Technology

- **Robots** - As populations age, a trend that may significantly affect the United States, Europe, and Asia, a shortage of working-age people may necessitate robots in order to provide services and products to a growing population.
- **Unplugged** - Libraries may capitalize on users’ perceptions of libraries as quiet spaces, marketing at least some spaces in their buildings as places to unplug, concentrate, and focus.
- **Virtual Reality** - Libraries have long served as points for the public’s first exposure to new technologies, and they could again play that role with virtual reality.
- **Voice Control** - Voice controlled technologies could make life easier for individuals who struggle with traditional computer interfaces or those who have disabilities.

ALA Future Trends: Education

- **Badging** - Digital badges offer opportunities to recognize individuals' accomplishments, skills, qualities, or interests and help set goals, motivate behavior, represent achievements, and communicate success in learning.
- **Connected Learning** - Encouraging exploration and interaction and providing access to a broad range of information so the student can learn at one's own discretion and pace.
- **Design Thinking** - Problem solving that has users build empathy and deeper understandings of self to define a problem and develop solutions.
- **Gamification** - Application of game elements and digital game design techniques to non-game settings.

ALA Future Trends: Environment

- **Resilience** - As city, state, and federal governments adopt resiliency as a strategy for addressing potential disasters, libraries may need to align their facilities, services, and programs to demonstrate a resilient strategy.

ALA Future Trends: Politics & Government

- **Corporate Influence** - Libraries should consider corporate interest in politics and the public sphere with care and caution while encouraging their patrons to learn about the ethics of different companies.
- **Smart Cities** - Libraries could be outfitted with sensors to help city or campus administrators better manage facilities and improve users' experiences.
- **Worker Activism** - Broader conversations about bias, oppression, human rights, and climate justice will all enter the conversations organizations must have with the public that they serve and the workers that support them. For libraries, this feels very much aligned with professional conversations around neutrality.

ALA Future Trends: Economics

- **Basic Income** - If people received a basic income, then individuals would be free to pursue education and training. Libraries' role as spaces for teaching and learning would perhaps become even more popular.
- **Income Inequality** - The library space – or any opportunities the library provides that bring different people together – could be especially important in combating income inequality.
- **Sharing Economy** - As the sharing economy advances and moves in new directions – electronic devices, transportation, tools, education, equipment – the roles that libraries play as sharers may need to change and adapt.

ALA Future Trends: Demographics

- **Aging Advances** – A mature community requires more creative programming for seniors
- **Digital Natives** – Collaboration between digital natives and digital immigrant professionals may be particularly important, especially as libraries seek to serve users across a broad generational spectrum
- **Emerging Adulthood** - Libraries should think about programs and services that capitalize on this demographic

More Trends

STAFF DEVELOPMENT DAY: FRIDAY, SEPTEMBER 22, 2023

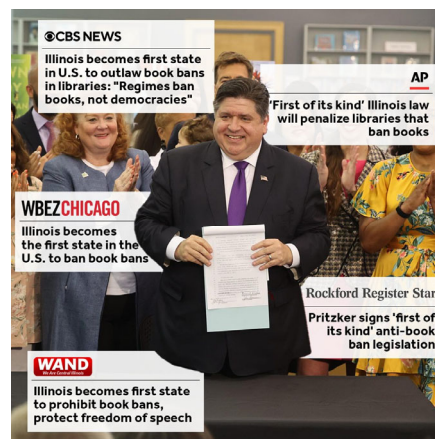
Book Challenges

- In 2022, the ALA tracked 2571 unique titles challenged at public, school and university libraries. This is up from 1858 in 2021.
- School librarians were on the hook against these attacks.
- Local book banning attempts in Lapeer, Patmos, Caro.



Illinois Passes First Law against Book Bans

On June 12, 2023, Illinois became the first state in the nation to pass a law to outlaw book bans. The law will pull state funding from libraries that remove books for partisan or ideological reasons, as forbidden by ALA's library bill of rights. The law also requires that libraries adopt the Library Bill of Rights or their own anti-book banning statement to qualify for funding.



Versatility

Providing a single space that can host educational programs, fitness classes, community forums, think tanks, art classes, and so much more.

The library needs to do it all, accommodating single-person quiet study, small group study, meetings, and large community events.



➤ <https://www.c2ae.com/blog/seven-library-design-trends-for-a-changing-world>

Community Resource: Digital Inclusion

- Provide access to digital resources especially for those who face barriers.
- Public libraries can enhance their digital inclusion efforts by:
 - offering free Wi-Fi, computers, tablets, e-readers, and other devices
 - providing digital literacy training and support
 - creating online platforms and services that are user-friendly, accessible, and diverse
 - partnering with local organizations and stakeholders to bridge the digital divide



Community Resource: Library as Place

The public library building is a significant community investment and steady/growing cost to the public. Make it useful for the community 24/7 even when it isn't staffed.

➤ *From Hillary Thayer on LinkedIn*

- Shade
- Power
- Wi-Fi
- Water
- Disaster hub
- Outdoor service kiosk

Community Resource: Food & Shelter

- A UK library passed out warm meals and electric blankets to help those in need of support.
- UK libraries are starting community fridges and food banks, giving local residents the opportunity to restock their essentials free of judgement.
- 280 community fridges in the UK, with an estimated growth up to 500.



Ongoing Goal: Single Digital Presence

- One library login with access to:
 - Catalog
 - eBooks and media
 - Databases
 - Event Registration
 - Summer Reading
 - Library Account

Ways to protect your local public library:

1. Use it well.
2. Encourage others to use it, also.
3. Be aware of what is happening in your community at School AND Public Libraries.
4. Pay attention to municipal budgets.
5. Support the local public library's advocacy, & fundraising.

INFORMATION ONLY

Upcoming Events of Interest

Books and Blankets Family Story Time

Saturday, January 20 — 10:30 a.m. to 11:00 a.m.

Bring a blanket and enjoy a story time that is fun for the whole family.

Story times use a first come, first served ticketing system. Tickets will be available 15 minutes before story time begins and will be handed out until 5 minutes after the scheduled start time. Please see baldwinlib.org/storytime or click More Information for complete details.

STEAM Explorers: Grades K to 3

Monday, January 22 — 4:30 p.m. to 5:30 p.m.

Registration opens one month before the program. Grades K to 3. Explore the concepts of science, technology, engineering, art, and math with hands on activities. Caregivers must stay in the building during the program. Registration required.

Acrylic Paint Pouring Workshop

Monday, January 22 — 7:00 p.m. to 8:00 p.m.

Leave the brushes at home and join us for a fun-filled relaxing evening or paint pouring! Everything is supplied to create your colorful and unique masterpiece. Paint pouring is pouring acrylic paints on a canvas and letting the colors swirl and marble together to create an entirely unique design. It is a fun, messy, and surprisingly very relaxing technique. Registration is required. Limit 20.

DIY Snow Globes for Teens

Thursday, January 25 — 7:00 p.m. to 8:00 p.m.

Create a winter wonderland inside of a snow globe. All supplies provided. Grades 7-12. Registration required.

Tammy's Tastings: Crazy for Cacao

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

Americans buy up to 58 million pounds of chocolate in the week leading up to Valentine's Day. Join Tammy Coxen for a return visit as she explores some of the most delicious ways to drink this seasonal favorite. From creme de cacao to chocolate bitters, prepare to be surprised by the range of flavors and styles for all things chocolate and cocktails. This is not your grandmother's spiked hot cocoa! Registration required. Limited to 25 connecting computers.

Monger's Provisions teaches us Chocolate

Wednesday, January 31 — 7:00 p.m. to 8:00 p.m.

Guess who's back? Zach Berg of Monger's Provisions (stores are located in Berkley and Midtown Detroit) is returning to teach us about chocolate. He will be discussing the "bean to bar" movement and of course providing samples. Prior to opening Provisions, Zach managed the cheese department at Bi-Rite Market in San Francisco. He placed 2nd at the 2014 Winter Cheesemonger Invitational. He began his food career working in kosher catering at the age of 13 and eventually moved on to restaurants and Zingerman's Deli before attending culinary school at the Culinary Institute of America in Napa Valley.

