



Baldwin Public Library
Library Board of Directors

Library Board Meeting

July 15, 2019

Bob Tera, President
Ashley Aidenbaum, Vice President
Melissa Mark, Secretary
Frank Pisano
James W. Suhay
David Underdown



Doug Koschik, Library Director

Baldwin Public Library

Mission

The Baldwin Public Library enriches Birmingham and participating communities by providing opportunities and resources for individuals of all ages and backgrounds to learn, connect and discover.

Vision

The Baldwin Public Library will be an essential resource for the community and its first choice for accessing the world's knowledge.

Core Values

We are committed to:

- ◆ Intellectual Freedom
- ◆ Equitable and Inclusive Access
- ◆ Education and Learning
- ◆ Welcoming Environment
- ◆ Integrity
- ◆ Partnerships
- ◆ Excellence



Adopted October 2010

Baldwin Public Library Board

TERA, ROBERT , President 315 Chesterfield Avenue Birmingham, MI 48009 Home: (248) 646-2575 Cell: (248) 515-6063 e-mail: sugimori@sbcglobal.net	Term expires 2019	Finance and Policy Committees
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AIDENBAUM, ASHLEY M. , Vice President 327 Southfield Rd. Apt. 2CS Birmingham, MI 48009 Home: (248) 892-2149 e-mail: ashleymariea@gmail.com	Term expires 2021	Communications and Personnel Committees
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MARK, MELISSA S. , Secretary 635 Puritan Birmingham, MI 48009 Home: (248) 644-8451 e-mail: weir527@gmail.com	Term expires 2021	Communications and Personnel Committees
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PISANO, FRANK 612 Davis Birmingham, MI 48009 Home: (248) 646-0463 Cell: (248) 835-6058 e-mail: frank.pisano@baldwinlib.org	Term expires 2021 Oppenheimer and Co. Inc. 385 South Eton Birmingham, MI 48009 Phone: (248) 593-3723	Building and Finance Committees
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SUHAY, JAMES W. , 740 Fairfax Birmingham, MI 48009 Home: (248) 642-8514 e-mail: jsuhay@sbcglobal.net	Term expires 2019	Finance and Building Committees
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UNDERDOWN, DAVID 437 Suffield Birmingham, MI 48009 Home: (248) 642-5337 Cell: 248 909-1072 e-mail: underdown34@gmail.com	Term expires 2019 Douglas Cleaners, Inc. Birmingham, MI 48009 Phone: (248) 644-6864 Fax: (248) 642-7067	Policy and Building Committees
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AHMET, KLEA , Student Representative Home: e-mail: kleaahmet07@gmail.com	Term expires February 2020	
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AGENDA

Baldwin Public Library Board Meeting
Monday, July 15, 2019 at 7:30 p.m.
Rotary Tribute & Donor Rooms

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. 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 June 17, 2019 minutes p. 6
- B. Approval of July 2019 vendor payments in the amount of \$112,345.52, including payments in excess of \$6,000 p. 9
- C. Approval of total expenses in the amount of \$389,602.79. p. 14

II. Board Reports and Special Announcements

- A. President's report
- B. Board comments
- C. Student Representative Report (Klea Ahmet) p. 81
- D. Staff anniversaries p. 73
- E. Upcoming events of interest (Rebekah Craft) p. 85

III. Board Committee Reports

- A. Finance Committee (Frank Pisano) p. 12
- B. Building Committee (Jim Suhay) p. 16

IV. Library Report p. 69

V. Liaisons

- A. Report from Friends of the Baldwin Public Library p. 107
- B. Beverly Hills (Lee Peddie, Mayor, Beverly Hills Village Council)
- C. Bloomfield Hills (Susan McCarthy, Mayor, Bloomfield Hills City Commission)

VI. Unfinished Business

VII. New & Miscellaneous Business

VIII. Items Removed from Consent Agenda

IX. Information Only

- A. Baldwin Public Library Code of Conduct p. 88
- B. 2019 Best Fiction for Young Adults p. 90
- C. Store Our Stories Flier p. 92
- D. Michigan Architecture Foundation Architecture Kits: Grades 1-3 p. 93
- E. Michigan Architecture Foundation Architecture Kits: Grades 4-6 p. 95
- F. City of Birmingham Quarterly Newsletter feature of Baldwin Public Library p. 97
- G. Beverly Bobcat Blog article "Ms. Susan, the BEST Librarian ~ZL & IV" p. 98
- H. *Downtown Publications* article "Portable planetarium visiting Baldwin" p.100
- I. *Birmingham Eagle* article "Baldwin to go backstage with MOT" p. 99
- J. *Birmingham Eagle* article "Library to host grown-ups for planetarium program" p. 99
- K. *Birmingham Eagle* article "Learn how astronauts live in space" p. 99
- L. *Downtown Publications* article "Baldwin Youth Services expansion contract set" p.101
- M. Wayne State University "Libraries, Instagram, and the future of social media" p.102
- N. *Birmingham Eccentric* article "Sky's the limit in Baldwin Library's Idea Lab" p.105
- O. Upcoming events of interest p.107

X. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.

XI. Adjournment

Next regular meeting of Library Board: Monday, August 19, 2019 at 7:30 p.m.

Suggested motion: To adjourn the July 15 Board Meeting.

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

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



BALDWIN PUBLIC LIBRARY
MINUTES, REGULAR MEETING
June 17, 2019

1. Call to Order and Roll Call

The meeting was called to order by President Bob Tera at 7:35 p.m.

Tera asked Ahmet to read aloud the Library's Mission Statement.

Library Board present: Bob Tera, Frank Pisano, Ashley Aidenbaum, Melissa Mark, and Student Representative Klea Ahmet

Absent and excused: Jim Suhay and Dave Underdown.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; and Paul Gillin, Administrative Assistant.

Friends of the Library Liaison: None.

Contract community representatives present: Lee Peddie, Mayor, Beverly Hills Village Council.

Members of the public present: None.

2. Consent Agenda:

Motion to approve the consent agenda.

1st Aidenbaum

2nd Mark

A roll call vote was taken.

Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

3. Board Reports and Special Announcements:

Tera gave Adult Services Library Assistant Lisa Christie special recognition "for the determination she has shown in mastering the Serials module in Polaris--Baldwin's new integrated library system. She has taken charge of the process and done much self-teaching, utilizing the helps in Polaris as well as the training documentation. The process of creating a holdings record for each magazine and newspaper to which the library subscribes has been a huge undertaking, and on top of creating all of those records Lisa has also had to master the serials check-in process. She is a great problem solver, has avoided becoming discouraged, and through it all has continued to help the librarians and patrons at the Adult Services desk with genuine warmth and kindness."

Tera mentioned the use of illicit drugs by patrons at some libraries. A bill under consideration in the



Michigan legislature would allow librarians to store and administer opioid overdose antidotes with legal immunity.

Next, Pisano acknowledged the following staff anniversaries: Gantz (17 years); O’Brien (18 years); Rothley (5 years); and Smith (16 years).

Craft highlighted a few upcoming events of interest, details of which can be found on pages 76-77 of the June Board packet. Ahmet commented on her upcoming service project for homeless pets.

Board Committee Reports:

Finance Committee: Pisano reported that the Committee met on Tuesday, June 11, 2019. Complete minutes of these meetings are on pages 14-16 of the June Board packet. The budget for FY 2018-2019 continues to track well.

Motion: To approve the appropriations and amendments to the fiscal year 2018-2019 budget as follows:

Revenues:

Draw from Fund Balance	271-000.000-400.0000	\$225,000
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Expenditures:

Operating Supplies	271-790.000-729.0000	\$ 13,000
Architectural Services	271-790.000-901.0600	\$ 75,000
ILS Services	271-790.000-830.0200	\$ 23,000
Furniture	271-790.000-972.0000	\$ 90,000
Buildings	271-790.000-977.0000	\$ 24,000
Total Expenditures		\$225,000

1st Pisano

2nd Aidenbaum

Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

The next meeting of the Finance Committee will take place on Monday, July 8, 2019 at 4:30 p.m.

Building Committee: Pisano reported that a working committee met two times over the past month. The complete report can be found on pages 17-22 of the June Board packet.

Motion: To approve Library Design Associates as the furniture, fixtures, and equipment contractor for the Youth Room expansion and renovation project, as recommended by the Library Building Committee, for an amount not to exceed \$475,824.

1st Pisano

2nd Mark



Yeas: Tera, Pisano, Aidenbaum, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

4. Library Report:

Koschik highlighted a few items from the Key Metrics Dashboard on page 24 of the June Board packet and thanked the Eick family for their continued support of the round flower bed in front of the Library. He also updated the Board on the sculpture on the southwest corner of the property. Craft reviewed a few additional items from the Library report, including some statistics on the kickoff of the summer reading program on June 14, 2019. The complete Library Report can be found on pages 23-39 of the June Board packet.

5. Liaisons:

Friends of Baldwin Public Library: There was no report, but Koschik called attention to page 39 of the June Board packet for details on the Friends May 2019 expenditures and book sales.

Beverly Hills: Peddie thanked the BPL staff and Board members who participated in the Memorial Day parade and said she will make sure the upcoming Library-sponsored events at Beverly Park are mentioned at an upcoming Beverly Hills Council meeting.

Bloomfield Hills: There was no report.

6. Unfinished Business: There was no unfinished business.

7. New and Miscellaneous Business: There was none.

8. Information Only: See pages 41-77 of the June Board packet.

9. Adjournment:

Motion: To adjourn the meeting.

1st Pisano

2nd Mark

Yeas: Tera, Aidenbaum, Pisano, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:15 p.m. The next regular meeting will be on Monday, July 15, 2019 at 7:30 p.m.

Melissa Mark, Secretary

Date

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

Check Number	Vendor #	Vendor	Amount
	006638	ACTION MAT & TOWEL RENTAL	43.50
	007745	ALL COVERED	21,817.00
	000843	BAKER & TAYLOR BOOKS	13,591.98
	000408	BALDWIN PUBLIC LIBRARY	99.53
	004867	BALDWIN PUBLIC LIBRARY TRUST	147.40
	000421	BLACKSTONE PUBLISHING	693.96
	000902	CENGAGE LEARNING INC	307.10
	004269	CENTER POINT LARGE PRINT	365.53
	004680	DALTON COMM. CLEANING CORP	495.00
	005651	FINDAWAY WORLD, LLC	569.91
	003530	INFORMATION TODAY INC	301.53
	008827	KANOPY, INC	445.00
	000312	LUCKENBACH-ZIEGELMAN ARCHITECT	940.00
	002649	MERGENT INC.	327.00
	006463	MICHAEL WASHINGTON	2,080.00
	007927	MICHELLE HOLLO	1,233.75
	002013	MIDWEST TAPE	18,538.68
	001194	NELSON BROTHERS SEWER	120.00
	000678	OCLC, INC.	289.93
	000481	OFFICE DEPOT INC	2,406.43
	006785	OVERDRIVE, INC.	6,209.26
	007678	PENGUIN RANDOM HOUSE LLC	123.75
	000733	RECORDED BOOKS, LLC	333.80
	009024	THE D.M. BURR GROUP	3,221.32
	000797	THE LIBRARY NETWORK	45.00
	000158	VERIZON WIRELESS	28.84
1060	000795	LIBRARY DESIGN ASSOCIATES, INC.	3,184.76
266816	007745	ALL COVERED	1,621.75
266856	002067	CENTRAL PARKING SYSTEM	2,012.00
266859	007615	CINTAS CORPORATION-K11	205.64
266875	000575	DEMCO, INC	186.69
266885	004493	ELITE IMAGING SYSTEMS	1,392.56
266928	000773	DOUGLAS KOSCHIK	50.46
266936	003527	LOWER HURON SUPPLY CO INC	764.30
266984	006347	SOUTHERN COMPUTER WAREHOUSE	127.38
266985	007907	SP+ CORPORATION	1,400.00
267008	009026	WELLS FARGO VENDOR FIN SERV	677.87
267026	006759	AT&T	592.03
267032	003904	CAPITAL ONE BANK	5,988.47
267035	005238	CBTS	254.20
267040	000627	CONSUMERS ENERGY	1,094.00
267045	000179	DTE ENERGY	6,060.41
267068	006666	GRID 4 COMMUNICATIONS INC.	285.80
267127	007745	ALL COVERED	6,647.00
267140	006782	BIBLIOTHECA, LLC	1,899.45
267145	MISC	BRANDON TOWNSHIP PUBLIC LIBRARY	23.00
267176	001063	EASTMAN FIRE PROTECTION INC	273.64
267180	000585	FARMINGTON COMM. LIBRARY ⁹	217.79

Register of Claims

Baldwin Public Library

300 W. Merrill Street
Birmingham, MI 48009

Check Number	Vendor #	Vendor	Amount
267181	008989	ELIZABETH FINNELL	300.00
267183	003916	FRIENDS OF BALDWIN LIBRARY	52.00
267187	009030	SYNTHA GREEN	111.71
267188	000249	GUARDIAN ALARM	197.41
267226	MISC	NETWORK REPORTING	75.00
267243	007098	SHAW SYSTEMS & INTEGRATION	1,875.00
Total:			112,345.52

I hereby certify that each of the above invoices are true and correct.

_____, 20____

Executive Library Director

Allowance of Vouchers

The Library Board of Directors of the Baldwin Public Library has examined the claims listed on the foregoing Register of claims and except for claims not allowed as shown on the Register such claims are hereby approved and dated in accordance with MCL 397.210a and the Birmingham City Charter.

Secretary of the Baldwin Public Library Board

BOARD COMMITTEE REPORTS

Finance Committee

Building Committee

Policy Committee

July Finance Committee Report

The Baldwin Public Library Board's Finance Committee met on Monday, June 8, 2019, at 4:30 p.m. in the Delos Board Room. Present were Frank Pisano, Jim Suhay, Bob Tera, Doug Koschik, and Rebekah Craft.

- Doug gave a preliminary end-of-year report on the FY 2018-19 budget. Revenue still to be received includes state aid and penal fines. Expenses for FY 2018-19 will be over budget but not as much as was initially anticipated when the budget resolution was passed at the June 2019 Library Board meeting. Koschik will give an update on the FY 2018-19 budget at the July 15 Board Meeting.
- Craft discussed June Trust expenditures with the Friends of the Baldwin Public Library's funds.
- The next meeting of the Finance Committee will take place on Monday, August 12, 2018, at 4:30 p.m.

BALDWIN PUBLIC LIBRARY
REVENUE AND EXPENSE REPORT 2018-19
JUNE 2019

	Approved 2018-19 Budget	Current Month Budget June 2019	Current Month Actual June 2019	Variance For Month	Y-T-D Budget 2018-19	Y-T-D Actual 2018-19	Variance For Y-T-D	% Received/ Spent	Prior year Y-T-D 2017-18	12th Month	
										100% of the year	% Received/ Spent Prior Y-T-D
REVENUES											
TAXES	\$3,249,870	\$0	\$0	\$0	\$3,249,870	\$3,262,679	\$12,809	100.4%	\$3,111,802	99.8%	
PROVISION FOR TAX LOSS	(\$15,000)	(\$1,250)	\$0	\$1,250	(\$15,000)	(\$3,433)	\$11,567	22.9%	(\$3,147)	21.0%	
COUNTY AND STATE REVENUE	\$102,600	\$0	\$0	\$0	\$17,050	\$21,247	\$4,197	20.7%	\$105,476	102.7%	
LOCAL GRANTS	\$0	\$0	\$0	\$0	\$0	\$45,000	\$45,000	100.0%	\$32,724	100.0%	
COMMUNITY CONTRACTS	\$898,780	\$223,472	\$226,382	\$2,910	\$898,780	\$902,708	\$3,928	100.4%	\$879,115	100.4%	
PATRON USE REVENUE	\$82,600	\$6,887	\$6,230	(\$657)	\$82,600	\$89,207	\$6,607	108.0%	\$92,103	96.6%	
INVESTMENT INCOME	\$36,920	\$3,084	\$3,973	\$889	\$36,920	\$46,820	\$9,900	126.8%	\$9,559	86.9%	
TOTAL REVENUE	\$4,355,770	\$232,193	\$236,585	\$4,392	\$4,270,220	\$4,364,228	\$94,008	100.2%	\$4,227,631	100.9%	
EXPENSES											
PERSONNEL SERVICES	\$2,273,420	\$311,420	\$266,757	(\$44,663)	\$2,273,420	\$2,211,166	(\$62,254)	97.3%	\$2,079,430	99.1%	
SUPPLIES	\$88,500	\$19,754	\$6,426	(\$13,328)	\$88,500	\$88,536	\$36	100.0%	\$74,516	99.4%	
CONTRACTED SERVICES	\$429,500	\$107,250	\$25,950	(\$81,300)	\$429,500	\$412,775	(\$16,725)	96.1%	\$363,969	123.0%	
TECHNOLOGY & MAINTENANCE	\$173,000	\$26,000	\$2,909	(\$23,091)	\$173,000	\$178,458	\$5,458	103.2%	\$94,652	69.6%	
UTILITIES	\$100,500	\$8,500	\$8,206	(\$294)	\$100,500	\$83,624	(\$16,876)	83.2%	\$86,216	87.1%	
OTHER CHARGES	\$66,170	\$5,170	\$4,157	(\$1,013)	\$66,170	\$65,029	(\$1,141)	98.3%	\$61,701	104.5%	
BUILDING IMPROVEMENTS & FURNISHINGS	\$236,000	\$124,000	\$29,418	(\$94,582)	\$236,000	\$235,599	(\$401)	99.8%	\$73,670	46.0%	
COLLECTIONS	\$587,700	\$49,425	\$45,780	(\$3,645)	\$587,700	\$568,553	(\$19,147)	96.7%	\$564,910	100.8%	
TOTAL EXPENSES	\$3,954,790	\$651,519	\$389,603	(\$261,916)	\$3,954,790	\$3,843,741	(\$111,049)	97.2%	\$3,399,065	97.6%	
VARIANCE	\$400,980	(\$419,326)	(\$153,017)	\$266,309	\$315,430	\$520,488	\$205,058				
FUND BALANCE-BEGINNING OF YEAR						\$1,289,553					
FUND BALANCE-CURRENT						\$1,810,041					

The fund balance should be not less than 25% of annual operating expenditures and not more than 35% of annual expenditures, except when the Library is building a fund balance in support of specific non-recurring projects.
Note: Of the \$3,249,870 in Birmingham tax revenue, \$2,556,574 is for operating expenses, and \$693,296 is for pre-funding the Youth Room expansion and renovation.