Idea Lab Class: Drawer Organizers, the Easy Way

Wednesday, January 31 — 7:00 p.m. to 8:00 p.m.

In this class, Jeff will demonstrate a method for designing custom 3D-printed drawer organizers. Combining a simple markers-on-paper layout technique, and easy-to-use online software, you can turn your junk drawer into a pristinely organized work of genius! Registration required.

Idea Lab Event: The Grand Tour

Wednesday, February 7 — 7:00 p.m. to 8:00 p.m.

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

The Civil Rights Movement in the 1970s and Birmingham's CREEM Magazine

Thursday, February 8 — 7:00 p.m. to 8:00 p.m.

Prison uprisings, drug culture, "porn rock," moral panic, and "Boy, Howdy!" ...The struggle for civil rights influenced the music of the times, and "America's only Rock'n'Roll Magazine," CREEM, was there to cover it. Learn more about how the magazine, published here from 1973-1986, examined the intersection of race, class, and music during the period.

Negro Motorists Green-Book

Monday, February 12 — 7:00 p.m. to 8:00 p.m.

Join Kimmie Dobos-Wolfe, Detroit Historical Society's Manager of Education and Public Programs, for a "walk" through Midtown and downtown Detroit and discover the safe havens, swinging spots and surprising stories that helped African Americans from Detroit and all over the country navigate the city.

The Second Middle Passage: America's Domestic Slave Trade

Tuesday, February 13 — 7:00 p.m. to 8:30 p.m.

In the thirty years after the Revolution, a new type of American slave trade rose to compete with, eclipse, and replace transatlantic slave trade. This new slave trade took place wholly within the United States as more than a million enslaved African Americans made this massive forced migration from the Upper South to work on cotton plantations in the Deep South. Join Dr. Richard Bell as he explores the development of this domestic slave trade called the Second Middle Passage.

Love Is in the Air: Ages 3 and up


Wednesday, February 14 — 10:30 a.m. to 11:30 a.m.

Registration opens one month before the program. Recommended for ages 3 and up. Join us for fun activities and crafts celebrating Valentine's Day. Registration required.

Bluey Bash

Monday, February 19 — 10:00 a.m. to 10:30 a.m.

Registration opens one month before the program. Bring your imagination and celebrate our favorite Blue Heeler family with crafts and Bluey-approved games. Caregivers must stay with children for the program. Registration required.




BIRMINGHAM
A WALKABLE CITY

Baldwin Public Library

Presented by: Rebekah Craft
Date: January 20, 2024

Baldwin's Future

Renovation update and future planning



Phase 3: Project Progress

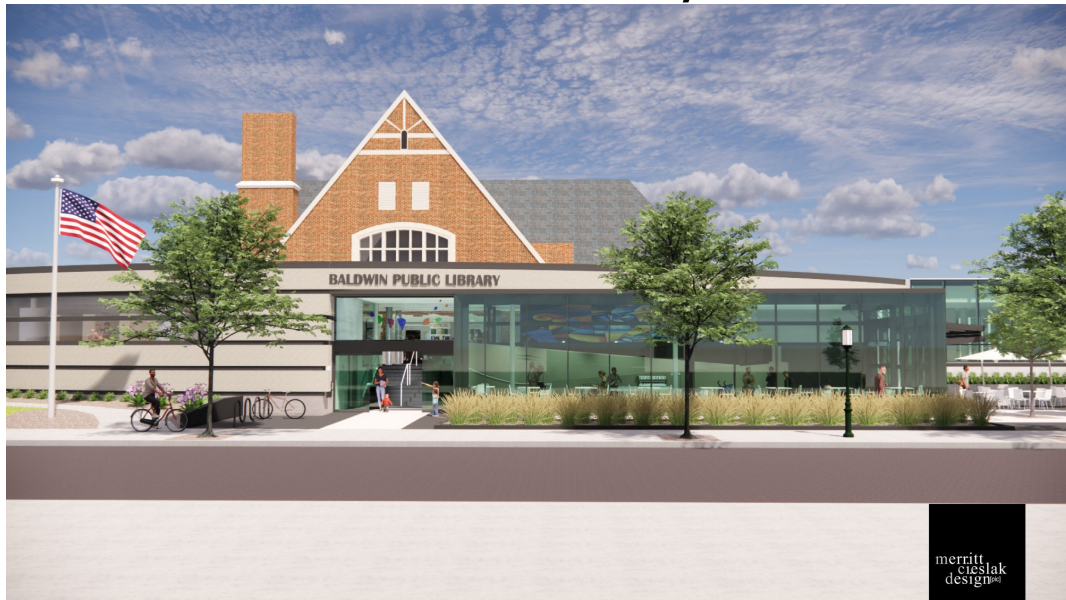
- Project is on track and within budget
- Center Gallery reopened November 1, 2023
 - 4 Study Rooms and Friends' Bookshop
- Library addition and Merrill St. entry to open April 2024
- Open House and Dedication on May 18, 2024



Exterior Construction Progress



View from The Community House



View from West



View from Information Desk



View of Entry



View from Plaza



FY 2024-25 Planning: New Strategic Plan

2022-2025 Strategic Plan expires February 2025

Current Strategic Goals:

- Programs & Services
- Facility
- Diversity & Equity
- Outreach & Partnerships
- Personnel & Organization
- Financial

Library Board to form Strategic Planning Committee in June 2024

Survey community members, host focus groups, perform SWOT analysis

Issue new 2025-2028 Strategic Plan in March 2025



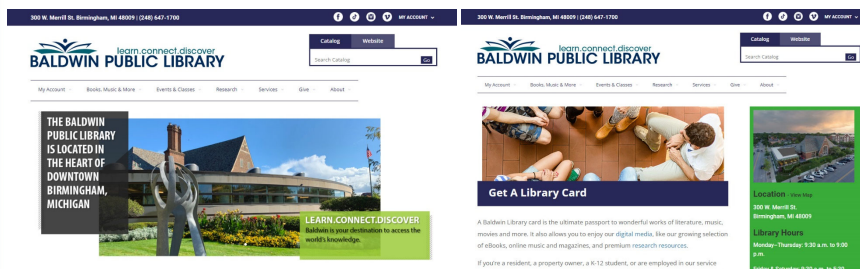
FY 2024-25 Planning: New Website

Current website debuted in 2017

Goals for new website:

- Improve user experience & organization
- Mobile friendly
- Upgrade website security
- Incorporate new design trends

Will pursue grant from Birmingham Area Cable Board to fund project



FY 2024-25 Planning: New Security Cameras

Upgrade current system and software

Install new cameras with higher resolution

Adjust placement of cameras to better capture movement

- help us resolve behavioral issues & misuse of the building
- theft deterrent
- allow us to use parts of the building at times we cannot staff those areas
- provide peace of mind, especially when we have limited staff onsite



FY 2024-25 Planning: Fund Balance

Baldwin's fund balance will be depleted this year due to construction expenses:

- FY 2022-23 \$2,619,724
- FY 2023-24 \$ 125,000

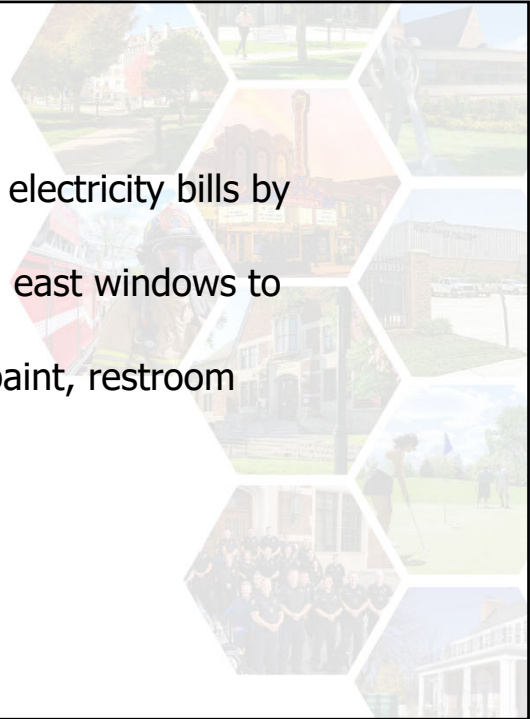
In the next two fiscal years, we will use our additional millage to rebuild our fund balance:

- FY 2024-25 \$1,135,530
- FY 2025-26 \$2,221,277



Plans for FY 2026-27

- Add solar panels to flat roof to reduce electricity bills by 60% and improve sustainability
- Add protective glass coating on south, east windows to prevent bird strikes
- Refresh lower level with new carpet, paint, restroom partitions



Questions & Comments





Baldwin Library Seeks Student Representative for Board

Published on December 18, 2023 | Baldwin Public Library Press Release
<https://oaklandcounty115.com/2023/12/18/baldwin-library-seeks-student-representative-for-board/>

Baldwin Library Seeks Student Representative for Board

(Baldwin Public Library, Dec. 18, 2023)

Birmingham, MI – 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.