FINANCIAL REPORT: JUNE 2019

This report references the Revenue and Expense Report 2018-19, found on the following page. At 100% of the way through fiscal year 2018-2019, the Library has spent 97.2% of its budget and received 100.2% of its revenue. By this point of the year, the Library was budgeted to have spent 100% of its budget and to have received 98% of its revenue. Payment was made to All Covered for San Dual Controller SFF Storage, Hard Drive & Care Pack (\$28,464.00). The month included three payroll periods. The fourth quarter health care adjustment was also made (\$20,337.36).

Vendor payments in excess of \$6,000:

All Covered	\$28,464.00
Baker & Taylor Books	\$13,591.98
DTE Energy	\$6,060.41
Midwest Tape	\$18,538.68
Overdrive, Inc.	\$6,209.26
Total vendor payments in excess of \$6,000	\$72,864.33

Balance of vendor payments less than \$6,000	\$39,481.19
Total vendor payments	\$112,345.52

City of Birmingham allocations:

Payroll Period 5/19-6/1	\$76,914.43
Payroll Period 6/2-6/15	\$80,260.05
Employee Health Care Payroll Deduction	(\$657.00)
Payroll Period 6/15-6/29	\$79,743.85
Fixed Past Retirement Health Care Cost	\$6,929.92
Fixed Past Retirement Cost	\$3,228.67
Fourth Quarter Hospitalization Adjustment	\$20,337.36
BS&A Software Charge	\$248.19
Administrative Services	\$8,740.83
MML Insurance Premium	\$380.83
Beier Howlett P.C.	\$62.50
Water & Sewer Usage 1/15/19-4/18/19	\$1,051.62
Credit Card Processing Fee-April	\$175.22
Total City of Birmingham allocations	\$277,416.47

Reconciling adjustments:

Friends Book Sale Credit Card Charges-Reimbursed Friends in June	(\$52.00)
Baldwin Public Library Trust Adult Services Program Credit Card Charges-Reimbursed Trust in June	(\$107.20)
Total expenses for the month	\$389,602.79

ADDITIONAL BUDGET INFORMATION FOR FY 2018-19

FOCUS ON OPERATING BUDGET

Baldwin's <i>total</i> revenues, to date	\$4,364,228
Amount of additional millage for Youth Room project	<u>\$ 693,296</u>
Total <i>operating</i> revenues, to date	\$3,670,932
Total expenses, to date	\$3,843,741
Total of operating expenses over operating revenues	\$ 172,809

During the course of the year, we incurred higher than expected expenses in:

- Architectural Services and Other Contracted Services because of planning activities for the Youth Room project
- Furniture and Building Improvements for Grand Hall furniture and carpeting
- ILS Services for the Polaris migration
- Operating Supplies for Idea Lab materials

Also, note that the Revenue and Expense Report on page 13 of this Board packet contains numbers in the "Approved 2018-19 Budget" column which reflect the expense adjustments approved at the June 17 Board meeting and which are shown in the June 17 Board minutes on page 7 of this Board packet. For example, the original budget for Supplies was \$75,500, but after the June 17 resolution, the budget for Supplies was increased to \$88,500.



MEMORANDUM

Building Department

DATE: June 13, 2019

TO: Joseph A. Valentine, City Manager

FROM: Bruce R. Johnson, Building Official

SUBJECT: BPL Youth Services Expansion & Renovation

INTRODUCTION:

The Baldwin Public Library Youth Services Expansion & Renovation project consists of a 2,025 square foot one-story addition to the east of the current building, an interior renovation of approximately 5,500 square feet of the existing one-story Youth Services portion of the building. The existing public toilet rooms on the first floor of the Library will also be renovated as part of this project.

BACKGROUND:

A Request for Proposals (RFP) for the Youth Services project was posted on the Michigan Inter-Governmental Trade Network (MITN) on February 27, 2019. The RFP included detailed plans and specifications for the complete project that were previously reviewed and approved by Building Department Staff for construction. A pre-bid meeting was held at the Library on March 13, 2019, for prospective bidders to learn more about the project and view the existing conditions in the area of the proposed construction. This meeting was attended by several contractors, City and Library Staff, along with the project architect. We described the addition and renovation to the attendees and answered several detailed question regarding the project.

The original deadline to submit proposals for the project was April 10, 2019. An addendum to the RFP was issued extending the deadline to April 17, 2019, allowing an additional week to accommodate spring break vacations. Five contractors submitted proposals for the project as shown in the following table sorted from lowest to highest grand total:

	CONTRACTOR	TOTAL	ALTERNATES	GRAND TOTAL
1.	Steel Equipment Company	\$1,640,000	\$12,000	\$1,652,000
2.	Shaw Construction Management Company	Not shown	\$5,000	\$1,740,000
3.	Quadrants Development, LLC	\$1,824,620	\$11,380	\$1,836,000
4.	The Dailey Company	\$1,910,000	\$10,000	\$1,920,000
5.	R & E Development Group, LLC	\$2,184,334	\$1,650	\$2,185,984

City Staff reviewed the proposals for conformance to the RFP and narrowed the list down to two responsive contractors qualified to perform the work. The two contractors were The Dailey Company and R & E Development Group, LLC. The other three proposals were incomplete and lacking information that was requested in the RFP.

A review committee consisting of City Staff, Library Staff, and the architects for the project reviewed the two proposals and determined both contractors qualified for the project. It was

decided not to move forward with any alternates. Accordingly, the review committee determined that The Dailey Company is the most responsive and qualified bidder with the lowest price and recommends they be selected for the Youth Services Expansion & Renovation Project. Funds are available in the Buildings Improvements Account No: 271-790.000-977.0000.

The Library Board reviewed the review committee's recommendation and unanimously passed the following resolution in support of the recommended contractor:

"To support the Dailey Company as the construction contractor for the Youth Room expansion and renovation project, as recommended by the City and Library review committee, for an amount not exceed \$1,910,000 to be paid by the Library, and furthermore to recommend that the Birmingham City Commission approve The Dailey Company as the construction contractor."

LEGAL REVIEW:

The City Attorney has reviewed and signed the agreement.

FISCAL IMPACT:

The Library has budgeted and allocated funds for this project.

SUMMARY

It is recommended that the City Commission approve the construction agreement with The Dailey Company for the addition to and renovation of the Youth Room at the Baldwin Public Library.

ATTACHMENTS:

- Request for Proposals with Signed Agreement
- Library Support Memo
- The Dailey Company Proposal
- Certificate of Insurance
- Performance Bond

SUGGESTED RESOLUTION:

To approve the agreement with The Dailey Company for the Baldwin Public Library Youth Services Expansion & Renovation as described in the attachment A of the Request for Proposals, in the amount not to exceed \$1,910,000.00 from account #271-790.000-977.0000, and further to direct the Mayor and City Clerk to sign the agreement on behalf of the City.

To: Joe Valentine, Birmingham City Manager
 From: Doug Koschik, Baldwin Public Library Director
 Date: June 13, 2019
 Subject: Library Youth Room expansion and renovation

At its June 17 meeting, the Baldwin Public Library Board of Directors will award the contract for FFE (furniture, fixtures, and equipment) for the Youth Room expansion and renovation to Library Design Associates (LDA).

At its May 20 meeting, the Baldwin Public Library Board of Directors unanimously passed the following resolution:

To support The Dailey Company as the construction contractor for the Youth Room expansion and renovation project, as recommended by the City and Library review committee, for an amount not to exceed \$1,910,000, to be paid by the Library, and furthermore to recommend that the Birmingham City Commission approve The Dailey Company as the construction contractor.

The current estimated costs of the project are shown below:

Construction bid from The Dailey Company	\$1,910,000
FFE bid from Library Design Associates	\$475,824
FFE costs from third parties	\$28,467
Architectural/engineering consulting fees	\$168,498
Owner's contingency	\$116,563
Total project cost	\$2,699,352
Budget	\$2,447,823
Estimated amount the project is over budget	\$251,529

The Youth Room expansion and renovation is currently projected to come in approximately 10% over budget because of higher-than-anticipated construction costs resulting from the booming construction industry. The Library will cover all of the increased costs by spending more money than previously anticipated from its fund balance as well as from its Trust. The Library will also use \$219,000 it has accumulated through successful fundraising efforts.

This project is partially funded through a temporary increase in the Library's millage rate—an additional 0.2891 mills in FY 2018-19, an additional 0.2714 mills in FY 2019-20, and an additional 0.2567 mills in FY 2020-21. The total revenue from the three years of additional millage rates comes to slightly over \$2,000,000, which is approximately 75% of the total project cost.

**REQUEST FOR PROPOSALS
For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION AND
RENOVATION**

Sealed proposals endorsed “**BPL Youth Services Expansion and Renovation**”, will be received at the Office of the City Clerk, 1551 Martin Street, PO Box 3001, Birmingham Michigan, 48012, until April 10, 2019 at 2:00 pm after which time bids will be publicly opened and read.

Bidders will be required to attend a mandatory pre-bid meeting on Wednesday, March 13, 2019, at 2:00 p.m. in the Rotary Room of the Baldwin Public Library, 300 W. Merrill Street, Birmingham, MI 48009. Bidders must register for the pre-bid meeting by Tuesday, March 12 by contacting Brigette Moran at (248) 530-1843 or bmoran@bhamgov.org.

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to perform an expansion and renovation of the Youth Services section of the Baldwin Public Library (BPL), as well as landscaping work on the three exterior sides of Youth Services, including a children’s garden and a children’s courtyard. This work must be performed as specified in accordance with the specifications contained in this Request For Proposals (RFP).

The RFP, including the Specifications, may be obtained online from the Michigan Inter-governmental Trade Network at <http://www.mitn.info> or at the City of Birmingham, 151 Martin St., Birmingham, Michigan, ATTENTION: Brigette Moran

The acceptance of any proposal made pursuant to this invitation shall not be binding upon the City until an agreement has been executed by the City.

- Submitted to MITN:** Wednesday, February 27, 2019
- Mandatory Pre-Bid Meeting:** Wednesday, March 13, 2019 at 2:00 p.m.
Baldwin Public Library – Rotary Room
RSVP to bmoran@bhamgov.org by 4:00 p.m.
on Tuesday, March 12, 2019
- Deadline for Submissions:** Wednesday, April 10, 2019 at 2:00 p.m.
- Contact Person:** Bruce Johnson, Building Official
City of Birmingham
P.O. Box 3001, 151 Martin Street
Birmingham, MI 48012-3001
Phone: (248) 530-1842
Email: bjohnson@bhamgov.org

REQUEST FOR PROPOSALS
For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION
AND RENOVATION

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INTRODUCTION

For purposes of this request for proposals the City of Birmingham will hereby be referred to as "City" and the private firm will hereby be referred to as "Contractor."

The City of Birmingham, Michigan is accepting sealed bid proposals from qualified professional firms to perform the following work:

Interior renovation of approximately 5,500 SF of the one-story building Youth Services Library (which is a 1960 addition to the 1927 Main Library Building) The renovation includes two existing public toilet rooms (part of the 1980 Adult Services Addition). The Work also includes a partial demolition of the existing Youth Library exterior façade and a 2,025 SF one-story-building addition to the North, South & East of the existing Youth Library structure.

This work must be performed as detailed in the specifications outlined by the Scope of Work contained in this Request For Proposals (RFP).

During the evaluation process, the City reserves the right where it may serve the City's best interest to request additional information or clarification from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation.

It is anticipated the selection of a firm will be completed by late May 2019, with the contract awarded in June. An Agreement for services will be required with the selected Contractor. A copy of the Agreement is contained herein for reference as Attachment A. Contract services will commence upon execution of the service agreement by the City.

REQUEST FOR PROPOSALS (RFP)

The purpose of this RFP is to request sealed bid proposals from qualified parties presenting their qualifications, capabilities and costs to perform an expansion and renovation of the Youth Services section of the Baldwin Public Library.

MANDATORY PRE-BID MEETING

Prior to submitting a bid, interested firms are required to attend a pre-bid meeting to conduct an on-site visit of the project location to make inquiries about the RFP. The pre-bid meeting is scheduled for Wednesday, March 13, 2019, at 2:00 p.m. in the Rotary Room of the Baldwin Public Library located at 300 W. Merrill Street, Birmingham, MI 48009.

INVITATION TO SUBMIT A PROPOSAL

Proposals shall be submitted no later than Wednesday, April 10, 2019 at 2:00 p.m. to:

City of Birmingham
Attn: City Clerk
151 Martin St.
Birmingham, Michigan 48009

One (1) original and two (2) copies shall be submitted. The proposal should be firmly sealed in an envelope, which shall be clearly marked on the outside, "**Baldwin Public Library Youth Services Expansion and Renovation**". Any proposal received after the due date cannot be accepted and will be rejected and returned, unopened, to the proposer. Proposer may submit more than one proposal provided each proposal meets the functional requirements.

INSTRUCTIONS TO BIDDERS

1. Any and all forms requesting information from the bidder must be completed on the attached forms contained herein (see Contractor's Responsibilities). If more than one bid is submitted, a separate bid proposal form must be used for each.
2. Any request for clarification of this RFP shall be made in writing and delivered to: Bruce Johnson, Building Official, City of Birmingham, 151 Martin Street., Birmingham, MI 48009, or bjohnson@bhamgov.org. Such request for clarification shall be delivered, in writing, no later than 3 days prior to the deadline for submissions.
3. All proposals must be submitted following the RFP format as stated in this document and shall be subject to all requirements of this document including the instruction to respondents and general information sections. All proposals must be regular in every respect and no interlineations, excisions, or special conditions shall be made or included in the RFP format by the respondent.
4. The contract will be awarded by the City of Birmingham to the most responsive and responsible bidder with the lowest price and the contract will require the completion of the work pursuant to these documents.
5. Each respondent shall include in their proposal, in the format requested, the cost of performing the work. Municipalities are exempt from Michigan State Sales and Federal Excise taxes. Do not include such taxes in the proposal figure. The City will furnish the successful company with tax exemption information when requested.

6. Each respondent shall include in their proposal the following information: Firm name, address, city, state, zip code, telephone number, and fax number. The company shall also provide the name, address, telephone number and e-mail address of an individual in their organization to whom notices and inquiries by the City should be directed as part of their proposal.

EVALUATION PROCEDURE AND CRITERIA

The evaluation panel will consist of City staff and any other person(s) designated by the City who will evaluate the proposals based on, but not limited to, the following criteria:

1. Ability to provide services as outlined.
2. Related experience with similar projects, Contractor background, and personnel qualifications.
3. Quality of materials proposed.
4. Overall costs.
5. References.

TERMS AND CONDITIONS

1. The City reserves the right to reject any or all proposals received, waive informalities, or accept any proposal, in whole or in part, it deems best. The City reserves the right to award the contract to the next most qualified Contractor if the successful Contractor does not execute a contract within ten (10) days after the award of the proposal.
2. The City reserves the right to request clarification of information submitted and to request additional information of one or more Contractors.
3. The City reserves the right to terminate the contract at its discretion should it be determined that the services provided do not meet the specifications contained herein. The City may terminate this Agreement at any point in the process upon notice to Contractor sufficient to indicate the City's desire to do so. In the case of such a stoppage, the City agrees to pay Contractor for services rendered to the time of notice, subject to the contract maximum amount.
4. Any proposal may be withdrawn up until the date and time set above for the opening of the proposals. Any proposals not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide the services set forth in the proposal.
5. The cost of preparing and submitting a proposal is the responsibility of the Contractor and shall not be chargeable in any manner to the City.

6. The successful bidder will be required to furnish a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.
7. Payment will be made within thirty (30) days after invoice is accepted by the City. Acceptance by the City is defined as authorization by the designated City representative to this project that all the criteria requested under the Scope of Work contained herein have been provided. Invoices are to be rendered each month following the date of execution of an Agreement with the City.
8. The Contractor will not exceed the timelines established for the completion of this project.
9. The successful bidder shall enter into and will execute the contract as set forth and attached as Attachment A.

CONTRACTOR'S RESPONSIBILITIES

Each bidder shall provide the following as part of their proposal:

1. Complete and sign all forms requested for completion within this RFP.
 - a. Bidder's Agreement (Attachment B)
 - b. Cost Proposal (Attachment C)
 - c. Iran Sanctions Act Vendor Certification Form (Attachment D)
 - d. Agreement (Attachment A) (**only if selected by the City**).
2. Provide a description of completed projects that demonstrate the firm's ability to complete projects of similar scope, size, and purpose, and in a timely manner, and within budget.
3. Provide a written plan detailing the anticipated timeline for completion of the tasks set forth in the Scope of Work.
4. Provide a description of the firm, including resumes and professional qualifications of the principals involved in administering the project.
5. Provide a list of sub-contractors and their qualifications, if applicable.
6. Provide three (3) client references from past projects, including current phone numbers. At least two (2) of the client references should be for projects of similar nature and scope in the Contractor's proposal.

7. The Contractor will be responsible for the disposal of all material, unless otherwise noted in this RFP. The Contractor will be responsible for any damages which occur as a result of any of employees or subcontractors of the Contractor during this project.
8. The contractor will be responsible for getting all necessary building permits for this project. There will be no cost to the contractor for required City permits.
9. The successful bidder shall provide a Performance Bond in an amount not less than 100% of the contract price in favor of the City of Birmingham, conditioned upon the faithful performance of the contract, and completion on or before the date specified.
10. Provide a project timeline addressing each section within the Scope of Work (i.e., demolition, construction, interior renovation) and a description of the overall project approach. Include a statement that the Contractor will be available according to the proposed timeline.

CITY'S RESPONSIBILITIES

1. The City's Building Official shall be designated as the City's representative (i.e., Project Coordinator) to work with the Contractor to coordinate both the City's and Contractor's efforts and to inspect and verify any work performed by the Contractor.
2. The City will provide a sealed set of architectural drawings and specifications to the selected Contractor.
3. The Library will provide access to the Baldwin Public Library during regular business hours or during nights and weekends as approved by the Library's designated representative. Normal hours for construction activity are between 7:00 a.m. and 7:00 p.m. Monday through Saturday.

CHANGE ORDERS

The Contractor may request or the City may order changes in the Work or the timing or sequencing of the Work that impacts the Contract price or the Contract time. All such changes in the Work that affect Contract specifications, time or price shall be formalized in a Change Order.

- A. The City reserves the right, at any time during the progress of the Work, to make necessary alterations of, deviations from, additions to, or deletions from the Contract, or to require the performance of extra work neither covered by the Plans and

Specifications nor included in the Contractor's Proposal, but forming a part of the contracted Work.

- B. The Contractor shall not proceed with any Changed or Extra Work without a written Contract Change Order approved by the City. Any Changed or Extra Work performed by Contractor without approval from the City shall be done solely at the Contractor's risk; the Contractor hereby waives any claim for additional compensation.
- C. Changed or Extra Work shall in no way injuriously affect to invalidate the Contract or the Contractor's bonds, but the difference in cost shall be added to or deducted from the Contract Price, as the case may be. No anticipated profits shall be allowed for Work deleted.
- D. Any Changed or Extra Work shall be considered a part of the Contract, subject to all of its terms, conditions, stipulations, review, guaranties, and tests and may be performed without notice to the Surety on the Contractor's bonds. The Contractor and Surety hereby agree to these provisions.
- E. If the Change Order provides for an adjustment to the Contract Sum, the adjustment shall be based on one of the following methods as requested by the City:
 - 1) mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation;
 - 2) unit prices stated in the Contract Documents or subsequently agreed upon;
 - 3) cost to be determined in a manner agreed upon by the parties and a mutually acceptable fixed or percentage fee.

SETTLEMENT OF DISPUTES

The successful bidder agrees to certain dispute resolution avenues/limitations. Please refer to paragraph 17 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

INSURANCE

The successful bidder is required to procure and maintain certain types of insurances. Please refer to paragraph 12 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONTINUATION OF COVERAGE

The Contractor also agrees to provide all insurance coverages as specified. Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the agreement, the City may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the contract amount. In obtaining such coverage, the City shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

EXECUTION OF CONTRACT

The bidder whose proposal is accepted shall be required to execute the contract and to furnish all insurance coverages as specified within ten (10) days after receiving notice of such acceptance. Any contract awarded pursuant to any bid shall not be binding upon the City until a written contract has been executed by both parties. Failure or refusal to execute the contract shall be considered an abandonment of all rights and interest in the award and the contract may be awarded to another. The successful bidder agrees to enter into and will execute the contract as set forth and attached as Attachment A.

INDEMNIFICATION

The successful bidder agrees to indemnify the City and various associated persons. Please refer to paragraph 13 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

CONFLICT OF INTEREST

The successful bidder is subject to certain conflict of interest requirements/restrictions. Please refer to paragraph 14 of the Agreement attached as Attachment A for the details and what is required of the successful bidder.

EXAMINATION OF PROPOSAL MATERIALS

The submission of a proposal shall be deemed a representation and warranty by the Contractor that it has investigated all aspects of the RFP, that it is aware of the applicable facts pertaining to the RFP process and its procedures and requirements, and that it has read and understands the RFP. Statistical information which may be contained in the RFP or any addendum thereto is for informational purposes only.

PROJECT TIMELINE

Bids due: April 10, 2019
Contractor Selected: Late May 2019
Contract Awarded: June 2019

The Contractor shall complete this project in accordance with the timeframe established in Attachment B. The Contractor shall not exceed the timelines established for the completion of this project, unless otherwise agreed to by the parties.

SCOPE OF WORK

The Contractor shall perform the following services in accordance with the requirements as defined and noted herein:

1. This project will be carried out in accordance with the requirements defined by the Baldwin Public Library Birmingham, Michigan Project Manual – Bid Package dated February 12, 2019 and the architectural, mechanical, electrical and structural drawings prepared by Luckenbach|Ziegelman|Gardner Architects, issued for this RFP on February 12, 2019 for project number 3017 as outlined herein.

ARCHITECTURAL DRAWINGS

A1.00	Title Sheet & Architectural Site Plan
C1	Survey New Work
C2	Survey Existing for Reference
A1.01	Floor Plan
A1.01D	Demolition Plan
A1.01E	Egress Plan
A1.01F	Floor Plan with Furniture, Fixtures, Equipment (For Ref)
A1.02	Foundation Crawl Space Plan Roof Plan
A1.03	Door Elevations Hardware Finish Schedule
A1.04	Reflected Ceiling Plan Lighting
A1.05	Toilet Room Plan, Elevations & Details
A2.00	Exterior Elevations 1/8"
A3.00	Wall Sections
A4.00	Interior Elevations
A4.01	Interior Elevations: Fish Tank Display Wall
A4.02	Interior Elevations
A4.03	Interior Elevations Details
S0.01	General Structural Notes
S0.02	General Structural Notes
S0.03	Special Inspection Schedules
S1.00	Foundation Plan
S2.00	First Floor & Roof Framing Plans
S3.01	Typical Concrete and Steel Details
S7.00	Details and Sections
S7.01	Details and Sections

MECHANICAL DRAWINGS

M0.01	Mec Standards and Drawing Index
M0.02	Mech Specifications

M0.03	Mech Specifications
M0.04	Mech Specifications
MD2.00	Lower Level Plumbing Demolition Plan
MD2.01	Level 1 Plumbing Demolition Plan
M2.00	Lower Level Plumbing New Work
M2.01	Level 1 Plumbing New Work
MD4.00	Lower Level Mechanical Demolition Plan
MD4.01	Level 1 Mechanical Demolition Plan
M4.00	Lower Level Mechanical New Work Plan
M4.01	Main Level Mechanical New Work Plan
M6.01	Mechanical Details
M6.02	Mechanical Details
M7.01	Mechanical Schedules
M7.02	Mechanical Schedules
M7.03	Mechanical Schedules
M8.01	Temperature Schedules

ELECTRICAL DRAWINGS

E0.01	Elec Standards and Drawing Index
E0.02	Elec Standards and Schedules
E0.03	Elec Specifications
E0.04	Elec Specifications
ED1.01	Level 1 Elec Demolition Plan
E2.01	Level 1 Lighting New Work Plan
E3.00	Lower Level Power and Auxiliary New Work Plan
E3.01	Level 1 Power and Auxiliary New Work Plan
E5.01	One Line Diagram
E5.02	Panel Schedules
E6.01	Electrical Details and Diagrams

LANDSCAPE ARCHITECTURAL DRAWINGS

LA1.00	Title Sheet and Site Plan
LA1.01	Plan – Overall Landscape
LA1.02	Plan - Children's Garden & Landscape
LA1.03	Children's Garden Fence Baldwin Gate: Plan, Elevations, Details

2. The owner will contract separately for all Furniture, Fixtures and Equipment (FFE), including but not limited to:
 - Carpeting
 - Alarm system

- Communications and Wiring
 - Telephones and computers | Data lines
 - Furniture
 - Work stations, file cabinets, etc.
3. The Contractor shall coordinate work and schedules with the selected FFE contractor.
 4. Exclusive of the work to be performed by the landscape subcontractor as part of the overall project, the Contractor shall restore the site to its existing condition prior to construction, including, but not limited to, sidewalks.
 5. The expansion portion of the project is a priority to ensure that the building is sealed as soon as possible and heat loss is minimized during the winter months.
 6. Any and all Change Orders shall be subject to the provisions outlined in this RFP.
 7. Upon completion of the project, the Contractor will provide a complete set of as-built drawings to the City.
 8. This section and reference documents shall constitute the Scope of Work for this project and such all requirements must be met.

ATTACHMENT A - AGREEMENT
For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION

This AGREEMENT, made this 24th day of June, 2019, by and between CITY OF BIRMINGHAM, MICHIGAN, having its principal office at 151 Martin Street, Birmingham, MI (hereinafter sometimes called "City"), and The Dailey Company, having its principal office at 179 Northpointe Dr. Lake Orion, MI. (hereinafter called "Contractor"), provides as follows:

WITNESSETH:

WHEREAS, the City of Birmingham, through its Public Library, is desirous of having work completed to expand and renovate the Youth Services section of the Baldwin Public Library in the City of Birmingham.

WHEREAS, the City has heretofore advertised for bids for the procurement and performance of services required to perform an expansion to and interior renovations of the Youth Services section of the Baldwin Public Library, and in connection therewith has prepared a request for sealed proposals ("RFP"), which includes certain instructions to bidders, specifications, terms and conditions.

WHEREAS, the Contractor has professional qualifications that meet the project requirements and has made a bid in accordance with such request for cost proposals to perform an expansion to and interior renovations of the Youth Services section of the Baldwin Public Library.

NOW, THEREFORE, for and in consideration of the respective agreements and undertakings herein contained, the parties agree as follows:

1. It is mutually agreed by and between the parties that the documents consisting of the Request for Proposals to perform an expansion to and interior renovations of the Youth Services section of the Baldwin Public Library and the Contractor's cost proposal dated April 17, 2019 shall be incorporated herein by reference and shall become a part of this Agreement, and shall be binding upon both parties hereto. If any of the documents are in conflict with one another, this Agreement shall take precedence, then the RFP, then the bid documents.
2. The City shall pay the Contractor for the performance of this Agreement in an amount not to exceed \$1,910,000 as set forth in the Contractor's April 17, 2019, cost proposal.
3. This Agreement shall commence upon execution by both parties, unless the City exercises its option to terminate the Agreement in accordance with the Request for Proposals.

4. The Contractor shall employ personnel of good moral character and fitness in performing all services under this Agreement.
5. The Contractor and the City agree that the Contractor is acting as an independent Contractor with respect to the Contractor's role in providing services to the City pursuant to this Agreement, and as such, shall be liable for its own actions and neither the Contractor nor its employees shall be construed as employees of the City. Nothing contained in this Agreement shall be construed to imply a joint venture or partnership and neither party, by virtue of this Agreement, shall have any right, power or authority to act or create any obligation, express or implied, on behalf of the other party, except as specifically outlined herein. Neither the City nor the Contractor shall be considered or construed to be the agent of the other, nor shall either have the right to bind the other in any manner whatsoever, except as specifically provided in this Agreement, and this Agreement shall not be construed as a contract of agency. The Contractor shall not be entitled or eligible to participate in any benefits or privileges given or extended by the City, or be deemed an employee of the City for purposes of federal or state withholding taxes, FICA taxes, unemployment, workers' compensation or any other employer contributions on behalf of the City.
6. The Contractor acknowledges that in performing services pursuant to this Agreement, certain confidential and/or proprietary information (including, but not limited to, internal organization, methodology, personnel and financial information, etc.) may become involved. The Contractor recognizes that unauthorized exposure of such confidential or proprietary information could irreparably damage the City. Therefore, the Contractor agrees to use reasonable care to safeguard the confidential and proprietary information and to prevent the unauthorized use or disclosure thereof. The Contractor shall inform its employees of the confidential or proprietary nature of such information and shall limit access thereto to employees rendering services pursuant to this Agreement. The Contractor further agrees to use such confidential or proprietary information only for the purpose of performing services pursuant to this Agreement.
7. This Agreement shall be governed by and performed, interpreted and enforced in accordance with the laws of the State of Michigan. The Contractor agrees to perform all services provided for in this Agreement in accordance with and in full compliance with all local, state and federal laws and regulations.
8. If any provision of this Agreement is declared invalid, illegal or unenforceable, such provision shall be severed from this Agreement and all other provisions shall remain in full force and effect.
9. This Agreement shall be binding upon the successors and assigns of the parties hereto, but no such assignment shall be made by the Contractor without the prior written consent of the City. Any attempt at assignment without prior written

consent shall be void and of no effect.

10. The Contractor agrees that neither it nor its subcontractors will discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to Employment because of race, color, religion, national origin, age, sex, height, weight or marital status. The Contractor shall inform the City of all claims or suits asserted against it by the Contractor's employees who work pursuant to this Agreement. The Contractor shall provide the City with periodic status reports concerning all such claims or suits, at intervals established by the City.

11. The Contractor shall not commence work under this Agreement until it has, at its sole expense, obtained the insurance required under this paragraph. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan. All coverages shall be with carriers acceptable to the City of Birmingham.

12. The Contractor shall maintain during the life of this Agreement the types of insurance coverage and minimum limits as set forth below:
 - A. Workers' Compensation Insurance: Contractor shall procure and maintain during the life of this Agreement, Workers' Compensation Insurance, including Employers Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

 - B. Commercial General Liability Insurance: Contractor shall procure and maintain during the life of this Agreement, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than **\$1,000,000** per occurrence combined single limit, Personal Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.

 - C. Motor Vehicle Liability: Contractor shall procure and maintain during the life of this Agreement Motor Vehicle Liability Insurance, including all applicable no-fault coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

- D. Additional Insured: Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following shall be *Additional Insureds*: The City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to any other coverage that may be available to the additional insured, whether any other available coverage by primary, contributing or excess.
- E. Professional Liability: Professional liability insurance with limits of not less \$1,000,000 per claim if Contractor will provide service that are customarily subject to this type of coverage.
- F. Pollution Liability Insurance: Contractor shall procure and maintain during the life of this Agreement Pollution Liability Insurance, with limits of liability of not less than \$1,000,000, per occurrence preferred, but claims made accepted.
- G. Owners Contractors Protective Liability: The Contractor shall procure and maintain during the life of this contract, an Owners Contractors Protective Liability Policy with limits of liability not less than \$3,000,000 per occurrence, combined single limit, Personal Injury, Bodily Injury and Property Damage. The City of Birmingham shall be "Name Insured" on said coverage. Thirty (30) days Notice of Cancellation shall apply to this policy.
- H. Cancellation Notice: Workers' Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance (and Professional Liability Insurance, if applicable), as described above, shall include an endorsement stating the following: "Thirty (30) days Advance Written Notice of Cancellation or Non-Renewal, shall be sent to: Finance Director, City of Birmingham, PO Box 3001, 151 Martin Street, Birmingham, MI 48012-3001.

- I. Proof of Insurance Coverage: Contractor shall provide the City of Birmingham at the time the Agreement is returned for execution, Certificates of Insurance and/or policies, acceptable to the City of Birmingham, as listed below.
 - 1) Two (2) copies of Certificate of Insurance for Workers' Compensation Insurance;
 - 2) Two (2) copies of Certificate of Insurance for Commercial General Liability Insurance;
 - 3) Two (2) copies of Certificate of Insurance for Vehicle Liability Insurance;
 - 4) Two (2) copies of Certificate of Insurance for Professional Liability Insurance;
 - 5) If so requested, Certified Copies of all policies mentioned above will be furnished.

- J. Coverage Expiration: If any of the above coverages expire during the term of this Agreement, Contractor shall deliver renewal certificates and/or policies to the City of Birmingham at least (10) days prior to the expiration date.

- K. Maintaining Insurance: Upon failure of the Contractor to obtain or maintain such insurance coverage for the term of the Agreement, the City of Birmingham may, at its option, purchase such coverage and subtract the cost of obtaining such coverage from the Agreement amount. In obtaining such coverage, the City of Birmingham shall have no obligation to procure the most cost-effective coverage but may contract with any insurer for such coverage.

13. To the fullest extent permitted by law, the Contractor and any entity or person for whom the Contractor is legally liable, agrees to be responsible for any liability, defend, pay on behalf of, indemnify, and hold harmless the City of Birmingham, its elected and appointed officials, employees and volunteers and others working on behalf of the City of Birmingham against any and all claims, demands, suits, or loss, including all costs and reasonable attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Birmingham, its elected and appointed officials, employees, volunteers or others working on behalf of the City of Birmingham, by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this Agreement. Such responsibility shall not be construed as liability for damage caused by or resulting from the sole act or omission of its elected or appointed officials, employees, volunteers or others working on behalf of the City of Birmingham.

14. If, after the effective date of this Agreement, any official of the City of Birmingham, or spouse, child, parent or in-law of such official or employee shall become directly or indirectly interested in this Agreement or the affairs of the Contractor, the City shall have the right to terminate this Agreement without further liability to the Contractor if the disqualification has not been removed within thirty (30) days after the City has given the Contractor notice of the disqualifying interest. Ownership of less than one percent (1%) of the stock or other equity interest in a corporation or partnership shall not be a disqualifying interest. Employment shall be a disqualifying interest.

15. If Contractor fails to perform its obligations hereunder, the City may take any and all remedial actions provided by the general specifications or otherwise permitted by law.