NEWS & NOTES

7A/ BIRMINGHAM-BLOOMFIELD EAGLE • DECEMBER 20, 2023



Look for Community
Calendar in Section B



Our next edition will
come to homes Jan. 10



Library board looks for student representative

BIRMINGHAM — The board of the Baldwin Public Library is seeking a student representative to the board. Interested students must be in high school and be residents of Birmingham, Beverly Hills, Bingham Farms or Bloomfield Hills.

"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," Library Board President Karen Rock said in a press release.

This term will run February 2024 to February 2025. A student representative will be expected to attend a minimum of 10 out of the 12 library board meetings. These meetings are held the third Monday of the month at 7:30 p.m. in the library, with some exceptions.

Candidates must turn in a completed application, an essay and two letters of recommendation to Jaclyn Miller at the Baldwin Public Library, 300 W. Merrill, Birmingham, MI 48009, or Jaclyn.Miller@baldwinlib.org, by Jan. 11, 2024. More information can be found at baldwinlib.org/volunteer.

The Birmingham police therapy dog Maple and Baldwin teen assistant Sinjin Green attend a recent after hours Exam Cram for Teens.

Photo by Elisabeth Phou

Baldwin Library seeking student representative

Published on December 15, 2023

<https://www.downtownpublications.com/single-post/baldwin-library-seeking-student-representative>

High school juniors with a passion for community service who are seeking to develop leadership skills have an opportunity to shine as the board of the Baldwin Public Library is seeking applications for the position of student representative to the Baldwin Public Library Board.

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, regardless of the school they attend, are invited to apply for the position of student representative. The board noted, "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 10 of 12 library board meetings, which are 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 Baldwin Library student representative review the monthly agenda, minutes and reports prior to the meeting. In addition to participating in board meetings, the student representative will also have the opportunity to work with library staff and either assist with a service project or coordinate and implement a teen program during the year.

"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.

Application details can be found at 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.



Birmingham is working toward making aging in place more realistic for residents.
Photo provided by NEXT

Birmingham focuses in on aging in place

BY MARY GENSON
mgenson@candgnews.com

BIRMINGHAM — The city of Birmingham established an Ad Hoc Aging in Place Committee to work toward the city's goal of making it more realistic for older adults to remain in Birmingham as they age.

When the city adopted strategic goals in November 2022, one of the recommendations was to form a committee to facilitate the development of an aging in place plan.

The city also recently finished up the 2040 master plan, which includes numerous initiatives and ideas that the city wants to accomplish that go hand in hand with helping seniors age

See AGING on page 14A

14A

BIRMINGHAM-BLOOMFIELD EAGLE • DECEMBER 20, 2023

Aging from page 1A

in place. The committee is working to align with these goals and visions set by the 2040 plan.

Mark Clemence, former Birmingham police chief and ex-officio member of Birmingham's Ad Hoc Aging in Place Committee, said 50% of Birmingham's population is going to be considered older adults by 2045, with a significant portion being 65-years-old-plus residents, and many of them living alone.

"It is very important to us and very important to City Commission that we address this plan ahead of time so that we're prepared for when that eventuality comes, and we want people to be able to age in their home or wherever here in town, in the place that they feel most comfortable," Clemence said.

On April 3, the City Commission unanimously passed a motion that directed the formation of an ad hoc committee to determine the needs of Birmingham's aging population by studying demographics and conducting resident surveys.

"Overwhelmingly, older adults want to age in place, preferably in their own home,

if not in their own community. And so Birmingham has taken a closer look to see how they can make that happen and support the desire of older seniors," Birmingham NEXT Executive Director Cris Braun said.

The Ad Hoc Aging in Place Committee is made up of members appointed by the City Commission. Members have varying areas of experience, which relate to the aging population.

In addition to Clemence as an ex-officio member, the committee includes Braun, Rebekah Craft, Rackeline Hoff, Melissa Mark, Pamela DeWeese, Rosemary O'Malley and Leslie Pielack. Jay Reynolds is an alternate member.

Recently, the committee has reached out to the community to share their feedback on an action plan to improve the lives of Birmingham's older adults.

The survey is available at engage.bhamgov.org. It will also be sent out with everyone's water bills, so every homeowner should receive it. Hardcopies will also be available at the library, City Hall and Next.

"We're hoping to get some very robust feedback that then we can use in our planning moving forward," Braun said.

Residents are invited to share their feedback in person at their committee meeting



Photo provided by NEXT

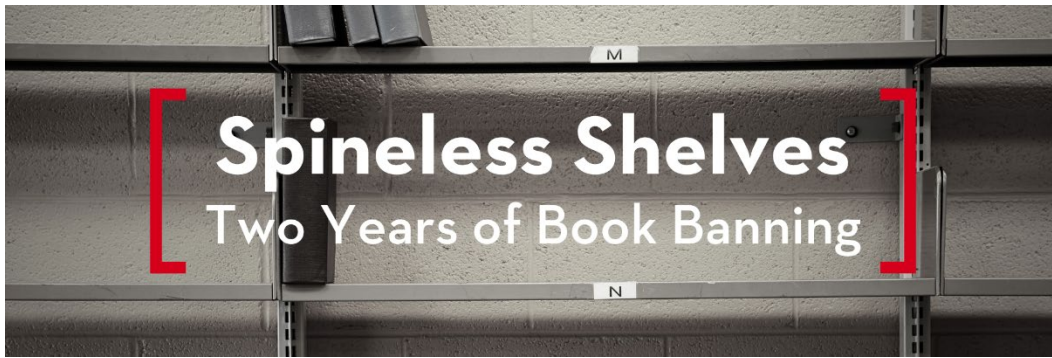
The Ad Hoc Aging in Place Committee was recently established to benefit older adults who want to remain in Birmingham as they age.

Feb. 28. A previous public input meeting was held Dec. 13.

"The community's voice is very important because it will help guide our recommendations," Braun said. "But most importantly, these are the people that the plan will be affecting, not only now but moving forward for a couple of decades. Nothing happens overnight, so planning for the fu-

ture is very important, and these people that will respond to the survey or come to the meetings or send an email, their suggestions, their concerns, their voice is going to be very important to helping develop a plan that is targeted, appropriate and tailor-made for older residents."

Call Staff Writer Mary Genson at (586) 498-1095.



PEN EXPERTS

- Sabrina Baêta
- Kasey Meehan

A JULY 2021 TO JUNE 2023 CUMULATIVE DATA SUMMARY

The last two years have shown an undeniable and unprecedented attack on free expression in public education.

As 2023 comes to a close, the following data summary examines the insidious trend of book banning in public schools over the last two academic years, drawing from data collected in PEN America's Index of School Book Bans.