16. All notices required to be sent pursuant to this Agreement shall be mailed to the following addresses:

City of Birmingham
Attn: Bruce Johnson
Building Official
151 Martin Street
Birmingham, MI 48009
(248) 530-1842

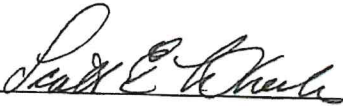
The Dailey Company
Attn: Stephen R. Dailey
179 Northpointe Drive
Lake Orion, MI 48359
(248) 364-2600

17. Any controversy or claim arising out of or relating to this Agreement, or the breach thereof, shall be settled either by commencement of a suit in Oakland County Circuit Court, the 48th District Court or by arbitration. If both parties elect to have the dispute resolved by arbitration, it shall be settled pursuant to Chapter 50 of the Revised Judicature Act for the State of Michigan and administered by the American Arbitration Association with one arbitrator being used, or three arbitrators in the event any party's claim exceeds \$1,000,000. Each party shall bear its own costs and expenses and an equal share of the arbitrator's and administrative fees of arbitration. Such arbitration shall qualify as statutory arbitration pursuant to MCL§600.5001 et. seq., and the Oakland County Circuit Court or any court having jurisdiction shall render judgment upon the award of the arbitrator made pursuant to this Agreement. The laws of the State of Michigan shall govern this Agreement, and the arbitration shall take place in Oakland County, Michigan. In the event that the parties elect not to have the matter in dispute arbitrated, any dispute between the parties may be resolved by the filing of a suit in the Oakland County Circuit Court or the 48th District Court.

18. FAIR PROCUREMENT OPPORTUNITY: Procurement for the City of Birmingham will be handled in a manner providing fair opportunity for all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of the City of Birmingham.

IN WITNESS WHEREOF, the said parties have caused this Agreement to be executed as of the date and year above written.

WITNESSES:



The Dailey Company

By: 

Stephen R. Dailey
Its: President

CITY OF BIRMINGHAM

By: _____

Patricia Bordman
Its: Mayor

By: _____

J. Cherilynn Mynsberge
Its: City Clerk


Approved:



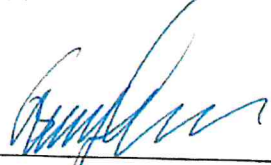
Joseph A. Valentine, City Manager
(Approved as to substance)



Mark Gerber, Director of Finance
(Approved as to financial obligation)



Timothy J. Currier, City Attorney
(Approved as to form)




Bruce R. Johnson, Building Official
(Approved as to substance)

ATTACHMENT B - BIDDER'S AGREEMENT

For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION

In submitting this proposal, as herein described, the Contractor agrees that:

1. They have carefully examined the specifications, terms and Agreement of the Request for Proposal and all other provisions of this document and understand the meaning, intent, and requirement of it.
2. They will enter into a written contract and furnish the item or items in the time specified in conformance with the specifications and conditions contained therein for the price quoted by the proponent on this proposal.
3. The undersigned Contractor proposes and agrees to commence the Work of the Contract Documents on a date specified in a written notice to proceed to be issued by the City and shall fully complete the Work within 305 calendar days. Work on the building will commence on approximately August 15, 2019, and be finished no later than April 15, 2020. Landscape work will commence upon favorable weather conditions in 2020 and be completed no later than June 15, 2020.

Stephen R. Dailey	April 17, 2019
PREPARED BY (Print Name)	DATE
President	DATE
TITLE	DATE
	sdailey@daileyco.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
The Dailey Company	
COMPANY	
179 Northpointe Dr, Lake Orion, MI	(248) 364-2600
ADDRESS	PHONE
Not Applicable	
NAME OF PARENT COMPANY	PHONE
Not Applicable	
ADDRESS	

ATTACHMENT C - COST PROPOSAL
For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION

In order for the bid to be considered valid, this form must be completed in its entirety. The cost for the Scope of Work as stated in the Request for Proposal Documents shall be provided, as follows:

COST PROPOSAL	
ITEM	BID AMOUNT
Division 01-Existing Conditions	\$95,000
Division 02-Site Work/Earth Work	\$62,000
Division 03-Concrete	\$142,500
Division 04-Masonry	\$12,700
Division 05-Metals	\$165,800
Division 06-Wood, Plastic and Composites	\$130,000
Division 07-Thermal and Moisture Protection	\$60,000
Division 08-Doors & Windows	\$361,000
Division 09-Finishes	\$194,000
Division 10-Specialties	\$15,000
Division 15-Mechanical	\$205,000
Division 16-Electrical Interior Lighting & Electrical Work	\$345,000
Division 32-Exterior Improvements (Landscape)	\$122,000
Total	\$1,910,000
Add Alternates	
Room #108 Story/Craft Room: In Slab Elec Automatic Door Openers	\$10,000
Grand TOTAL	1,920,000

\$194,00

Firm Name The Dailey Company

Authorized signature *David Dailey* Date Apr 17, 2019

**ATTACHMENT D - IRAN SANCTIONS ACT VENDOR CERTIFICATION FORM
For BALDWIN PUBLIC LIBRARY YOUTH SERVICES EXPANSION & RENOVATION**

Pursuant to Michigan Law and the Iran Economic Sanction Act, 2012 PA 517 ("Act"), prior to the City accepting any bid or proposal, or entering into any contract for goods or services with any prospective Vendor, the Vendor must certify that it is not an "Iran Linked Business", as defined by the Act.

By completing this form, the Vendor certifies that it is not an "Iran Linked Business", as defined by the Act and is in full compliance with all provisions of the Act and is legally eligible to submit a bid for consideration by the City.

Stephen R. Dailey	April 17, 2019
PREPARED BY (Print Name)	DATE
President	
TITLE	DATE
	sdailey@daileyco.com
AUTHORIZED SIGNATURE	E-MAIL ADDRESS
The Dailey Company	
COMPANY	
179 Northpointe, Lake Orion, MI	(248) 364-2600
ADDRESS	PHONE
Not Applicable	Not Applicable
NAME OF PARENT COMPANY	PHONE
Not Applicable	
ADDRESS	
38-3328896	
TAXPAYER I.D.#	



**Baldwin Public Library
Youth Services Expansion and Renovation
Response to Request for Proposal
Submitted April 17, 2019**

SUPPLEMENTAL INFORMATION PER RFP:

- A. Description of similar completed projects
- B. Project schedule & timeline
- C. Description of the firm, including resumes
- D. Client references
- E. Project approach and availability
- F. Clarifications to Bid

INSTITUTIONAL

MUNICIPAL PROJECT EXPERIENCE



Macomb County Emergency Operations Center

An expansion and renovation to create a new 2-story open & tiered atrium within an existing and fully occupied building. Four county agencies plus local police, fire and EMS dispatchers are now under a single roof.

Owner: Macomb County, MI
Architect: Partners in Architecture
Contract: \$5.4 Million



Dearborn Administrative Center, Dearborn, MI

Interior and exterior renovations to convert an existing 2-story commercial office building into a 87,000-sf full service City Hall, Council Chambers, offices for all city departments.

Owner: The City of Dearborn, MI
Architect: Neumann Smith / Ghafari Associates
Contract: \$4.1 Million



43rd District Court & Police Station, Ferndale, MI

Expansion & Renovation to courthouse and police station totaling over 15,000-sf. Included new public spaces, courtroom, judge's chambers and general & administrative offices and conference areas.

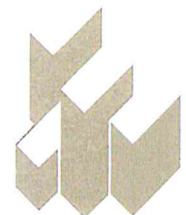
Owner: The City of Ferndale, MI
Architect: French Associates
Contract: \$2.4 Million



Baldwin Public Library, Birmingham, MI

Renovations to over 9,000-sf of interiors over 1st floor and basement. Scope included demolition of exterior wall and installation of new glass in lieu of stone. Phased construction to maintain 100% occupied space.

Owner: The City of Birmingham, MI
Architect: Luckenbach, Ziegelman, Gardner Architects
Contract: \$1.3 Million



INSTITUTIONAL

MUNICIPAL PROJECT EXPERIENCE



41-B District Court, Clinton Township, MI

New construction of a two-story 46,000-sf facility (plus a full basement) containing three trial court rooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: Clinton Township, MI
Architect: French Associates
Contract: \$12.2 Million



16th District Court, Livonia, MI

New construction of a two-story, 40,000-sf facility consisting of two trial court rooms, a hearing room, jury facilities, holding areas as well as high-end judicial chambers with their personal staffing areas.

Owner: The City of Livonia, MI
Architect: French Associates
Contract: \$7.6 Million



Novi Public Library, Novi, MI

New construction of a two-story, 53,000-sf library to consist of new youth/young adult areas, multi media areas, meeting rooms, computer lab, fireplace reading lounge and an exterior patio area.

Owner: The City of Novi, MI
Architect: BEI Associates
Contract: \$10.2 Million



Farwell Recreation Center, Detroit, MI

New construction of a two-story, 46,000-sf facility containing three trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.

Owner: The City of Detroit Recreation Department
Architect: Hamilton Anderson Associates
Contract: \$5.8 Million



INSTITUTIONAL

MUNICIPAL PROJECT EXPERIENCE



Monroe Multi-Sports Area, Monroe, MI

Design-build a new 74,000-sf multi-sports complex containing two NHL-sized hockey rinks, dressing rooms, multiple party, reception and conference rooms, concession areas, a proshop, and administrative offices.

Owner: The City of Monroe, MI
Architect: Siegel Toumaala Associates
Contract: \$5.8 Million



Clemens Center, Mt. Clemens, MI

Conversion of 30,000-sf into an office facility for use by Macomb County and the State of Michigan. Work included interior and exterior demolition and build-out, including courtrooms, holding cells, and kitchen area.

Owner: Macomb County, MI
Architect: James DeBard Architects
Contract: \$3.5 Million



Parking Structure, Dearborn, MI

New construction of 5-story, 550-car parking deck with sky bridge to adjacent medical office building. The deck features several LEED sustainability features such as solar power and electric vehicle charging stations.

Owner: The City of Dearborn, MI
Architect: Hobbs + Black Architects
Contract: \$10 Million



Ferndale City Hall, Ferndale, MI

Design-build construction of over 15,000-sf of interior renovations to two floors of existing facility. Included the complete demolition of 2nd floor finishes and the installation of a new code compliant lobby & elevator.

Owner: The City of Ferndale, MI
Architect: Neumann Smith Architects
Contract: \$5 Million





**Baldwin Public Library
Youth Services Expansion and Renovation
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PROJECT SCHEDULING

The Dailey Company takes great pride in its ability to produce realistic and useful project schedules. Strict adherence to the schedule is essential for the success of the overall project and to ensure that each component of the Baldwin Library project can fully occupy as quickly as possible. Our track record of meeting our clients schedule goals and requirements is exceptional and is a result of careful planning, continuous updates and attention to detail.

The Dailey Company has developed an initial Master Project Schedule consisting of all major activities and the phasing and milestones required for the overall completion of the project. This is a comprehensive schedule and integrates the FF&E demo requirements, City approvals, permitting, submittal reviews, material lead times, construction durations, move-in requirements and occupancy dates. We developed our schedule using direct subcontractor input to ensure that all subcontractors will agree with the finished product. Our experience clearly shows that a well-planned and detailed project schedule, that all prime subcontractors have had an opportunity to participate in, directly results in a more productive, coordinated and proper execution of work.

The Dailey Company has never failed to complete a project on time!

We demand strict schedule compliance from all subcontractors.

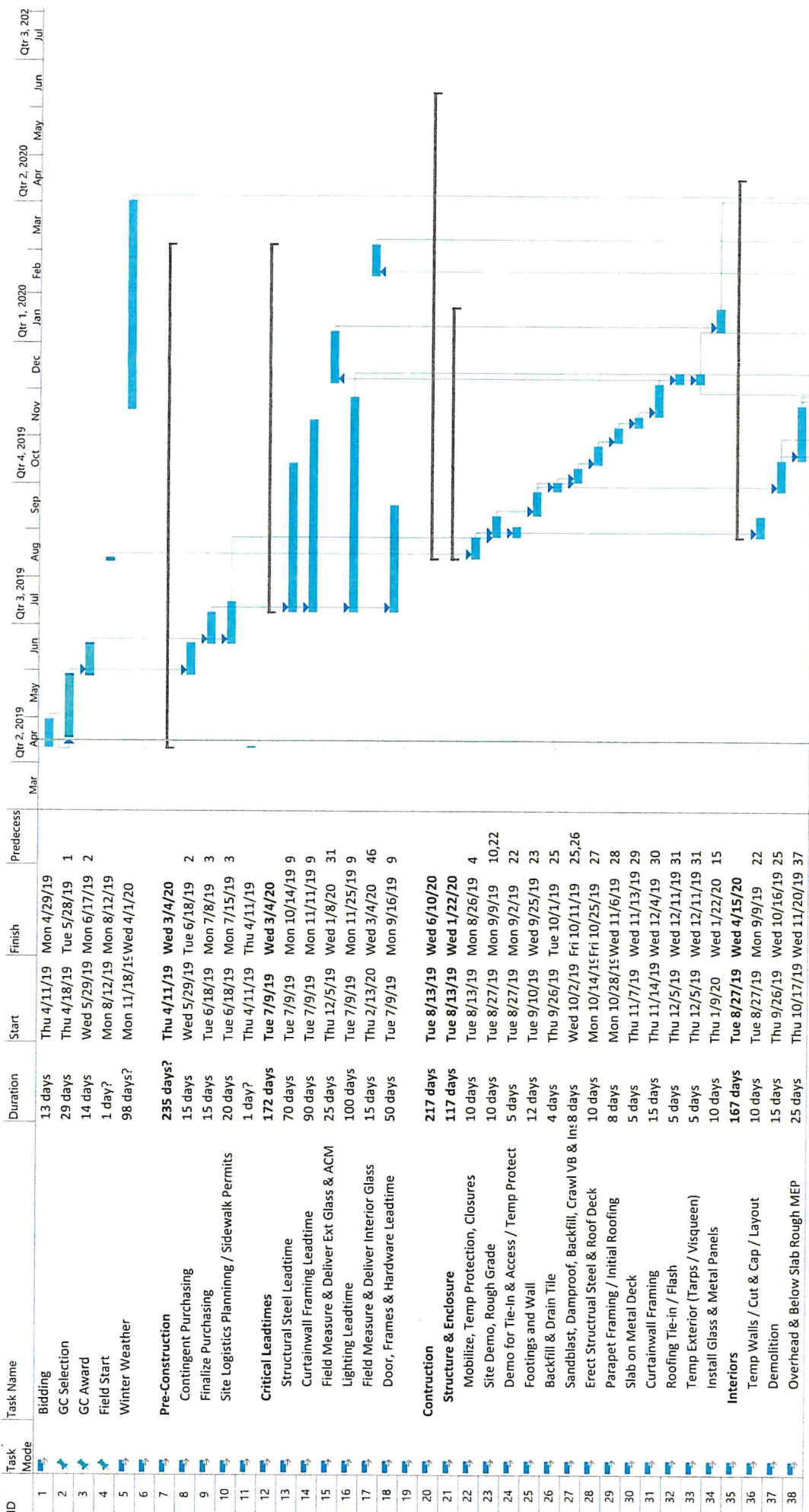


Each major component of the Master Project Schedule will be broken down and further defined into the necessary level of detail to construct the project. The Dailey field staff will create mini-schedules and/or two-week look-ahead schedules that allow easier monitoring of manpower and updating of construction progress.

Throughout the Construction Phase, Dailey will monitor and update the Master Project Schedule on a regular basis to highlight the overall completion date and milestone dates to keep the "big picture" in perspective, along with the two-week look-ahead schedules to focus on the immediate activities and interim milestone dates.

We distribute, review and discuss project schedules on site in our weekly sub coordination meetings. It is in this forum that potential concerns and conflicts are reviewed in detail so that proper steps to address them are implemented immediately.

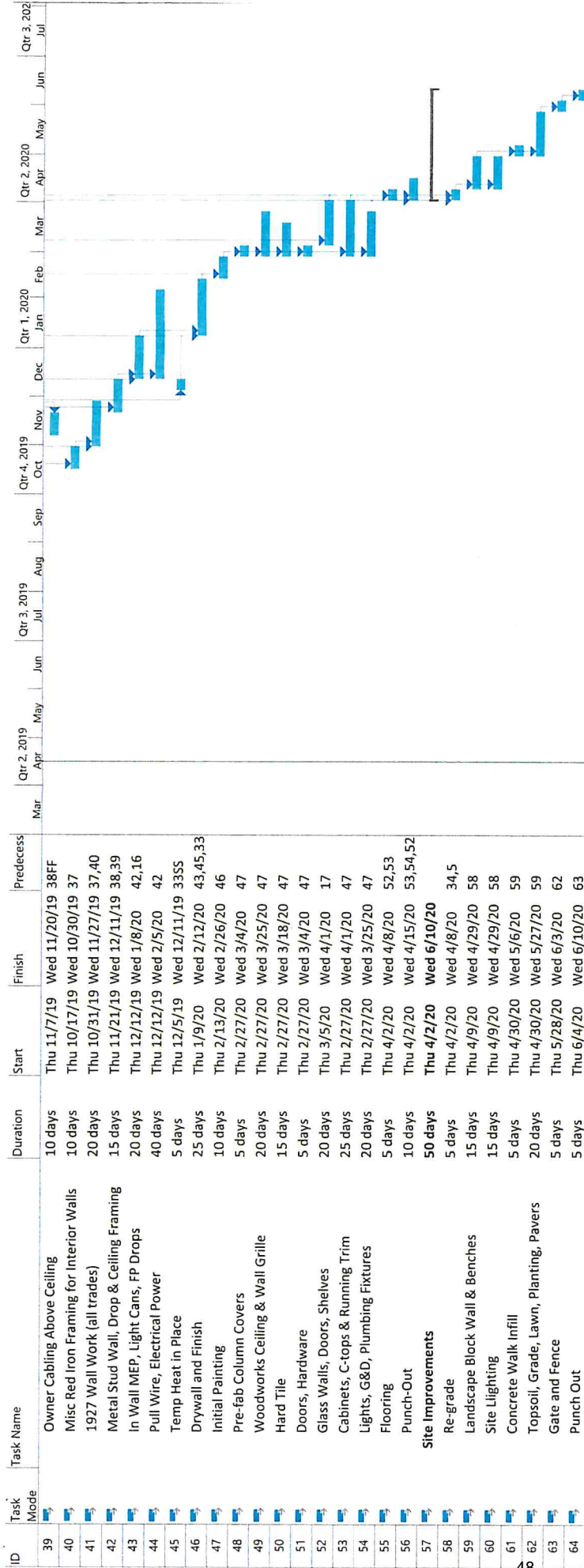
We have included a copy of our initial schedule herein.