KEY TAKEAWAYS

- The past two school years have demonstrated a mounting crisis of book bans. From July 2021 to June 2023, PEN America's Index of School Book Bans recorded 5,894 instances of book bans across 41 states and 247 public school districts.
- “Copycat bans” have emerged as a key component of the book ban movement, with a portion of titles removed seemingly because another district removed it elsewhere.
- Relatedly, some authors have faced a “Scarlet Letter” effect, where several works from an author's collection were subsequently targeted after at least one of their works was banned.
- There has been a sustained focus on banning books written for young adults, especially when those books are about “difficult topics” – like violence and racism – or include historically marginalized identities – mainly, people of color and LGBTQ+ individuals.
- Florida and Texas have continued to lead the country in number of bans, but the crisis has spread to 41 states.
- A significant increase in the number of books “banned from classrooms and libraries” indicates that not only have there been more bans, but the bans themselves have been more comprehensive and potentially more permanent.

5,894



**The total instances of book bans that
PEN America recorded between 2021-2023**

WHAT IS A BAN?

PEN America defines a **school book ban** as any action taken against a book based on its content and as a result of parent or community challenges, administrative decisions, or in response to direct or threatened action by lawmakers or other governmental officials, that leads to a previously accessible book being either completely removed from availability to students, or where access to a book is restricted or diminished. Diminished access is a form of censorship and has educational implications that extend beyond a title's removal.

WHEN IT RAINS, IT POURS: MORE BANS, MORE CREATIVES IMPACTED, MORE BOOKS OUT OF STUDENTS' HANDS

From July 2021 to June 2023, PEN America's Index of School Book Bans recorded 5,894 instances of book bans across 41 states and 247 public school districts. The mounting book ban crisis from the last two school years has affected 2,823 unique titles, censoring the works of 2,076 authors, 517 illustrators, and 31 translators. In sum, book banning has censored a total of 2,598 creatives.

2,598



The total number of authors, illustrators, and translators impacted by book bans over the 2021-2023 school years

Comparing the 2021-2022 school year and the 2022-2023 school year, instances of banning increased by 33 percent, from 2,532 instances of book bans to 3,362. As noted in PEN America's [2022-2023 Banned in the USA](#) report, punitive state laws, coupled with pressure from vocal citizens and local and national groups, have significantly contributed to the rise in book bans.

Our data suggests that book bannings narrowed their focus on specific books during this time. Despite the increase in total instances of bans, the unique titles implicated in book bans decreased slightly from 1,643 in 2021-2022 to 1,557 in 2022-2023, a decrease of five percent.

PEN America recorded instances of book bans and individual titles banned over the past two years since PEN America started tracking from July 1, 2021 - June 30, 2023



**Instances of book banning,
2022 - 2023**

3,362

**Instances of book banning,
2021 - 2022**

2,532

**Unique titles banned,
2022 - 2023**

1,557

**Unique titles banned,
2021 - 2022**

1,643

Ongoing data cleaning of unique titles led to changes in the 2021-22 figure from 1,648 to 1,643.
Data from PEN America Index of School Book Bans.

SWEEPING THE BOARD: AN INCREASE IN BOOKS REMOVED FROM CLASSROOMS AND LIBRARIES

PEN America tracks four types of school book bans: *bans from school libraries*, *bans from classrooms*, *bans from both libraries and classrooms*, and *bans that are pending investigation*. For a detailed explanation of each type of book ban, visit our [School Book Ban FAQ](#).

The most severe category of ban, *banned from libraries and classrooms*, showed a significant increase from year to year. Books banned from libraries and classrooms differ from other types of bans in that they are decidedly removed and inaccessible indefinitely. A school and/or district made the choice to remove the book completely from its collection. In the first school year, 333 bans (13% of all bans that year) fell under this category; in 2022-23, this increased to 1,263 bans or 38%. In total since 2021, 1,596 instances (27%) recorded by PEN America were books *banned from libraries and classrooms*.

This dramatic increase reflects how the book banning movement is not only growing in total number of bans, but intensifying its efforts to ensure that the bans entirely erase books from schools. The increase is likely due to a range of factors, including **districts revising their policies to prohibit certain types of content, district decisions overriding standard processes, and districts responding to state legislation.**

Titles in the category, *banned pending investigation*, recorded a year-to-year decrease by percentage, from 1,375 (54%) in 2021-2022 to 1,466 (44%) in 2022-2023. Across both school years, 2,841 instances (48%) were classified as *banned pending investigation*. These are instances where a title was removed during a review to determine what restrictions, if any, to implement on it. Books banned in this manner can remain off shelves and inaccessible to students for long periods of time before they are evaluated, as seen with the **97 books challenged in October 2022 in Beaufort County School District, South Carolina**, that were immediately pulled from access pending review.

Book bans classified as *banned from libraries* are titles that have been removed from school libraries where they were previously available. This category showed a less significant change from year-to-year. Overall, 941 book ban instances (16%) from 2021-2023 were *banned from libraries*.

Banned from classrooms also decreased between the 2021-2022 and 2022-2023 school years, from 487 (19%) to 29 (>1%) book ban instances. *Banned from classrooms* represents cases where individual titles have been barred from classroom libraries, curriculum, or optional reading lists but may still exist in the school library.

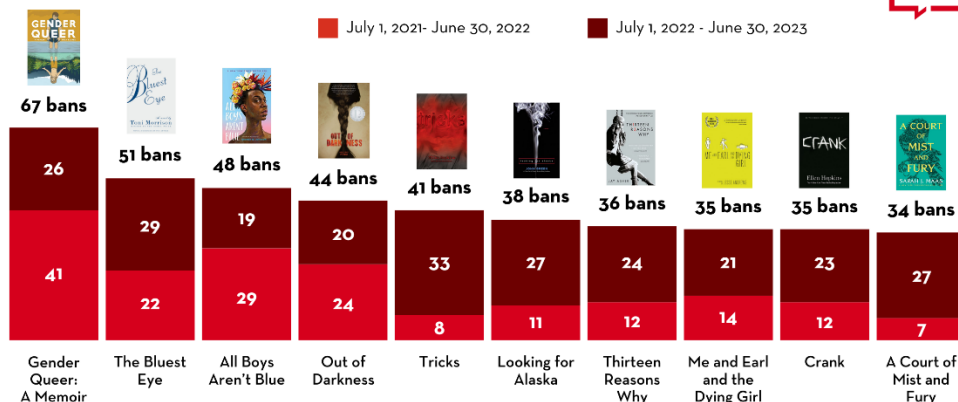
(NOT) THE SAME OLD STORY: HOW COPYCAT BANS SWEEP A WIDE VARIETY OF BOOKS

Titles detailing a wide variety of themes and identities have been targeted at different points within this censorial movement. The most banned books include titles targeted since the beginning of the movement, such as *Gender Queer* by Maia Kobabe, as well as titles that had previously received less of the censors' attention, such as *Sold* by Patricia McCormick and *Push* by Sapphire.

Gender Queer recorded 41 instances of bans in the 2021-2022 school year and 26 instances of bans in 2022-2023, for a two-year total of 67 total bans. Conversely, *Sold* by Patricia McCormick was banned in seven districts in the 2021-2022 school year and then in 24 in 2022-

2023, bringing the two-year total to 31 bans. *Push* by Sapphire was only banned once in 2021-2022, but was banned 20 times in 2022-2023, resulting in 21 bans over the two years.

Once targeted, a book often receives increased scrutiny



Data from PEN America Index of School Book Bans.

Many times, the volume of bans a book experiences has little to do with its content, but its status as a banned book somewhere in the country. Take **Seminole County Public Schools in Florida** where the **school district reportedly discontinued the use of 31 titles** from its library collections based on a list of books that other Florida school districts received complaints over. A book's status as a banned book is enough to inspire copycats in other school districts, with little attention given to the book itself.

The top three banned authors, Ellen Hopkins, Maia Kobabe, and Toni Morrison, have penned works encompassing a range of genres, themes, and identities. Their works include verse and graphic novels as well as stories that grapple with racism or the exploration of gender identity and sexuality. However, one thing they all have in common is all three authors have been banned in at least 20% of the school districts tracked by PEN America's School Book Ban Index since July 2021.