Project: BPL Youth Services - Pr
Date: Tue 4/16/19

Legend:

- Task: Solid blue bar
- Split: Dashed blue bar
- Milestone: Diamond symbol
- Summary: Thick blue bar
- Project Summary: Thin blue bar
- Inactive Task: Dotted blue bar
- Inactive Milestone: Dotted diamond
- Inactive Summary: Thin grey bar
- Manual Task: Solid blue bar
- Duration-only: Thin blue bar
- Manual Summary Rollup: Thick blue bar
- Manual Summary: Thin blue bar
- Start-only: Thin blue bar
- Finish-only: Thin blue bar
- External Tasks: Thin blue bar
- External Milestone: Thin blue bar
- Deadline: Thin blue bar with arrow
- Progress: Thin blue bar
- Manual Progress: Thin blue bar



Project: BPL Youth Services - Pr
Date: Tue 4/16/19

Task Split Milestone Summary

Manual Task Duration-only Manual Summary Rollup Manual Summary External Milestone

Start-only Finish-only External Tasks

Deadline Progress Manual Progress

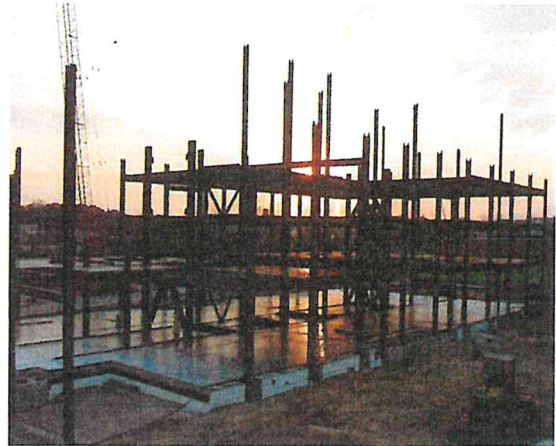


**Baldwin Public Library
Youth Services Expansion and Renovation
Response to Request for Proposal
Submitted April 17, 2019**

INTRODUCTION TO THE DAILEY COMPANY

For three generations over more than 80 years, the Dailey name has been recognized for successful, high-quality construction services on a broad range of commercial, institutional, retail and industrial type projects. The Dailey Company offers its clients the ability to solve problems and meet new challenges with professional competence and construction know-how. We are experienced in all types of construction management, general contracting and design-build contracts in both the private and public sectors.

The time honored Dailey philosophy of cooperative teamwork, cost-effective construction, take-charge attitude and attention to detail has developed a strong reputation for results. We consistently maintain strict project budget and schedule requirements to achieve our goal of complete client satisfaction. Our reputation for excellence and the operating principles we bring to each project have been rewarded with a strong repeat client base.



In today's increasingly competitive market, The Dailey Company is recognized by clients who value a partner who works diligently and creatively on their behalf to find the best solutions for each project. Owners, Architects, Engineers and other industry representatives relate to us because of our ability to adjust to their project needs while consistently maintaining their construction requirements.

Experience is a key factor in our success. The Dailey Company has a proven track record of successfully completing some of the most complex construction challenges. Our team of seasoned professionals and our understanding of the construction process have created a history of dependable performance delivered in an atmosphere of trust and cooperation.

Experience the Dailey difference!



**Baldwin Public Library
Youth Services Expansion and Renovation
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COMPANY FACT SHEET

Name & Address: The Dailey Company
179 Northpointe Drive
Lake Orion, MI 48359
(248) 364-2600 phone
(248) 364-2700 fax
www.daileyco.com



Contact: Stephen R. Dailey
President
sdailey@daileyco.com

Incorporation: State of Michigan, 1996
FEIN#: 38-3328896

Services: Construction Management General Contracting Design Build

Expertise: Office Buildings Health Care Retail
Schools Religious Facilities Interiors
Sports & Recreation Municipal Buildings Hospitality

Insurance: Carrier: Amerisure Insurance Company
Policy limits: \$1 million per occur / \$2 million aggregate
\$10 million umbrella & excess coverage
E.M.R. .90
Agent: Mr. Terry Griffin, (248) 471-9210

Banking: Chase Bank Mr. David Crimmins (248) 318-0712

Bonding: Capacity: \$60 million aggregate
Surety: St. Paul Travelers
Agent: Mr. Terry Griffin, (248) 471-9210

Litigation/Claims: The Dailey Company, or its officers, has never failed to complete any contract awarded. We are proud to state that The Dailey Company has never been involved in any law suit or claim against us regarding the performance or execution of our work since the inception of our firm.

LEED Experience: The Dailey Company has five LEED accredited professionals on staff and we have successfully completed both LEED certified Gold and Silver projects.

"When we choose to live by the spirit rather than the letter of the law - offering our hand and word as our bond - we distinguish ourselves. When we don't, we give up treasured values and mirror the dark, litigious side of construction."



Christopher J. Ashley
Account Underwriter
Travelers Bond
1441 W. Long Lake Rd., Ste. 300
Troy, MI
Phone: 248.312.7953
Fax: 866.216.5992
E-mail: cashley@travelers.com

April 16, 2019

RE: The Dailey Company

To Whom It May Concern:

Travelers Casualty and Surety Company of America ("Travelers") has been the surety for The Dailey Company since its inception. During that time, we have supported jobs over \$40,000,000 with an aggregate work program of over \$60,000,000 and would gladly do so again.

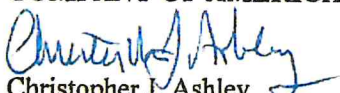
We have the utmost confidence in the integrity and ability of The Dailey Company. It is a strong organization from both a management and financial perspective. In short, we highly recommend The Dailey Company to you for all of your general construction needs.

Travelers has an A.M. Best rating of A++ and Financial Category size of XV. Travelers is authorized to issue individual bonds for \$2 billion or more by the Federal Government.

We are pleased to share with you our experience with this fine organization. If you require any additional information, please let us know.

Best Regards,

**TRAVELERS CASUALTY AND SURETY
COMPANY OF AMERICA**


Christopher J. Ashley
Account Underwriter

safety pays!



CAM Comp

Construction Association of Michigan
Workers' Compensation Plan
Harvard Square II 18645 Canal Road Suite 4
Clinton Township MI 48038
Phone 586 790 7810
Fax 586 790 7929
Toll Free 888 867 4764
www.safetypays.net

February 18, 2019

Mr. Steve Dalley
DAILEY COMPANY, THE
179 Northpointe Dr.
Lake Orion, MI 48359

Re: Experience Modification Rating

To whom it may concern,

Please be advised the Interstate/Intrastate Experience Modification Rating for
DAILEY COMPANY, THE the 2015-2019 plan year:

1/1/19 - 12/31/19 - 0.90
1/1/18 - 12/31/18 - 0.80
1/1/17 - 12/31/17 - 0.80
1/1/16 - 12/31/16 - 0.90
1/1/15 - 12/31/15 - 0.91

If you should have any questions or need any further assistance, please do not
hesitate to contact our office.

Sincerely,



Rachel Ridky
Administrative Assistant

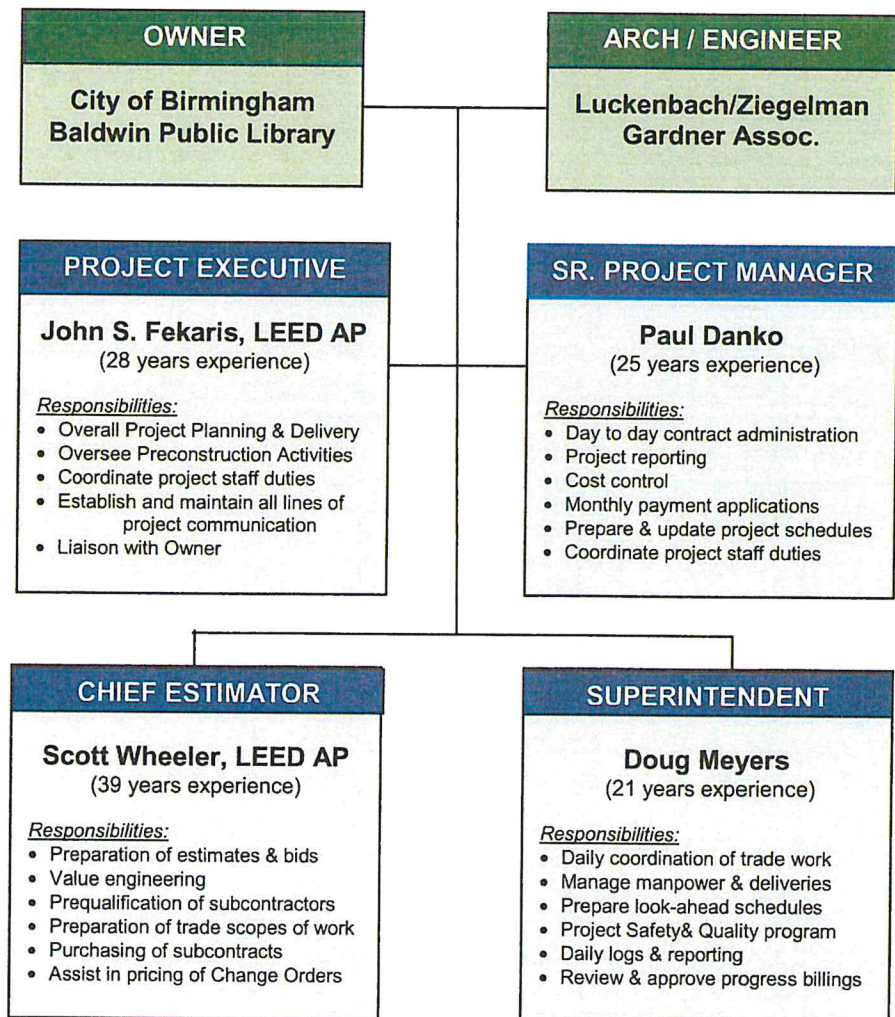
Proudly serving members of CAM



**Baldwin Public Library
Youth Services Expansion and Renovation
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PROJECT STAFF & ORGANIZATIONAL CHART

<u>Name</u>	<u>Title</u>	<u>Total Years Exp.</u>	<u>Years w/ Dailey Co.</u>
John Fekaris, LEED AP	Project Executive	28	20
Paul Danko	Senior Project Manager	25	14
Scott Wheeler, LEED AP	Chief Estimator	39	22
Doug Meyers	Project Superintendent	21	14
TEAM AVERAGE		28 Years	18 Years





Paul Danko
Senior Project Manager

As Project Manager, Mr. Danko is responsible for the day-to-day operations and contract administration of the project. He is the primary contact with the Owner and single source to coordinate all pre-construction and construction phase work. Mr. Danko is responsible for project planning, cost control, scheduling, contract administration and project reporting. With over 25 years of experience in the construction industry, Mr. Danko held the positions of estimator and superintendent prior to becoming a project manager. His well-rounded project experience includes municipal buildings, corporate office buildings and interiors, educational facilities, retail, hospitals, parking decks and religious facilities.



Education: Michigan State University, Bachelor of Science, Construction Management

Years' Service: Paul has been with The Dailey Company since 2004.

Partial Project Experience:



MUNICIPAL PROJECTS

- Baldwin Public Library, Birmingham, MI - Renovations to over 9,000-sf of interiors on the 1st floor and lower level while maintaining full use and occupancy. Included complete removal of exterior walls and entrance.
- Macomb County Operations Center, Mt. Clemens, MI – Addition and renovation to existing 25,000-sf facility to create new state-of-the-art Emergency Management and Communications Center centered around a 2-story, 20' x 40' video gallery wall including 24 sheriff dispatch positions.
- Dearborn Administrative Center, Dearborn, MI – All renovations and interior build-out to convert an existing 2-story office building to a new 87,000-sf full service City Hall and Council Chamber.
- Ferndale City Hall, Ferndale, MI – Complete demolition and re-build of entire 2nd floor and partial 1st floor interiors. Contract included the addition of new lobby elevator and ADA improvements to toilet rooms and stairways.
- Novi Public Library, Novi, MI – New construction of a 60,000-sf, 2-story facility including meeting rooms, café, and adult & teen areas. Project included sustainable design features and LEED documentation.
- 16th District Court, Livonia, MI – New construction of a 40,000-sf, 2-story facility including courtrooms, probation department, judge's chambers, jury rooms, hearing rooms, secured parking and prisoner lock up cells.
- 43rd District Court & Police Station, Ferndale, MI – Expansion and renovations to approximately 15,000-sf of existing space including new public spaces, courtroom and mechanical/electrical upgrades.
- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility containing geothermal system, trial courtrooms, a magistrate hearing room, probation department, court administration and full basement.
- City Parking Deck, Dearborn, MI – A new 5-story, 600-car precast parking deck with connector bridge to adjacent medical office building. The project was a CAM Green Project award winner for sustainable design.



Doug Meyers
Superintendent

As Superintendent, Mr. Meyers will be responsible for the on-site coordination of trades work and the actual construction of the project. He will be responsible for scheduling and coordinating subcontractors' work, monitoring quality control, and ensuring a safe work site. Mr. Meyers will work closely with the Project Manager on the management and administration of the project. Doug has over 21 years of construction experience in both new construction and renovation projects. His experience includes variety of project types including commercial interiors, light industrial, healthcare, retail, public works, parking structures and recreational facilities.



Education: Michigan State University, Bachelor of Science, Construction Management

Years' Service: Doug has been with The Dailey Company since 2005.

Partial Project Experience:



- Baldwin Public Library, Birmingham, MI - Renovations to over 9,000-sf of interiors on the 1st floor and lower level while maintaining full use and occupancy. Included complete removal of exterior walls and entrance.
- 41B District Court, Clinton Township, MI – New construction of a two-story, 46,000-sf facility that will contain trial courtrooms, a magistrate hearing room, a probation department, court administration and ancillary support spaces.
- United Shore Financial, Troy, MI - Interior tenant work of 200,000-sf over 4 floors. Work included two lobbies, kitchen/cafeteria, office / conference rooms, new mech & elec systems, IT/server room, and exec suites.
- Novi Public Library, Novi, MI – New construction of a 60,000-sf, 2-level facility including meeting rooms, café, and adult & teen areas. Project included sustainable design features and LEED documentation.
- Ashford Commons, Auburn Hills, MI – New construction of a 2-story, 30,000-sf mixed-use retail/office building including complete interior build-out.
- Art Institute of Michigan, Troy, MI - Demolition and interior build-out of 16,500-sf of classrooms, lecture halls, art rooms, computer labs, office & administrative areas and a student lounge.
- Henry Ford OptimEyes, Troy, MI - Demolition and build-out of 20,000-sf of interior work including labs, patient exam rooms, procedure rooms, doctor's offices, waiting rooms and retail sales floor
- Randy Wise Automotive, Fenton, MI – Expansion & renovations to four separate dealerships including GMC-Buick, Chevrolet and Ford. Work included show rooms, customer service areas and vehicle repair shops.
- Hilton Garden Inn, Detroit, MI – New construction of 10-story, 198-room hotel with conference rooms, swimming pool and full service restaurant.
- Gateway Development, Detroit, MI – New ground-up construction of a new 325,000-sf retail development and all associated site work on a 36-acre parcel located at the former Michigan State Fair Grounds.



**Baldwin Public Library
Youth Services Expansion and Renovation
Response to Request for Proposal
Submitted April 17, 2019**

Client References

Project

Ms. Julie Farkas, Director
Novi Public Library
45245 West Ten Mile Road
Novi, MI 48375
(248) 349-0720

Novi Public Library, Novi, MI

Mr. Bill Dunn, Township Supervisor
Charter Township of Oxford
300 Dunlap Road
Oxford, MI 48371
(248) 628-9787, ext. 109

Oxford Township Hall, Oxford, MI

Mr. Dave Roberts, Fire Chief
City of Troy Fire Department
500 West Big Beaver Road
Troy, MI 48084
(248) 524-3419

Troy Fire Station #4, Troy, MI

Mr. Fred Lavery, President
US Auto Group, Ltd.
34602 Woodward Ave
Birmingham, MI 48009
(248) 645-5930

Audi of Birmingham, Birmingham, MI

Ms. Vicki Wolber, Director
Macomb County Emergency Management
21930 Dunham Rd
Mt. Clemens, MI 48043
(586) 469-6390

Macomb County COMTEC

Ms. Monica Haider, Vice President
United Shore Financial Services
1414 East Maple Road
Troy, MI 48083
(248) 833-4444

United Shore Financial Interior Renov.



**Baldwin Public Library
Youth Services Expansion and Renovation
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THE DAILEY APPROACH TO THE PROJECT

It could be easy for a lesser contractor to mistake the Youth Services project as being a straightforward renovation and expansion, but that would be a mistake. This project has many unique qualities that will define the construction process. This uniqueness impacts the construction plan, safety and schedule.

Whether it is a library renovation, a school, a sports facility, a retail or office space, working within and around an existing operating facility comes with difficulties. This is something that The Dailey Company has vast experience with as we have faced and successfully overcome these challenges while expanding and renovating several complicated projects including the previous phase of Baldwin Public Library.

We can incorporate and implement successful strategies learned from these other projects into the current Baldwin Library project. Our first priority would be to separate construction activities from the adjacent spaces and minimize any impact on the operations of the existing facility. A single source location for entry and exit will be used for construction personnel. This will provide control over who comes in and out and also will prevent staff or the general public from wandering into construction areas. We will keep our operation within a fenced area to allow the best separation from the general public and employees.

Deliveries & Material Lay Down: Many deliveries will be done in a just-in-time manner since there is limited exterior material lay-down space. All materials will be delivered and installed quickly. All deliveries will be scheduled for a specific day and time and will be made using the access road as provided. The Dailey Co. will coordinate and communicate with the library staff regarding deliveries and attempt to make most of these deliveries early in the morning to limit impact throughout the day.

Safety, Clean-up & Dumpsters: Generating trash and debris is unavoidable during construction, but Dailey will keep the floors & site clean on a daily basis and all rubbish will be taken directly to a dumpster.

A safe job site is of critical importance to both The Dailey Company and to the Baldwin Library project. We believe that safety, productivity and quality are all interdependent on any project and our staff will develop a comprehensive Job Specific Safety Program (JSSP) to address all potential risks. We will perform a detailed hazard analysis and develop a job specific accident prevention program emphasizing safety education, training, personal protection, equipment precautions and safe work practices.

We will conduct safety orientations for all tradesmen before they commence work on site and demand full compliance from all subcontractors to our safety inspection and reporting policies.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/6/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER VTC Insurance Group Farmington Hills Office 37000 Grand River Ave. Ste 150 Farmington Hills MI 48335 INSURED The Dailey Company 179 Northpointe Lake Orion MI 48359		CONTACT NAME: Anita Palarchio PHONE (A/C, No, Ext): (248) 888-5485 FAX (A/C, No): (248) 471-0641 E-MAIL ADDRESS: apalarchio@vtcins.com <table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Amerisure Mutual Insurance Co.</td> <td>23396</td> </tr> <tr> <td>INSURER B: Midwest Employers Casualty</td> <td>23612</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Amerisure Mutual Insurance Co.	23396	INSURER B: Midwest Employers Casualty	23612	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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COVERAGES CERTIFICATE NUMBER: 19-20 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	<input checked="" type="checkbox"/>	CPP2085643	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ *1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		CPP2085643	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		CU2085644	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	EWC005394	1/1/2019	12/31/2019	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Leased/Rented Equipment		CPP2085643	1/1/2019	1/1/2020	Limit: \$90,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Name of Project: Baldwin Public Library

Where required by written contract, City of Birmingham, including all elected and appointed officials, all employee and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof are additional insured on the General Liability policy with respect to liability arising out of ongoing and completed operations performed by the named insured and with respect to the auto liability coverage.

CERTIFICATE HOLDER City of Birmingham 151 Martin P O Box 3001 Birmingham, NB 48012	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE T Griffin, CIC, CRM/A 

COMMENTS/REMARKS

Where required by written contract, additional insured coverage provided under the General Liability and Auto applies on a primary and noncontributory basis.

Insurer will endeavor to mail 30 days written notice of cancellation to the certificate holder; however, failure to do so will impose no liability of any kind upon the insurer or its agents or representatives.

GL policy includes \$1,000,000 Limited Work Sites Pollution Reimbursement coverage.



INSURANCE BINDER

DATE (MM/DD/YYYY)
6/11/2019

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON PAGE 2 OF THIS FORM.

AGENCY VTC Insurance Group 37000 Grand River Ave Ste 150 Farmington Hills MI 48335 PHONE (A/C, No, Ext): (248) 471-0970 FAX (A/C, No): (248) 471-0641 CODE: SUB CODE: AGENCY CUSTOMER ID: 00100191		COMPANY Amerisure Insurance Company BINDER # B1961169631													
INSURED AND MAILING ADDRESS The City of Birmingham P O Box 3001 151 Martin St Birmingham MI 48012		<table border="1"> <tr> <th>DATE</th> <th>EFFECTIVE</th> <th>TIME</th> <th>DATE</th> <th>EXPIRATION</th> <th>TIME</th> </tr> <tr> <td>6/24/2019</td> <td>12:01</td> <td><input checked="" type="checkbox"/> AM <input type="checkbox"/> PM</td> <td>8/24/2019</td> <td><input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> NOON</td> <td></td> </tr> </table>		DATE	EFFECTIVE	TIME	DATE	EXPIRATION	TIME	6/24/2019	12:01	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	8/24/2019	<input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> NOON	
DATE	EFFECTIVE	TIME	DATE	EXPIRATION	TIME										
6/24/2019	12:01	<input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	8/24/2019	<input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> NOON											
		DESCRIPTION OF OPERATIONS / VEHICLES / PROPERTY (Including Location) Contractor: Dailey Co Project: Baldwin Library Cost: \$1,910,000													

COVERAGES		LIMITS		
TYPE OF INSURANCE	COVERAGE / FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR X Owners & Contractors RETRO DATE FOR CLAIMS MADE:		EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$		
VEHICLE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ MEDICAL PAYMENTS \$ PERSONAL INJURY PROT \$ UNINSURED MOTORIST \$		
VEHICLE PHYSICAL DAMAGE <input type="checkbox"/> DED <input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES COLLISION: <input type="checkbox"/> OTHER THAN COL: <input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		ACTUAL CASH VALUE STATED AMOUNT \$ AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM RETRO DATE FOR CLAIMS MADE:		PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ FEES \$ TAXES \$ ESTIMATED TOTAL PREMIUM \$		
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY SPECIAL 30 DNOC CONDITIONS / OTHER COVERAGES				

NAME & ADDRESS

MORTGAGEE		ADDITIONAL INSURED	
LOSS PAYEE			
LOAN #:			
AUTHORIZED REPRESENTATIVE			
T Griffin, CIC, CRM/AJP			

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION, NONRENEWAL OR MATERIAL CHANGE – THIRD PARTY

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM
BUSINESS AUTO COVERAGE FORM
BUSINESS AUTO PHYSICAL DAMAGE COVERAGE FORM
COMMERCIAL GENERAL LIABILITY COVERAGE FORM
COMMERCIAL UMBRELLA LIABILITY COVERAGE FORM
GARAGE COVERAGE FORM
MOTOR CARRIER COVERAGE FORM
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE FORM
TRUCKERS COVERAGE FORM

Subject to the cancellation provisions of the Coverage Form to which this endorsement is attached, we will not:

1. Cancel;
2. Nonrenew; or,
3. Materially change (reduce or restrict)

this Coverage Form, except for nonpayment of premium, until we provide at least 30 days written notice of such cancellation, nonrenewal or material change. Written notice will be to the person or organization named in the Schedule. Such notice will be by certified mail with return receipt requested.

This notification of cancellation, nonrenewal or material change to the person or organization named in the Schedule is intended as a courtesy only. Our failure to provide such notification will not:

1. Extend any Coverage Form cancellation date;
2. Negate the cancellation as to any insured or any certificate holder;
3. Provide any additional insurance that would not have been provided in the absence of this endorsement; or
4. Impose liability of any kind upon us.

This endorsement does not entitle the person or organization named in the Schedule to any benefits, rights or protection under this Coverage Form.

SCHEDULE

Name Of Person Or Organization

Mailing Address

Any person or organization holding a certificate of insurance issued for you, provided the certificate:

The address shown for that person or organization in that certificate of insurance

1. Refers to this policy;
2. States that notice of:
 - a. Cancellation;
 - b. Nonrenewal; or
 - c. Material change reducing or restricting coverage;will be provided to that person or organization;
3. Is in effect at the time of the:
 - a. Cancellation;
 - b. Nonrenewal; or
 - c. Material change reducing or restricting coverage; and
4. Is on file at your agent or broker's office for this policy

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Hartford, Connecticut 06183

PERFORMANCE BOND

BOND NO. 107061056

(State of Michigan Statutory Form, Act No. 213 of Public Acts, 1963, as Amended)

KNOW ALL MEN BY THESE PRESENTS, That we, **The Dailey Company**

179 Northpointe, Lake Orion, MI 48359

, as Principal, (hereinafter called Principal), and

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA, a corporation organized and existing under the laws of the

State of Connecticut with its Home Office in the City of Hartford, Connecticut and authorized to transact business in the State of Michigan

with office located at **1441 W Long Lake Rd, Suite 300, Troy, MI 48098**, as Surety, (hereinafter called Surety), are

held and firmly bound unto **City of Birmingham, 151 Martin Street, Birmingham, MI 48012**

as Oblige, in the full and just sum of **One Million Nine Hundred Ten Thousand And No/100THS**

(**\$1,910,000.00**) Dollars for which sum, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

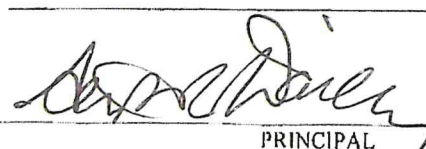
WHEREAS, on the **24th** day of **June**, **2019**, the Principal entered into a contract with the Oblige for **Baldwin Public Library Youth Services Expansion & Renovation**

which contract is by reference made a part hereof and is hereafter referred to as the Contract.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That if the Principal shall faithfully perform said Contract in accordance with the plans, specifications and terms thereof, then this obligation to be void; otherwise, it shall remain in full force and effect.

Dated this **24th** day of **June**, **2019**

The Dailey Company

By:  (SEAL)
PRINCIPAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

By: 
Susan L. Small, ATTORNEY-IN-FACT

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

Hartford, Connecticut 06183

PAYMENT BOND

(State of Michigan Statutory Form, Act No. 213 of Public Acts, 1963, as Amended)

BOND NO. 107061056

KNOW ALL MEN BY THESE PRESENTS, That we, **The Dailey Company**, 179 Northpointe, Lake Orion, MI 48359 as Principal, (hereinafter called Principal), and **TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA**, a corporation organized and existing under the laws of the State of Connecticut with its Home Office in the City of Hartford, Connecticut and authorized to transact business in the State of Michigan with office located at **1441 W Long Lake Rd, Suite 300, Troy, MI 48098** as Surety, (hereinafter called Surety), are held and firmly bound in the sum of **One Million Nine Hundred Ten Thousand And No/100THS (\$1,910,000.00)** Dollars for which sum, we bind ourseles, our heirs, executors, administrators, successors and assigns, jointly and severally these presents.

WHEREAS, on the **24th** day of **June**, **2019**, the Principal entered into a contract with **City of Birmingham, 151 Martin Street, Birmingham, MI 48012** for **Baldwin Public Library Youth Services Expansion & Renovation**

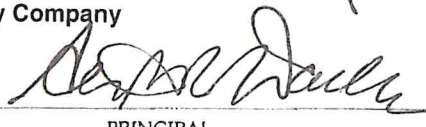
for which contract is by reference made a part hereof and is hereafter referred to as the Contract.

AND WHEREAS, this bond is given in compliance with and subject to the provisions of Act No. 213 of the Public Acts of Michigan, 1963 as amended, hereafter referred to as the Act.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS SUCH, That this bond is for the benefit of Claimants, as defined in the Act, and if the Principal shall pay for Labor and Material, as defined in the Act, then this shall be void, otherwise remain in full force and effect.

SEALED WITH OUR SEALS and Dated this **24th** day of **June** **2019**

The Dailey Company

BY:  (SEAL)
PRINCIPAL

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

BY: 
Susan L Small ATTORNEY-IN-FACT



**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company**

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Susan L. Small** of Farmington Hills, Michigan, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **3rd** day of **February**, 2017.



State of Connecticut
City of Hartford ss.

By: *Robert L. Raney*
Robert L. Raney, Senior Vice President

On this the **3rd** day of **February**, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the **30th** day of **June**, 2021



Marie C. Tetreault
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **24th** day of **June**, 2019



Kevin E. Hughes
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

Building Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date July 1, 2019, 3:00 – 4:30 p.m.
location LZG Office
attending BPL: R. Craft, S. Klimmek, D. Koschik
Building Committee: F. Pisano, J. Suhay, D. Underdown
LZG: J. Gardner, R. Ziegelman
Representative from Walker Glass: J. Just

Gardner had done some research and determined that Walker’s bird-friendly glass is less expensive and more effective than Guardian’s bird-friendly glass. Therefore, he invited John Just, a representative from Walker Glass, to this meeting.

The group heard Just’s description of his firm’s bird-friendly glass. Walker uses a UV marker on “surface one” of the glass. (There are a total of four surfaces in the kind of glass we’re going to use in the Youth Room project.) This stops birds from flying into the glass 80-to-85% of the time. The group decided that, if the Library were to go ahead with bird-friendly glass, Walker’s Pilkington glass would be the best choice, but the selection of the final marking design (there are several options) was left for another meeting.

At the Building Committee’s first meeting with The Dailey Committee, which will take place on July 12, the project’s general contractor, Gardner will ask them to price out the Pilkington glass. In the meantime, Gardner will ask Peter Basso Associates, the engineering consulting company, to look at the specifications of the Pilkington glass and determine if any extra cooling will be required since the Pilkington glass has a higher solar heat gain coefficient than the Guardian “superglass” that LZG had earlier specified for the project. If so, what would the upfront costs (of extra air conditioning equipment), and how much would it increase ongoing electrical costs?

Just noted that if non-bird-friendly glass is installed and we then decide to retrofit the glass to make it bird-friendly, the only option would be to place a film with dots on the outside of the glass. That would destroy the aesthetics of the design, be subject to scratches and markings, and last for only a limited period of time. If we decide we really want to be bird-friendly, the best option to install the proper glass to begin with. Toronto and British Columbia already require such glass, but it is optional in the United States, and there seem to be few, if any, examples in the Detroit area—definitely none in Birmingham.

The final decision will involve a cost-benefit analysis. How many birds would actually be killed by non-bird-friendly glass in the Youth Room? No one can precisely predict, but it would be more than are currently killed, whatever that number is. [One expert states that a typical low-rise building results in fewer than 25 detected bird deaths per year.] Suhay suggested that we have someone walk around the Library every day for the next month and count dead birds. That would, at least, give us an indication of the current extent of the problem. [Experts later told Koschik this would not yield useful information. Bonnie Van Dam, of the Detroit Zoo, might do a risk assessment for the current building and the new addition (based on drawings).]

Koschik had been in touch with the Director of the Ypsilanti District Library, which had constructed a new building featuring three stories of non-bird-friendly glass, next to a stand of trees. Over the course of an 18-month study conducted by a citizen experienced in such work, an average of somewhat less than one bird strike per day was found. The number was higher during migration seasons than at other times of the year. At Ypsilanti, therefore, bird-friendly glass would have prevented approximately 250 bird strikes (80 to 85% of 300) per year.

The choice at this point is between the originally specified Guardian non-bird-friendly “superglass” and Walker’s Pilkington bird-friendly glass. The Pilkington glass would cost more. The group needs to find out how much more and then find out if the local people who are pursuing this issue can raise that amount of money.

If the Library were to proceed with the Pilkington glass, the appropriate agencies of the City of Birmingham would have to approve the change. [Jana Ecker, Birmingham’s Planning Director, has stated that the matter probably wouldn’t need to go to the Planning Board or Historic District Commission again. Her administrative approval should be enough. But the glass must have a VLT (visible light transmission percentage) of 80% or higher. Gardner is in the process of determining the VLT percentage for the glass under consideration.]

The glass would be ordered after the external wall is constructed and field measured. The turnaround time for the glass would be approximately two weeks.

Building Committee Working Session Notes

project BPL Youth Services – Renovation / Addition
date July 12, 2019, 9:00 – 10:15 a.m.
location Delos Board room
attending BPL: R. Craft, S. Klimmek, D. Koschik, J. Richards
Building Committee: F. Pisano, J. Suhay, D. Underdown
City of Birmingham: B. Johnson, M. Morad
LZG: J. Gardner, K. Swanson
Dailey: S. Dailey, P. Danko, J. Fekaris, D. Meyers, S. Wheeler, one more
Library Design Associates (LDA): K. Haning

On June 17, the Baldwin Public Library Board of Directors approved Library Design Associates (LDA) as the Youth Room project’s FFE contractor.

On June 24, the Birmingham City Commission approved The Dailey Company as the project’s general contractor.

On July 12, there was a kickoff meeting for the project. The FFE contractor and six representatives from the general contractor attended.

Future meetings will take place each Mondays at 1:30 p.m., beginning July 22.

Dailey will begin external work on Thursday, August 15, 2019. They expect the interior of the Youth Room to be vacated by Monday, August 19. Baldwin staff and LDA make sure that all books, furniture, and equipment will be removed by that date.

Dailey will finish all building work by May 1, 2020. External hardscapes and landscaping will take longer, however.

Dailey will present a detailed timeline at the meeting on July 22.

For the duration of the project, Dailey will occupy all the parking spots on Bates St. and half of the spots along Martin St. LDA will move the book drop from its current location—to exactly where remains to be determined.

Dailey will explore the possibility of installing a temporary handicap ramp during the project. Otherwise, the existing one will be used.

Baldwin made Dailey aware that we would like bathroom access on the main floor to remain available for as many weeks as possible during the project.

The five benches along Bates St. will be stored at the Department of Public Services during the project. Koschik will contact Lauren Wood to arrange a date for removal.

Morad will notify the appropriate parties that the art fair in September and the Winter Markt in December will not be able to use Bates and Martin Streets immediately by the Library.

Since the project is now estimated to cost more than originally projected, Baldwin asked Dailey whether it could suggest any ways to complete a quality project, on time, at a lower cost. Dailey will think about it. Wheeler noted that 15% of the project cost is devoted to glass and wondered if there might be a way to lower costs there. Gardner and Dailey staff will talk about that.

Baldwin and LZG brought up the issue of bird-friendly glass. Gardner will send the specifications of the UV-marked glass to Dailey so that Dailey can price it out. No decision on this topic has been made yet.