Author	Number of districts that banned author's work	Total instances of book bans	Total number of unique titles
Hopkins, Ellen	68	268	19
Kobabe, Maia	65	67	1
Morrison, Toni	55	81	6

Johnson, George M.	47	49	2
Maas, Sarah J.	45	176	16
Atwood, Margaret	44	67	5
Andrews, Jesse	44	51	2
Pérez, Ashley Hope	42	44	1
Green, John	42	46	5
Myracle, Lauren	35	71	11
Asher, Jay	35	36	1

SCARLET LETTERS: INCREASED SCRUTINY ON PREVIOUSLY BANNED AUTHORS

For authors who have penned multiple titles, their catalog is likely to be targeted after at least one of their works is banned. Authors are marked with a “Scarlet Letter” that impacts their reputation and leaves schools wary of carrying any of their titles, even ones whose content previously inspired little controversy.

The popular fantasy author Sarah J. Maas is the clearest example. From 2021-2022 to 2022-2023, her total number of unique titles banned doubled from eight to 16. Those titles also attracted increased scrutiny, growing from 18 bans in 10 districts in 2021-2022 to 158 bans in 36 districts in 2022-2023. That represents a 778% increase in the total number of bans. Other authors, like Ellen Hopkins, Jodi Picoult, Alice Oseman, Laurie Halse Anderson, and Rupi Kaur, among others, have felt the “Scarlet Letter” effect as a ban on at least one title is followed by bans across their oeuvre.

Some authors are likely to be targeted again once at least one of their works is banned

A spotlight on the fantasy author Sarah J. Maas

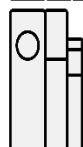


Number of bans on Sarah J. Maas Titles, 2022 - 2023



158

Number of bans on Sarah J. Maas Titles, 2021 - 2022



18

Data from PEN America Index of School Book Bans.

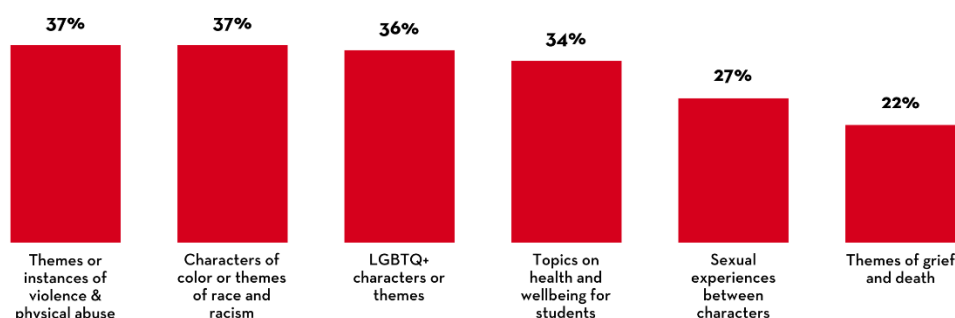
PAST THE COVER STORY: HEIGHTENED SCRUTINY ON 'DIFFICULT CONCEPTS' AND DIVERSE LITERATURE

When we examine the scope of the last two years, books that include diverse characters, primarily characters of color, and LGBTQ+ characters, were overwhelmingly subject to book bans. In addition, over a third of all books removed since 2021 include instances of violence and physical abuse, which include books depicting sexual assault.

Subject matter of banned content

Of the 5,894 instances of book bans July 1, 2021 - June 30, 2023

Note: many titles contain more than one type of content.

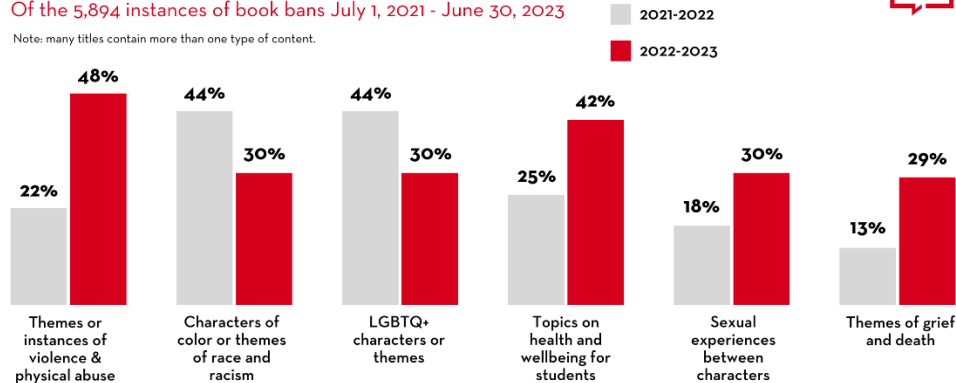


Data from PEN America Index of School Book Bans.

Subject matter of banned content

Of the 5,894 instances of book bans July 1, 2021 - June 30, 2023

Note: many titles contain more than one type of content.



Data from PEN America Index of School Book Bans.

Note: Numerous books tracked in the Index fit into multiple categories simultaneously. Further, categories appearing in less than 15 percent of instances in the 2021-2023 Index are not reported here; these categories are developed based on researchers' assessment of books, publisher summaries, Amazon Books, Goodreads, and expert opinions of librarians.

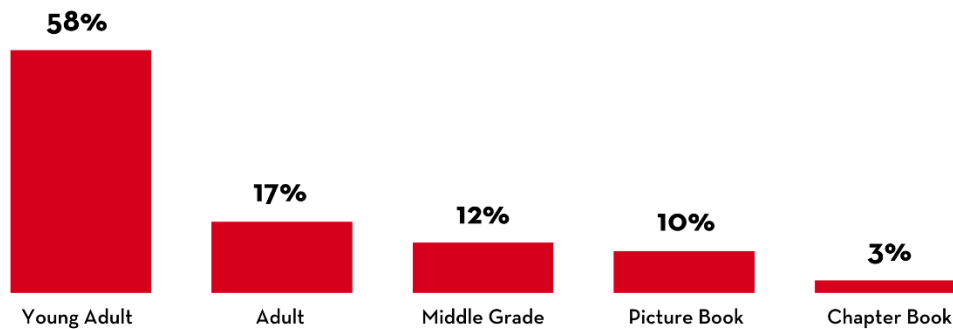
Further, while the book ban movement initially focused on removing “critical race theory” and “divisive concepts” in 2021, this past year saw heightened attacks on books that discuss sexual orientation, gender identity, and sexual experiences as well as “unconformable topics” like sexual wellbeing, violence, abuse, grief, and death. When included in young adult literature, these “difficult concepts” prove essential in helping readers understand themselves and the world around them.

ONE FOR THE AGES: A CLEAR ATTACK ON YOUNG ADULT LITERATURE

From year to year, young adult books are most targeted. Books written for a young adult grade level made up 55% of the bans in 2021-2022, increasing slightly to 61% in 2022-2023. Overall, young adult books encompassed 58% of all book bans.

Type of books banned

Of the 5,894 instances of book bans July 1, 2021 - June 30, 2023



Data from PEN America Index of School Book Bans.

Adult books also showed an increase across instances of book bans, from 12% in 2021-2022 to 22% in 2022-2023, making up 17% of all book bans the past two years. The availability of these books in school libraries has raised heated discussion on the “appropriateness” of adult novels and their place in school library collections. Banned books include “adult” titles like George Orwell’s *1984*, Toni Morrison’s *The Bluest Eye*, and Khaled Hosseini’s *The Kite Runner*, all of which are critical additions to high school libraries and curricula.

The proportion of banned books written as middle grade, chapter books, and picture book books all decreased slightly from 2021 to 2023.

Overall, since 2021, 83% of book ban instances concerned books that were written for young adult or younger audiences. While the banning movement promotes misleading **rhetoric** that books are “pornographic” and cause “indoctrination,” the reality is that these books are written with school-age students in mind as both educational and empowering resources, even when they detail difficult experiences.