LIBRARY REPORT

Key Metrics Dashboard

Strategic Plan Status Report

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Marketing and Public Relations

Financial Stability

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Community Relationships and Partnerships

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Strategic Plan Status Report

Key Metrics Dashboard: June 2019

	Current Month	This month last year	Current FYTD	Previous FYTD	FY 18-19 End of Q4 Target	Better/ (Worse) Target	Off Target Cautionary On Target
Financials							
Revenues	\$ 236,585	\$ 232,911	\$ 4,364,228	\$ 4,151,093			On Target
Expenses	\$ 389,603	\$ 351,133	\$ 3,843,741	\$ 3,400,371			On Target
Circulation							
Circ (Charges & Renewals)	52,471	44,990	541,442	503,941	505,000	36,442	On Target
Self-Check Usage	25.1%	23.8%	22.0%	22.8%	25.0%	-3.0%	Cautionary
% of Circ by Residents	92.0%	92.7%	91.9%	91.1%	90.0%	1.9%	On Target
% of Circ by Non-Residents	8.0%	7.3%	8.1%	8.9%	10.0%	-1.9%	On Target
Interlibrary Loans							
Items borrowed	886	679	9,371	8,969			
Items loaned	982	512	9,526	8,516			
Technology Usage							
Database Sessions	1,253	1,295	15,141	17,425	17,000	(1,859)	Off Target
Downloadable Content	9,816	7,661	111,074	88,871	90,000	21,074	On Target
Public Computer Usage	1,452	1,210	14,669	15,097	20,000	(5,331)	Off Target
Wireless Sessions	21,972	22,563	275,319	237,076	220,000	55,319	On Target
Website Hits/Pageviews	27,034	27,882	298,433	299,226	325,000	(26,567)	Off Target
Program Attendance							
Adults	630	575	5,475	5,535			
# of Programs for Adults	25	16	281	284			
Teens	980	1,489	3,063	3,079			
# of Programs for Teens	14	20	139	142			
Youth	4,483	4,361	28,631	26,353			
# of Programs for Youth	66	67	672	678			
Computer Classes	32	20	430	387			
# of Computer Programs	7	7	100	103			
Online Video Views	45	39	473	539			
Idea Lab Certifications	7	2	43	68			
Idea Lab Visits	238	85	2,453	799	1,500		
Total Program Attendance	6,415	6,484	40,568	35,893	37,000	3,568	On Target
Total # of Programs	112	110	1,192	1,207	950	242	On Target
Gate Count	26,892	25,555	241,058	247,044	270,000	(28,942)	Off Target
Volunteer Hours	333	264	3,165	2,513	2,300	865	On Target
Social Media							
	New Users	New Users LY					
e-Newsletter Subscribers	54	32	2013	1853	2000	13	On Target
Facebook Page Likes	27	34	2168	1907	2000	168	On Target
Twitter Followers	8	13	1236	1164	1225	11	On Target
Instagram Followers	42		1131		500		

Strategic Plan Status Report

Comparisons of actual results to projections are made on a quarterly basis—in the months of October, January, April, and July.

Key Metrics Explanation: July 2019

At the end of the fiscal year:

- **Financials:** The numbers shown in the financial section of the dashboard are not final. A final report will be issued in August or September. Before the 2018-19 fiscal year is closed out, revenues will probably increase by approximately \$80,000 to include penal fines and state aid. Final expenses are higher than expected due to extra expense for the Grand Hall furniture and carpet replacement project, new integrated library system add-on services, Idea Lab supplies, and Youth Expansion architectural fees.

- **Circulation:** Circulation increased by 7.4% this year as compared to last and was 7.2% higher than our FY2018-19 goal. This increase in checkouts is due in large part to our new integrated library system's ability to offer automatic renewals.

- **Technology Statistics:**
 - **Database Statistics:** The Library's database usage decreased by 13.1% in FY 2018-19 as compared to FY 2017-18 and was 10.9% short of the FY2018-19 goal. In FY2019-20, we will be creating more marketing materials and online tutorials to help promote these databases and increase usage.
 - **Downloadable Content:** The Library's downloadable content usage remains extremely popular, especially with the addition of Kanopy digital. Usage was 25% higher in FY2018-19 as compared to FY 2017-18 and exceeded the yearly goal by 23.4%. The Library has maintained a 3:1 ratio for holds on electronic books.
 - **Computer Usage:** In FY 2018-19, public computer usage was off target and short of the goal of 20,000 sessions by 26.7%. This is a continuation of a trend that we have observed for several years. Public computer usage has continued to decline while the use of personal devices connecting to the Library's wireless network has increased. Wireless sessions were 16.1% higher in FY 2018-19 as compared to the previous year and exceeded the FY 2018-19 goal by 25.5%.
 - **Website Pageviews:** Total pageviews were down .3% as compared to last year and were 8.2% below the goal for FY2018-19.

- **Program Attendance:** Program attendance was excellent in FY 2018-19, exceeding 40,000 attendees. This is 13% higher than the previous fiscal year and exceeds the FY 2018-19 goal by 9.6%. It is the highest total we have ever achieved.
- **Gate Count:** Gate count (i.e., the number of people entering the Library) was down 2.4% from FY 2017-2018, and was 10.7% lower than the target number for FY 2018-19. Though gate count was lower than expected, program attendance continues to be high.
- **Volunteer Hours:** Total volunteer hours exceed this year's target by 865 hours and were 652 hours higher than last year's level. This year we added new volunteers through JVS Human Services and implemented a new volunteer training program.

Services and Programs

Strategic goal: Focus on fresh, dynamic services, and programs that meet Library users' changing needs.

Summer Reading Open House

On Friday, June, 14, the Library hosted a Summer Reading Open House to kick off the 2019 program, *A Universe of Stories*. Over 700 people attended the event and signed up for our Youth, Teen, or Adult Programs. During the event, participants were able to sign up for each program, try out our Virtual Reality headset, make a craft in the Youth Room, and play games in the lower level. The Friends of the Library were on hand to pass out ice cream to each person leaving the Library.

As of July 11, 1,200 children have signed up for the Youth program, 309 teens have signed up for the Teen program, 179 adults and have signed up for the Adult program.

Marketing and Public Relations

Strategic goal: Improve marketing tools to ensure that the community is more aware of what the Baldwin Library has to offer and comes to view the Library as its first choice for accessing the world's knowledge.

eNewsletters

Bart Gioia, Computer Trainer, continues to compile and distribute the Library's four monthly eNewsletters (Adult Events, Teen Events, Youth Events, and Library Board News).

Craft submitted press releases about programs and events to local media outlets. Press releases from the last month included:

- Baldwin Partners with Grand Circus
- Baldwin Public Library Hosts Page to Screen Book Club
- The Sky's the Limit in Baldwin Library's Idea Lab
- Baldwin Library Presents 'The Storytellers'
- Baldwin Library Invites Patrons to Store Our Stories

Marketing

Michelle Hollo continues to work with Rebekah Craft designing projects and marketing materials for the Library. She has completed or is working on the following:

- Youth program posters and fliers
- Friends Book Sale signs and certificate
- Code of Conduct brochure
- Top Books for Teens 2019 brochure
- Save Our Stories flier and poster
- Friends of the Baldwin Public Library Summer Newsletter
- Fall Learn Connect Discover issue

Personnel and Organization

Strategic goal: Provide the most effective governing framework, and maintain a flexible, efficiently organized management structure staffed by multi-talented professionals with active support from well-trained volunteers.

Volunteer Hours

333 volunteer hours were utilized in the month of June.

Communications with Staff

Staff talks were held on June 19 and 20 as a follow-up to the June Library Board meeting.

Staff Updates

Rebekah Craft, Associate Director, reached 4 years of service on July 6.

Staff Changes: Bookkeeper

Darlene Poprafsky, Baldwin's Bookkeeper for the last 23 years, will be retiring on October 25. We are sad to see her go but appreciative of her hard work and integrity during her time here.

We posted her position at the end of June, interviewed three applicants in July, and have promoted Paul Gillin to the position of Bookkeeper. Starting July 15, he will begin training with Darlene and will continue training through her retirement date.

Paul has worked at Baldwin since August 2013. He began as a page and was promoted to Administrative Assistant in May 2015. He has a B.A. in Psychology from Macalaster College and an M.B.A. from Columbia University. He worked in finance at Daimler Chrysler for 22 years before taking an early retirement. During his last years at Chrysler, he was the Treasurer of the subsidiary New Venture Gear.

Metronet

Koschik attended the quarterly MetroNet Directors meeting at the Bloomfield Township Public Library on June 19.

Nerd Camp Conference

On July 8 & 9, Syntha Green, Youth Librarian, attended Nerd Camp, an educational conference in Parma, Michigan. Many authors donate their time to this conference and it is an amazing resource. Her favorite session was one called Remix by Jon Scieszka (The True Story of the Three Little Pigs), where he explained his process and offered ideas that has inspired her to consider a writing camp as a program next summer. The keynote Speaker was Jason Reynolds, an award winning, New York Times bestselling author and National Book Award Finalist. It was an amazing and educational time. *(Syntha poses with Jason Reynolds in the photo to the right)*



Community Relationships and Partnerships

Strategic goal: Strengthen relationships with stakeholders and expand partnership opportunities with community organizations for everyone's mutual benefit.

City of Birmingham

Koschik has attended weekly City of Birmingham staff meetings. Craft submitted content to the City of Birmingham for inclusion in its monthly *Around Town* email newsletter.

Beverly Hills

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

Birmingham Next

Rebekah Craft continues to host the Popular Reads book club at Next. Bart Gioia, Technology Trainer, continues to teach one computer class per quarter at Next. The Library's new non-fiction book club continues to be popular. This club meets on the second Thursday of every month at 10:00 a.m. Books are available for checkout in the Next office.

Birmingham Rotary Club

Koschik has continued to attend Birmingham Rotary Club meetings. On June 24 and July 15, Koschik gave two-minute updates to the Birmingham Rotary Club about the Baldwin Library. He focused on the summer reading program, the Idea Lab, and the upcoming Youth Room expansion and renovation.

Birmingham All Seasons

Lauren Ziolkowski, Adult Services librarian, is facilitating a monthly book club at All Seasons, the independent senior living facility in Birmingham.

Birmingham Family YMCA

During the summer, from June through August, campers at the YMCA in Birmingham walk to the library and spend time in the building for two hours each week. They come on Tuesdays and Thursdays and utilize both the Youth Room and the Teen Scene. They participate in craft activities, read books, and keep the Librarians very busy with all their reference questions. Each week of camp has a different theme and the Library helps the YMCA complete their required literacy component by choosing books for them each week that match the theme. In addition to all this, the librarians visit the YMCA once a month to perform a story time for the youngest campers, who do not walk to the Library. Between 60 and 70 campers visit the Library each week.

Michigan Architectural Foundation

The Michigan Architectural Foundation (MAF) Board met at Baldwin on July 11. Twenty-four architects attended the various meetings held throughout the day.

Koschik took the architects on a tour of the Library. They were a highly informed audience and asked many questions. They also thoroughly enjoyed the Idea Lab, where Nicholas Tupper explained all the amazing activities going on there.

In the past, MAF has paid for the Essential Architecture collection in Adult Services and the Building Imagination collection in the Youth Room. It also set up a named endowment fund at Baldwin to help maintain our architecture collections and programming.

This year, MAF has allocated additional money to Baldwin to purchase books about women in architecture. Currently, MAF is working with Koschik to finalize that list. MAF is also purchasing several STEM kits that the Youth Department will use for programming. Information that Stephanie Klimmek, Syntha Green, and Cathy Gimby created about the STEM kits can be found on page 93-96 in the Information Only section. MAF is very pleased with the kits Klimmek picked out and will purchase the same STEM kits for 15 other public libraries in Michigan, with Baldwin getting credit for the research and lesson plans.

Facilities and Technology

Strategic goal: Adapt the existing facility for more flexible use and employ technology more effectively in order to improve internal operating efficiency and better serve Library patrons.

Internet Speed

As of July 1, the Library increased its internet speed from 100 mbps to 250 mbps. This will help keep speeds up as our wifi user base continues to grow.

Sculpture Installation

Work will begin shortly on installation of Jim Miller-Melberg's "Michigan Spring" sculpture. The concrete sculpture pad will be poured this month. A pedestal will need to be installed to support the sculpture. Barbara Heller, of the Public Arts Board is working with the sculpture installation crew at the Detroit Institute of Arts to design a pedestal for the sculpture.

Eastman Fire

A representative from Eastman Fire inspected fire extinguishers in the building on June 19.

Bed Bug Inspection

A quarterly bed bug inspection was held on July 11. No bed bugs were detected in the building. The next inspection will be held in October.

Idea Lab

Here is an update from Idea Lab Supervisor Jeff Jimison:

The blade on our Cameo diecutting machine was put through its paces, cutting intricate templates from hundreds of sheets heavyweight cardstock for our users to assemble into wearable masks, for our Maskmaking program. This was a wonderful opportunity for patrons to see this incredible machine in action, and to expand their creativity!

Our 3D Printers were used to create hundreds of intricate components for our NASA Model Group Build. Patrons then used those components to assemble detailed models of spacefaring craft, such as the Viking Lander, the Curiosity Rover, or the Hubble Telescope.

And, who could forget Project:LIFTOFF, our *extremely* popular Model Rocketry program? Patrons built and decorated their own *functioning* sky rockets, complete with re-entry parachutes, from components created in-house on our 3D printers! Then we journeyed to Baldwin Park, temporarily converted to *Baldwin Space Center and Rocket Firing Range*, to BLAST OFF our rockets into the clear summer skies! This was tremendous fun, and served to introduce many youngsters to the fascinating world of *rocketry*.

Our second Fusion 360 class, taught by our assistant Matthew Weerakoon, was again a success. It was packed to capacity, as anticipated. Tremendous kudos to Matthew for his fine work in the Lab. His efforts to keep the place organized, his skills as a teacher, and his friendly and attentive manner have been invaluable to our lab.

Also, a number of *new* classes have debuted in the lab. Designed to teach patrons the core skills for operating and understanding our equipment and workflows, these courses have become the new bedrock upon which our other programming rests. We're covering the basics—from Laser Engraver Operation, to understanding the complex world of Online 3D Model Asset Sharing. Our first sessions were a great success, and the next sessions are just days away. And this success can be measured: a strong increase in new user certifications has occurred as a result of these classes, and of our other efforts to reach the community.

Also, there have been some interesting developments within the Lab. New resins and silicone mold-making supplies are now in stock, which allow us to rapidly duplicate objects through casting, or to transition 3D-printed parts into solid resin or rubber. Our large-format printer, the CR-10 S5, has been rebuilt to include some interesting new features, like an edge-to-edge AC Bed Heater, and an e3D Titan Volvano extruder assembly (it also now lives on a custom, US-made steel cart, and can occasionally be seen rolling from place to place throughout the library). New software has been acquired for our embroidery machine, vastly increasing the ease of use; We can now produce full-color embroidery patterns from *any* image with *a single click*. Also noteworthy, high-frame-rate video streaming has been enabled for our 3D printers. The video quality for our users livestreams is now markedly clearer and crisper, adding *not only* to our enjoyment, but to the efficacy of our A.I. Optical Print Failure Recognition System! Before long, these printers will be *running themselves!*

That's all for now! Pay us a visit to see what else is new!

Adult Event Photos

In June the staff of the Michigan Opera Theatre visited Baldwin for a fantastic program called “Behind the Curtain.” They talked about all the behind-the-scenes features of professional theatrical productions, from music performance to set and costume design to casting. Attendees got a true look behind the curtain. Below we see some of the attendees with MOT staff.



Thank you to the Friends of the Baldwin Public Library for sponsoring our programs!

Teen Event Photos

Summer Reading Kick-Off

With the help of two teen volunteers, Hannah Millichamp and Ella Limbaugh, we signed up teens for the Summer Reading Program. We handed out suckers, made buttons, played the PS4, and every teen who visited us entered into a drawing to win a \$20 Books-A-Million gift card.



Maker Monday: Zodiac Sign Tote Bags

After learning about astrology and discovering what everyone's zodiac sign was, we painted our sign onto book bags.





Weird Space

Terri McCormick, a NASA Solar System Ambassador, taught teens what it's like to live in space. We experimented with UV-sensitive beads, sampled space foods, and took astronaut selfies.

Escape the Room with Game of Clues

Game of Clues ran an escape room for teens. They worked in teams, solving clues and riddles as they raced against the clock.



Paws for Life Volunteer Project

The teens made snuffle mats for Paws for Life to take back to the shelter for dogs and cats to use as they wait for their forever homes. Two cats were adopted at the event!



Thank you to the Friends of the Baldwin Public Library for sponsoring our programs!

Youth Event Photos

Summer Reading Open House

Over 250 children plus their families visited Baldwin's annual Summer Reading Open House. Children played games, helped decorate the Youth Room with sun catchers, decorated a rocket ship, and ate delicious ice cream thanks to the Friends of the Baldwin Public Library.





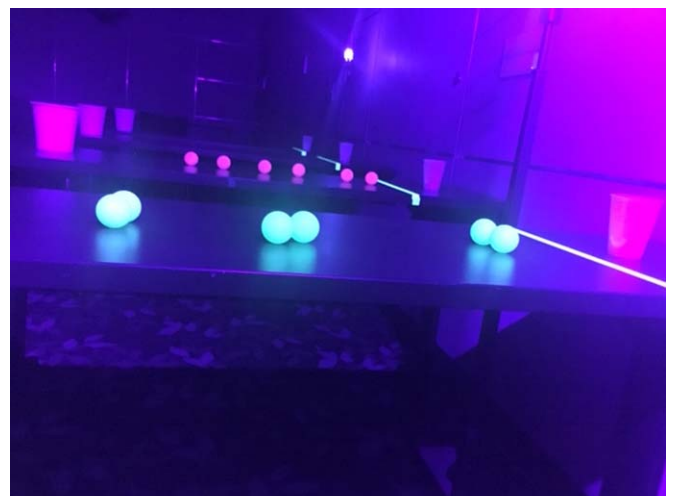
Stuffed Animal Sleepover

The 10th annual Stuffed Animal Sleepover was a huge hit. After a lively and entertaining show presented by Miss Donna, 99 beloved stuffed animals spent the night at the library. See below for some of the mischief they got into overnight.