“I think a lot of teenagers find in the book a little bit of a roadmap for how they can find the courage to speak up when a bad thing happens. Too often, bad things happen to our children,” **said** Laurie Halse Anderson, the author of the young adult novel *Speak*, a National Book Award finalist that tells the story of a high school student who stops speaking after a sexual assault.

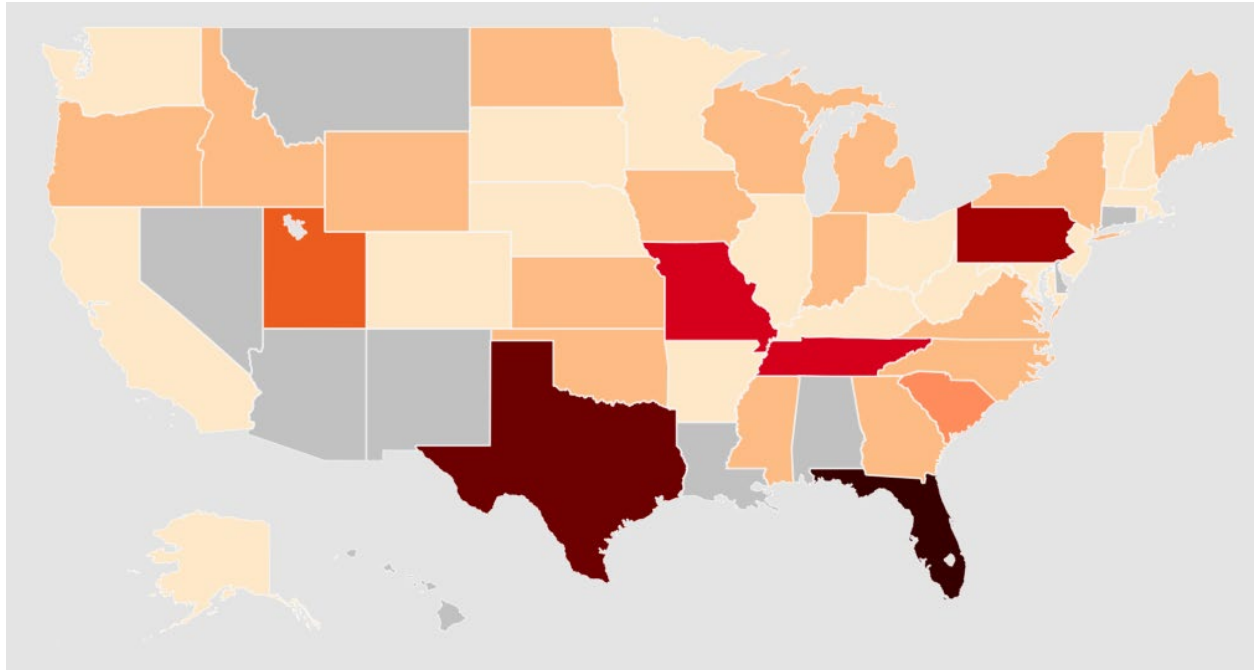
“They think they’re shielding their children; what they’re actually doing is they’re making their children more vulnerable,” Halse said. “And they’re making all the kids in their community more vulnerable, despite the wishes of other families.”

Speak has been banned 15 times since 2021.

HERE, THERE, AND EVERYWHERE: MAJORITY OF STATES REPORT BOOK BANS BUT FLORIDA AND TEXAS ARE TOP OF LIST

Across the country, 41 states and 247 school districts have been impacted by book bans since July 2021, affecting millions of students.

Total Instances of Book Bans by State, July 2021 - June 2023



MAP KEY

1,901-2,000 bans	301-400 bans
1,501-1,900 bans	201-300 bans
1,401-1,500 bans	101-200 bans
701-1,400 bans	11-100 bans
601-700 bans	1-10 bans
401-600 bans	0 bans

**There are no states with 401-600 bans, 701-1,400 bans, and 1,501-1,900 bans*

Year-to-year, Florida showed an 148% increase in instances of book bans, from 566 instances in 2021-2022 to 1,406 instances in 2022-2023. The total number of districts impacted by bans also grew from 21 districts in 2021-2022 to 33 districts in 2022-2023. Unsurprisingly, Florida topped the list of total bans across both school years with 1,972 instances of bans in 37 districts. In a state with approximately 70 districts, this means that over half of all Florida school districts experienced banning activity.

Texas reported the most bans in 2021-2022 with 801 bans in 22 districts, and fell second to Florida in 2022-2023 with 625 bans in 12 districts. Overall, the state reported 1,426 instances of bans in 28 districts across 2021-2023.

Florida and Texas far outstripped the rest of the country, accounting for 34% and 24%, respectively, of the total recorded number of school book bans over the last two years.

Five other states experienced at least 100 book bans over the last two school years. Pennsylvania reported 644 instances of bans across 16 districts, followed by Missouri with 360 instances of bans across 16 districts, Tennessee with 360 instances of bans across 9 districts, Utah with 293 instances of bans across 10 districts and South Carolina with 128 bans across 7 districts.

State	Instances	Districts
Florida	1972	37
Texas	1426	28
Pennsylvania	644	16
Missouri	360	16
Tennessee	360	9
Utah	293	10
South Carolina	128	7

READ YOU LOUD AND CLEAR: UPLIFTING OUR STORIES AND OURSELVES

Time and time again, the last two school years keep telling the same story.

Instances of book bans continue to increase in scope and location, with bans taking place in a majority of states. Best practices and procedures are being ignored, facilitating copycat bans across district lines; at the same time, more and more districts are opting for severe bans impacting classrooms and libraries. A “Scarlet Letter” effect makes it so several works by a given author are likely to be targeted once one of their works is banned, and young adult books remain popular targets.

Increasingly, schools and their librarians have been stripped of the responsibility to determine the availability of reading materials in their schools. Just this month, Florida’s Attorney General stated that public school libraries are “a forum for government speech,” not a “forum for free expression.” Such justifications for censorship undermine the point of public education: to teach students not what to think of the world but how to think for themselves.

Despite this culture of censorship, 92% of parents, grandparents, and guardians trust librarians to curate appropriate books and materials, including making recommendations for their children. Many school districts are following their book challenge procedures and ultimately keeping books on shelves. Countless student groups, such as the Panther Anti-Racist Union in Pennsylvania and the Diversity Awareness Youth Literacy Organization in South Carolina, have been vocal in their opposition to book bans in their districts. And not only that, but successful in reversing bans.

Books are an accessible and vital means of sharing viewpoints and worlds. When they are vilified to the point where the knowledge they provide is confused with “indoctrination,” the core principles of public education and the freedom to read, learn, and think are in jeopardy. Education, at every age and every level, requires the inclusion of diverse viewpoints and experiences. Limiting the availability of materials based on ideological complaints has always been, and will always be, censorship. And censorship – even if it’s only affecting one school, one classroom, one student – requires vocal and strong opposition.

Loving books isn’t an unpopular opinion.

It’s time the book banners hear the majority they’re so desperately trying to silence.

ACKNOWLEDGMENTS

This data summary was written by Sabrina Baêta, program manager, Freedom to Read. The findings of the project rely heavily on the support and expertise of the Freedom to Read Program team: Kasey Meehan, director; Tasslyn Magnusson, PhD, senior consultant; and Madison Markham, assistant. The research draws from PEN America’s *Banned in the USA* school book bans reports and annual *Index of School Book Bans*.

Editorial and strategic support throughout the process was provided by Sam LaFrance, manager of editorial projects, Free Expression and Education Programs. Lisa Tolin, editorial director, and Jonathan Friedman, director, Free Expression and Education Programs, reviewed and edited the project. Suzanne Trimel, senior advisor, Communications and Media, provided communications framing and support.

Finally, we extend our gratitude to the many authors, teachers, librarians, parents, students, and citizens who are fighting book bans, speaking out in their communities, and raising attention to these issues. We are proud to stand with you in defending the freedom to read.

U.S. NEWS

Publisher, Authors Sue Iowa Over Book Ban

By JEFFREY A. TRACHTENBERG

Penguin Random House has filed a federal lawsuit seeking to block school book banning in Iowa, the latest effort by publishers, authors and teachers to counter the removal of works from school classrooms and libraries.

The legal action, filed Thursday in federal district court in the Southern District of Iowa, was prompted by a state law passed earlier this year that bans books in school libraries or classrooms that depict or describe sex acts. (Religious texts are exempt.) The law also bans books that address gender identity or sexual orientation for students in kindergarten through sixth grade.

The lawsuit says the law is so vague that it could potentially target an extremely broad range of books. Titles that have been removed in some Iowa school districts since the law passed include George Orwell's "1984," Toni Morrison's "The Bluest Eye," and Aldous Huxley's "Brave New World," according to a database created by the Des Moines Register.

"Authors have the right to communicate their ideas to students without undue interference from the government," the lawsuit says. "If the government dislikes an author's idea, it can offer a competing message. It cannot shut down the marketplace of ideas."

This is the first time that Penguin Random House has directly sued a state over its educational policies as they relate to school libraries and books in teacher classrooms.

The legal action comes at a time when book banning, often focused on titles about race or gender, is on the rise across the country. Penguin Random House, literary and free-speech organization PEN America and others in May filed a federal suit in Florida against the Escambia County School District and the Escambia County School Board. The suit challenges the removal and restriction of books in public-school libraries.

A recent report by PEN America found 3,362 instances of books that had been banned in the U.S. in public K-12 schools in the 2022-23 school

the Iowa State Education Association, which represents more than 50,000 public-school teachers and educators.

The defendants are three Iowa education executives representing the Iowa State Board of Education; the Iowa State Department of Education; the Iowa State Board of Educational Examiners; and two local school districts and their superintendents.

Efforts to reach the defendants and the attorney general of Iowa for comment were unsuccessful. In response to the lawsuit, a spokesman for Iowa Gov. Kim Reynolds, a Republican, pointed to an earlier statement this week in which the

governor said that books "with graphic depictions of sex acts have absolutely no place in our schools. If these books were movies, they'd be rated R."

Penguin Random House and the other plaintiffs are asking a federal judge to enter an order that would block the state from implementing the penalty provisions and prevent the schools from removing books from the shelves, said Dan Novack, Penguin Random House's associate

general counsel, in an interview.

"We've been looking at a disturbing nationwide trend of book bans," he said.

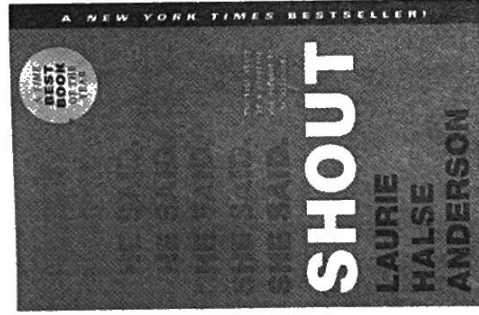
Two authors who are plaintiffs in the lawsuit said in separate interviews that they felt they had to take action.

Malinda Lo's novel "Last Night at the Telegraph Club" has been removed from some Iowa school districts, according to the Des Moines Register's database. The title, a National Book Award winner, is a coming-of-age story about a teenage Chinese American lesbian set in San Francisco in the 1950s.

"I'm an immigrant from China whose family came here to escape oppression," said Lo in an interview. "This feels like a direct attempt to suppress my freedom of speech."

Bestselling writer Laurie Halse Anderson said two of her titles, the novel "Speak" and her memoir "Shout," have been pulled from the shelves in some districts in Iowa. Both books address sexual violence.

"I write about real issues facing teenagers," said Anderson.



The memoir 'Shout'

year, a 33% leap from the previous school year.

Teachers and librarians found guilty of violating the state law could face disciplinary action, as could individual school districts. Although the law is already in place, its penalty provision doesn't take effect until Jan. 1.

Penguin Random House was joined in the suit by four authors, including John Green and Jodi Picoult, a high-school senior student, educators and

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

Wednesday January 17, 2024

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 December 18, 2023 minutes | p. 109 |
| B. Acceptance of the December 2023 receipts of \$3,410.62 | p. 116 |
| C. Approval of the December 2023 disbursements of \$2,360.69 | p. 117 |

III. New and Miscellaneous Business

IV. Adjournment

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, February 26, 2024.

Motion: To adjourn the January 17, 2024 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
December 18, 2023**

1. Call to Order

The meeting was called to order by President Karen Rock at 9:51 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: None.

1. General Public Comment Period: None.

2. Consent Agenda

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

A. Approval of the November 20, 2023 minutes

B. Acceptance of the November 2023 receipts of \$2,714.01

C. Approval of the November 2023 disbursements of \$20,797.26

1st Pisano

2nd Mark

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 Pisano

2nd Rumble

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 9:51 p.m. The next Trust Meeting will be held on Wednesday, January 17, 2023, following the regular meeting in the Delos Board Room.

Melissa Mark, Secretary

Date

DRAFT

Baldwin Public Library Trust: December 2023

December receipts totaled \$3,410.62. December disbursements totaled \$2,360.69.

The current value of the Trust is \$2,230,867.97, divided up in the following way:

	June 2023 - EOY	December 2023
Total endowment investments*	\$ 1,062,322.97	\$ 1,129,901.44
Endowment funds distributed for use	\$ 202,855.49	\$ 188,318.49
Total endowment funds	\$ 1,265,178.46	\$ 1,318,219.93
General spendable funds	\$ 382,420.94	\$ 463,798.19
Van Dragt fund	\$ 63,450.66	\$ 43,599.47
Building fund	\$ 334,358.33	\$ 354,295.54
Restricted funds**	\$ 49,360.61	\$ 26,231.30
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	\$ 912,648.04
Total endowment funds	\$ 1,265,178.46	\$ 1,318,219.93
Total non-endowment funds	\$ 854,314.08	\$ 912,648.04
Total of all Trust funds	\$ 2,119,492.54	\$ 2,230,867.97

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

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

As of December 31, 2023, the amount of money in the Trust that is undesignated stands at \$889,752.36.

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

<u>Index</u>	<u>2023: YTD</u>	<u>2022: Entire Year</u>
S&P 500-Equity Benchmark	24.23%	-19.44%
U.S. Aggregate-Bond Benchmark	5.53%	-12.44%
Blended Return of Both Benchmarks* (S&P 500: 75% and U.S. Aggregate: 25%)	19.57%	-17.69%
Baldwin Endowment Funds' Portfolio	9.80%	-20.66%
Endowment Funds' Performance Compared to Blended Return of Benchmarks	-9.76%	-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 December 31, 2023, the breakdown was as follows:

Raymond James Endowment Funds Account	\$1,143,733.15
Raymond James Building Mutual Funds Account	\$692,597.28
Huntington Bank Checking Account	\$3,723.43
Huntington Bank Money Market Account	<u>\$390,814.11</u>
Total	\$ 2,230,867.97

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

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
DECEMBER 31, 2023**

Investment and Cash Report									
	Prior Month Balance 11/30/23	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/23
Huntington Bank Checking:									
Endowment Money	\$0.00	\$0.00	\$0.00	\$2,320.27	\$14,665.07	\$2,320.27			\$0.00
Van Dragt Fund	\$0.00	\$0.00	\$0.00	\$0.00	\$19,851.19	\$0.00			\$0.00
Restricted Funds	\$3,723.32	\$0.11	\$0.98	\$30.42	\$23,335.59	\$30.42			\$3,723.43
Restricted Funds - Covid and Idea Lab	\$0.00	\$0.00	\$0.00	\$0.00	\$44.70	\$0.00			\$0.00
Subtotal - Restricted Funds	\$3,723.32								\$3,723.43
General Spendable Funds	\$0.00	\$0.00	\$0.00	\$0.00	\$142.33	\$0.00			\$0.00
TOTAL	\$3,723.32	\$0.11	\$0.98	\$2,350.69	\$58,038.88	\$2,350.69	\$0.00		\$3,723.43
Huntington Bank Money Market:									
Endowment Budgeted Funds	\$192,144.65	\$0.00	\$128.07	\$0.00		\$0.00	(\$2,320.27)		\$189,824.38
Endowment Investment Funds	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Building Fund	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$0.00
Van Dragt Fund	\$43,599.47	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$43,599.47
Restricted Funds	\$29,452.21	\$0.00	\$250.00	\$0.00		\$0.00	(\$30.42)		\$29,421.79
Restricted Fund - Covid	\$516.43	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$516.43
Restricted Fund - Idea Lab	\$1,955.30	\$0.00	\$0.00	\$0.00		\$0.00	\$0.00		\$1,955.30
General Spendable Funds	\$122,096.23	\$3,410.51	\$62,424.23	\$10.00	\$60.00	\$0.00	\$0.00		\$125,496.74
TOTAL	\$389,764.29	\$3,410.51	\$62,802.30	\$10.00	\$60.00	\$0.00	(\$2,350.69)		\$390,814.11
Raymond James & Associates:									
Endowment Fund Investments	\$1,065,121.70	\$0.00	\$0.00			\$0.00	\$0.00	\$61,752.49	\$1,126,874.19
Endowment Cash	\$16,007.64	\$0.00	\$900.00			\$0.00	\$0.00	\$851.32	\$16,858.96
Sub-total Endowment Funds	\$1,081,129.34	\$0.00	\$900.00			\$0.00	\$0.00	\$62,603.81	\$1,143,733.15
General Spendable Funds Cash	\$1,379.24	\$0.00	\$0.00			\$0.00	\$0.00	\$0.29	\$1,379.53
General Spendable Mutual Funds	\$324,550.12	\$0.00	\$0.00			\$0.00	\$0.00	\$12,373.40	\$336,923.52
General Spendable Building Mutual Funds	\$341,415.80	\$0.00	\$0.00			\$0.00	\$0.00	\$12,878.44	\$354,294.24
Sub-total General Spendable Funds	\$667,345.15	\$0.00	\$0.00			\$0.00	\$0.00	\$25,252.13	\$692,597.28
TOTAL	\$1,748,474.49	\$0.00	\$900.00			\$0.00	\$0.00	\$87,855.94	\$1,836,330.43
Total All Funds	\$2,141,962.10	\$3,410.62	\$63,703.28	\$2,360.69	\$58,098.88	\$2,350.69	(\$2,350.69)	\$87,855.94	\$2,230,867.97

DECEMBER 31, 2023

[illegible]

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

		Prior Month Balance 11/30/23	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 12/31/23
Gift & Tribute Funds	Purpose									
General Spendable Funds										
		\$448,024.14	\$3,410.51	\$62,424.23	\$10.00	\$202.33			\$12,373.54	\$463,798.19
Restricted Funds:										
Building Fund		\$341,416.95	\$0.00	\$0.00	\$0.00	\$0.00			\$12,878.59	\$354,295.54
Van Dragt Fund		\$43,599.47	\$0.00	\$0.00	\$0.00	\$19,851.19				\$43,599.47
Memorials/Tributes		\$9,631.84	\$0.11	\$250.98	\$0.00	\$0.00				\$9,631.95
Covid Project		\$516.43	\$0.00	\$0.00	\$0.00	\$0.00				\$516.43
Restricted Fund - Idea Lab		\$570.27	\$0.00	\$0.00	\$0.00	\$1,429.73				\$570.27
Friends										
	Adult Services Programs	\$6,732.81	\$0.00	\$0.00	\$0.00	\$4,903.85				\$6,732.81
	Young Adult Programs	\$134.08	\$0.00	\$0.00	\$0.00	\$3,034.95				\$134.08
	Youth Services Programs	\$2,757.14	\$0.00	\$0.00	\$30.42	\$3,498.39				\$2,726.72
	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	\$411,278.03	\$0.11	\$250.98	\$30.42	\$43,231.48	\$0.00	\$0.00	\$12,878.59	\$424,126.31
Rotary Room Fund										
	Naming Rights-Principal	\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$7,832.00
	Maintenance Funds	\$1,505.89	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,505.89
Ileane Thal Reference Desk										
		\$6,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$6,000.00
Miranda Burnett Reference Desk										
		\$9,385.65	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,385.65
Total Gift and Tribute Funds		\$884,025.71	\$3,410.62	\$62,675.21	\$40.42	\$43,433.81	\$0.00	\$0.00	\$25,252.13	\$912,648.04
Endowment Funds										
Endowment Budgeted Funds										
	General Funds	\$72,151.27	\$0.00	\$128.07	\$492.93	\$5,375.06				\$71,658.34
	Adult Large Print	\$590.94	\$0.00	\$0.00	\$0.00	\$2,101.22				\$590.94
	Adult Services Department	\$31,125.79	\$0.00	\$0.00	\$1,827.34	\$1,880.69				\$29,298.45
	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	\$6,210.04	\$0.00	\$0.00	\$0.00	\$3,034.83				\$6,210.04
	Youth Programs (Nix)	\$933.85	\$0.00	\$0.00	\$0.00	\$0.00				\$933.85
	Professional Development	\$16,009.85	\$0.00	\$0.00	\$0.00	\$1,415.12				\$16,009.85
	Staff Appreciation	\$2,465.98	\$0.00	\$0.00	\$0.00	\$224.13				\$2,465.98
	Koschik Building Fund	\$1,900.17	\$0.00	\$0.00	\$0.00	\$0.00				\$1,900.17
	Sub-total	\$190,638.76	\$0.00	\$128.07	\$2,320.27	\$14,665.07	\$0.00	\$0.00	\$0.00	\$188,318.49
Total Endowment Investments		\$1,067,297.63	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,603.81	\$1,129,901.44
Total Endowment Funds		\$1,257,936.39	\$0.00	\$1,028.07	\$2,320.27	\$14,665.07	\$0.00	\$0.00	\$62,603.81	\$1,318,219.93
Total All Trust Funds		\$2,141,962.10	\$3,410.62	\$63,703.28	\$2,360.69	\$58,098.88	\$0.00	\$0.00	\$87,855.94	\$2,230,867.97

TRUST RECEIPTS
December-23

Trust Money Mkt General Funds:

Friends of the Baldwin Public Library	\$	2,000.00	
Dorothy and Kenneth Anderson	\$	50.00	
Ellen and Ronald Schmier	\$	200.00	
Alexander J. Bongiorno, Incorporated in Memory of Lucille Greenwalt Parsons	\$	-	
Money Market Interest Income	\$	1,160.51	\$ 3,410.51

Friends of BPL:

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

Memorial/Book Fund:

Checking Account Interest	\$	0.11	\$ 0.11
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Trust Money Mkt Endowment Fund:

	\$	-
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Total Receipts at Huntington Bank

\$	3,410.62	\$ 3,410.62
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Raymond James

	\$0.00
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Total Trust Receipts (Before Bank Fees)

<u>\$3,410.62</u>	<u>\$3,410.62</u>
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Monthly Banking Fee on Money Market Account

\$ (10.00)	\$ (10.00)
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Total Trust Receipts (Net)

<u>\$3,400.62</u>	<u>\$3,400.62</u>
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01/09/2024 02:09 PM
User: 2540
DB: Birmingham

CHECK REGISTER FOR CITY OF BIRMINGHAM
CHECK DATE FROM 12/01/2023 - 12/31/2023

Page: 1/1

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
12/15/2023	LIBRY	6053	000902	CENGAGE LEARNING INC	438.25
12/15/2023	LIBRY	6054	007403	SUSAN DION	30.42
12/15/2023	LIBRY	6055	001090	INGRAM LIBRARY SERVICES	2,320.27
LIBRY TOTALS:					
Total of 3 Checks:					2,788.94
Less 0 Void Checks:					0.00
Total of 3 Disbursements:					2,788.94