Glow in the Dark Family Story Time

Miss Syntha created a story time based entirely on things that glow in the dark. There was a glow in the dark Goodnight Moon story, glow in the dark flannel boards and more!



Scietellers – Aliens!

The Scietellers used science experiments and audience participation to tell a wacky story all about aliens.



Thank you Friends of the Baldwin Public Library for supporting our events!

Baldwin Public Library: Friends Funds	
June 2019 Expenditures	
Adult Services	
Moon Phases Wall Hanging Supplies	\$ 161.18
Refreshments	\$ 6.48
Cookbook Club books	\$ 74.20
Summer Reading Prizes	\$ 199.98
Modern Cosmology Lecture	\$ 75.00
Behind the Curtain MOT Lecture	\$ 250.00
Total	\$ 766.84
Teen Services	
Book Club Books	\$ 97.10
Teen Summer Reading Prizes	\$ 597.55
Teen Summer Reading Supplies	\$ 129.21
BPS School Visit Supplies	\$ 129.46
Mad Science Show	\$ 500.00
Program Refreshments	\$ 55.55
Total	\$ 1,508.87
Youth Services	
Program Refreshments	\$ 33.07
Summer Reading Printing	\$ 306.40
Bowers Farm Turkey Visit deposit	\$ 100.00
Summer Reading Prizes	\$ 1,162.99
Puppet Show	\$ 425.00
Universe of Flavors program supplies	\$ 109.20
Construction Paper	\$ 84.37
Animals in Space Program	\$ 250.00
Universe of Musical Songs & Stories	\$ 250.00
Story Book Trail Books	\$ 26.98
Total	\$ 2,748.01
Outreach & Equipment	
Summer Reading T-shirts	\$ 479.50
BPL T-shirts for parades	\$ 138.00
Printing of Summer Learn.Connect.Discover	\$ 3,277.00
Total	\$ 3,756.50
Total Expenditures	
	\$ 8,780.22
June 2019 Balances	
Adult Services	\$ 5,995.35
Teen Services	\$ 4,896.46
Youth Services	\$ 11,832.29
Outreach & Equipment	\$ 364.71
Total Balance	\$ 23,088.81
June Book Sale Proceeds	
	\$820.00
Submitted by Rebekah Craft on July 8, 2019	



INFORMATION ONLY

CODE OF CONDUCT

THE FOLLOWING BEHAVIORS ARE NOT ACCEPTABLE:

- ▶ **O.** Campaigning, petitioning, interviewing, survey-taking, panhandling, or soliciting inside the Library or under the Library's front entrance awning on Merrill Street.
- ▶ **P.** Lying down or sleeping in the Library.
- ▶ **Q.** Smoking, using e-cigarettes, vaping, or chewing tobacco on Library property.
- ▶ **R.** Consuming alcoholic beverages (except when served or permitted at Library-sanctioned events) or possessing or consuming illegal drugs on Library property. Persons noticeably under the influence of any controlled substance or intoxicating liquor are not allowed on Library property.
- ▶ **S.** Bringing animals into the Library other than therapy animals and service animals (as defined by law) for individuals with disabilities, animals used in law enforcement, animals used in Library programming, or where otherwise permitted under Library policy. Patrons are legally responsible for the behavior of their service and therapy animals. Per state law, animals will be asked to leave if the animal is out of control and causes a significant disturbance, or if the animal has an accident.
- ▶ **T.** Securing animals or bicycles to the Library's front entrance railings.
- ▶ **U.** Using skateboards, bicycles, or other wheeled forms of recreation equipment anywhere other than on sidewalks.

CODE OF CONDUCT

THE FOLLOWING BEHAVIORS ARE NOT ACCEPTABLE:

- ▶ **V.** Not wearing a shirt, shoes, or other appropriate clothing.
- ▶ **W.** Bringing in large items such as suitcases, duffle bags, or large plastic garbage bags.

RIGHT OF APPEAL

Any Library user who has had his or her privileges suspended may appeal to the Library Board by submitting a written request to Library staff. Library staff shall then schedule a hearing before the Library Board and shall notify the patron requesting the hearing in writing at least seven (7) days before the hearing. **If you see anyone violating these rules or feel that others in the Library are acting inappropriately, please inform a staff member immediately.**

*Policy adopted by the Baldwin Public Library Board June 21, 2004
Revised August 17, 2015. Revised May 20, 2019*



BALDWIN PUBLIC LIBRARY
WWW.BALDWINLIB.ORG

BALDWIN PUBLIC LIBRARY



LEARN. CONNECT. DISCOVER.

INTRODUCTION

The Baldwin Public Library is open for specific and designated civic, educational, and cultural uses, including reading, studying, writing, participating in scheduled Library programs, and using Library materials. This Code of Conduct Policy has been established to provide a safe and welcoming environment for all patrons and staff on the Library's premises. Patrons who will not respect this policy may be asked to leave the Library, have Library privileges suspended, or be subject to legal action.

VIOLATIONS OF LAW

Committing or attempting to commit an activity in violation of federal, state, or local law, ordinance, or regulation on Library premises or concerning Library property will violate this Policy. This includes, but is not limited to, vandalism, assault, larceny, and the removal of Library material from the property without authorization through approved lending procedures.



CODE OF CONDUCT

THE FOLLOWING BEHAVIORS ARE NOT ACCEPTABLE:

- ▶ **A.** Disruptive or unsafe behavior, including, but not limited to profanity, running, climbing furniture, throwing things, hitting, pushing, or shoving.
- ▶ **B.** Stealing, damaging, altering or attempting to alter, any property of the Library.
- ▶ **C.** Making sounds louder in volume than the general noise level of the area, including yelling, cheering, talking (with others or in monologues), or producing noises from electronic, entertainment, and communication devices, such as cell phones, tablets, and headphones.
- ▶ **D.** Interfering with the use of the Library by other patrons or with employees' performance of duties, including monopolizing the attention of staff for an inappropriate period of time, and making inappropriate personal comments, sexual advances, or other forms of physical or verbal harassment.
- ▶ **E.** Entering a designated staff area without permission from a Library staff member.
- ▶ **F.** Threatening, bullying, or harassing other people, including following, threatening, or taunting them, or inflicting physical or verbal abuse.
- ▶ **G.** Recording or photographing another person in the Library without their permission. In the case of minors, permission must come from the parent or legal guardian.

CODE OF CONDUCT

THE FOLLOWING BEHAVIORS ARE NOT ACCEPTABLE:

- ▶ **H.** Leaving belongings unattended. The Library does not guarantee storage for personal property. Personal possessions must not be left unattended or take up seating or space if needed by others.
- ▶ **I.** Offensive body odor, including, but not limited to odor due to poor personal hygiene or overpowering perfume or cologne.
- ▶ **J.** Misusing restrooms, including, but not limited to laundering, shaving, hair cutting, bathing, sexual activity, or other inappropriate behavior.
- ▶ **K.** Consuming food and beverages other than in designated areas or at authorized Library functions. Light snacks and beverages in closed containers are permitted everywhere except at Library computers, or in the Computer Lab, Idea Lab, and Harry Allen Room. All areas shall be left clean after use.
- ▶ **L.** Leaving children under the age of 10 unsupervised in the Library in accordance with the **Library's Unattended Children's Policy**.
- ▶ **M.** Viewing materials which are inappropriate for the surroundings.
- ▶ **N.** Using computers to create, send, or receive obscene, illegal, or sexual explicit matter in accordance with the **Library's Electronic Device, Network, and Internet Use Policy** and Michigan Compiled Law 397.606.



BLOOD WATER PAINT | MCCULLOUGH, JOY

Artemisia Gentileschi at 17 is already a brilliant painter. She wants to become better and escape her father's control. A man who she hopes will save her, instead is her worst nightmare. Artemisia must decide either to remain silent or to speak the truth, just as her heroines did.



BLANCA AND ROJA | MCLEMORE, ANNA-MARIE

Two sisters fight to escape the magic of a family curse dooming one of them while two boys embrace the enchantment saving them from lives they can't bear. Steeped in Latino folklore, their heartbreaking stories in this contemporary retelling of "Snow-White and Rose-Red" and "Swan Lake."



A LITE TOO BRIGHT | MILLER, SAMUEL

Arthur Louis Pullman the Third, the troubled grandson of a famously reclusive Beat-generation writer, sets out on a cross-country train journey to discover to truth behind the last week of his grandfather's life. Puzzles and poetry lead to self-discovery in this dynamic incarnation of the great American road trip novel.



ALL OUT: THE NO-LONGER SECRET STORES OF QUEER TEENS THROUGHOUT THE AGES | MITCHELL, SAUNDRA

Seventeen short stories written by different authors illustrate the experiences of queer teens throughout history.



THE STARS BENEATH OUR FEET | MOORE, DAVID BARCLAY

Reeling from the shooting death of his older brother, 12-year-old Lolly finds solace in building fantastical, epic cityscapes out of Lego blocks. His Lego building attracts the attention of the kids in his Harlem after-school program and beyond, while the violence of the streets threatens to pull him in another direction.



NEANDERTHAL OPENS THE DOOR TO THE UNIVERSE | NORTON, PRESTON

Aaron is the star of Happy Valley High School until he suffers a concussion after a boating accident, or receives a visit from God, depending on who you believe. God gives him a to-do list and tells him he will need the help of Cliff Hubbard (a.k.a. Neanderthal).



BURIED BENEATH THE BAOBAB TREE | NWAUBANI, ADOABI TRICIA

A Nigerian teen looks forward to the day when she will leave her village to pursue a university degree, but her life changes drastically when she and her schoolmates are kidnapped by Boko Haram.



A THOUSAND BEGINNINGS AND ENDINGS | OH, ELLEN AND CHAPMAN, ELSIE (EDITORS)

Fifteen young adult authors of Asian descent weave magical stories inspired by their favorite childhood Asian myths and legends. Ranging from traditional stories to contemporary to science fiction and populated with everything from goddesses to androids and vampires, there is something for everyone.



BROKEN THINGS | OLIVER, LAUREN

Five years ago Mia and Brynn were blamed for the ritualistic killing of their best friend. Now, new evidence has come to light that could solve the murder and finally clear their names.



FRANKIE | PLOZZA, SHIVAUN

Frankie Vega's half-brother suddenly presents himself, and just as she begins to get to know him, he disappears. Frankie is the only one who seems worried about his whereabouts so she sets out to find him.



IN HER SKIN | SAVAGE, KIM

Jo Chastain is attempting her biggest con yet- impersonating Vivi Weir, who vanished 9 years ago. Jo is welcomed with open arms into the Lovecraft household, the family of Vivi's best friend Temple, the last person to see Vivi before she disappeared- but the Lovecrafts have secrets of their own.



DRY | SHUSTERMAN, NEAL AND JARROD

When the water in the tap runs dry, Southern California is forced into a state of emergency. Neighbors turn on one another, and suburbia is a hot zone for "water-zombies." When Alyssa's parents go missing, she must do whatever it takes in order to survive the Tap-Out.



WHAT THE NIGHT SINGS | STAMPER, VESPER

Saved by music and surviving Aushwitz as a member of the Women's Orchestra, liberated Gerta Rausch works to reclaim her voice and find a new life for herself, but is still haunted by what happened in the concentration camp.



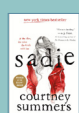
WHEN MY HEART JOINS THE THOUSAND | STEIGER, A.J.

Seventeen-year-old Alvie lives by herself, works a full-time job at the zoo, and is waiting to turn eighteen so she can be legally emancipated. Living with Asperger's, Alvie prefers to spend time with animals until she meets Stanley, with whom she starts to fall in love.



ODD ONE OUT | STONE, NIC

Courtney has been in love with his best friend Jupiter for years. When new girl Rae comes along, both friends find themselves interested in her, and confused about their feelings for each other.



SADIE | SUMMERS, COURTNEY

Two sisters: one dead, one missing. This gripping thriller for mature readers unfolds in alternating chapters: one thread follows 19-year-old Sadie as she hunts down her sister's murderer, while the other follows her trail via a true-crime podcast that attempts to uncover what happened before she herself disappeared.



THE CHEERLEADERS | THOMAS, KARA

Five years after the deaths of five Sunnybook cheerleaders Monica, the sister of one of them, decides to look further into their deaths. She uncovers information that leads her to believe there is a deeper, darker truth to what happened. What really transpired all those years ago?



WILD BIRD | VAN DRAANEN, WENDELIN

Out-of-control Wren is shipped off to a wilderness survival camp for troubled teens after her parents reach their wits' end with her. Despite her best efforts to remain uncooperative, the stark reality of survival in the desert gradually forces her to face her inner demons.



SKY IN THE DEEP | YOUNG, ADRIENNE

As a fierce Aska warrior, Eelyn fights an ancient blood feud against the enemy Rikki clan to honor her god and avenge her brother's death at their hands. However, when Eelyn becomes a prisoner after spotting the presumed dead Iri fighting beside the Rikki, her world forever changes.



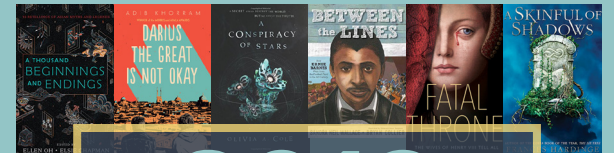
THE DARK DESCENT OF ELIZABETH FRANKENSTEIN | WHITE, KIERSTEN

Elizabeth has spent her life changing herself to please others to survive. When she is offered as a gift to the boy Victor Frankenstein, she believes her life will change for the better. But when a monster appears that begins to kill, Elizabeth's world begins to fall apart.

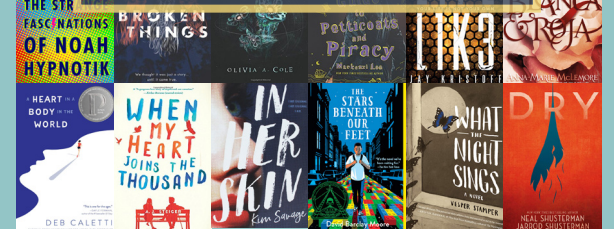


PRIDE | ZOBOI, IBI

In this classic retelling, Zuri Benitez meets the handsome Darius Darcy, the rich boy who moved in across the street in her Bushwick neighborhood. Despite their good looks, Zuri sees the Darcys as a threat to her way of life and her beloved Bushwick.



2019 BEST FICTION FOR YOUNG ADULTS



STORE *our* STORIES

BALDWIN'S **YOUTH ROOM EXPANSION AND RENOVATION PROJECT** BEGINS IN LATE AUGUST. MANY MATERIALS FROM THE YOUTH ROOM WILL BE MOVED INTO STORAGE FOR APPROXIMATELY EIGHT MONTHS DURING THE PROJECT. WE WILL HAVE A **TEMPORARY YOUTH SPACE** WITH HIGH-DEMAND ITEMS AVAILABLE THROUGHOUT CONSTRUCTION.

HERE'S WHERE **YOU CAN HELP:**

- FROM **JULY 29 TO AUGUST 10**, CHECK OUT ITEMS FROM THE YOUTH ROOM ON A **LONG-TERM BASIS**
- THERE IS **NO LIMIT** TO THE NUMBER OF ITEMS YOU CAN CHECK OUT
- **CHECK OUT ITEMS** THAT WILL **OTHERWISE GO INTO STORAGE**, INCLUDING ADULT BIOGRAPHIES AND YOUTH BOOKS, DVDS, STORY KITS, AND CDS
- ALL ITEMS WILL BE **DUE JUNE 1, 2020**



In 1960, the Baldwin Library was expanded to add a new Youth Room. The Library sent an S.O.S. to the community to ask for help storing materials from its collection during the renovation project. Called Save Our Stories, the program asked citizens to check out as many books as possible and return them when the project had finished. The public responded enthusiastically, saving the Library thousands of dollars in moving costs.

Grades 1 – 3

1) Straws and Connectors Building Challenge

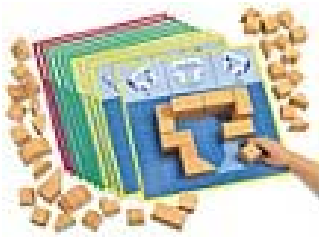
Divide kids into teams. See which team can build the tallest free-standing tower. For extra fun, use a blow dryer and try to knock down the towers.

Items needed: Straws and Connectors, hair dryer, measuring tape.



2) Blocks and Blueprints Challenge

Use Blocks and Blueprints blocks and instruction cards. Two kids/teams can race to see who can build the structure the fastest.



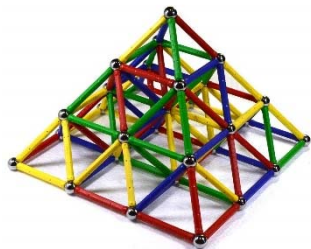
Materials: Blocks and Blueprints

Items to purchase: Blocks and Blueprints – 2 sets - \$50 per set from Lakeshore Learning

3) Magnetic Geometric Shapes

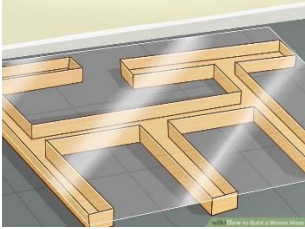
Create geometric shapes with CMS Magnetics rods/balls.

Materials to purchase: CMS Magnetics Building Set 156 pcs – 3 sets - \$25 per set



4) Maze Building

Use Keva planks to create a wooden maze. Then, using a magnetic ball and rod from CMS Magnetics set, try to move the magnetic ball through the maze.



Materials needed: Keva planks, magnetic ball and rod

Architecture Kit Plan for Grades 4 – 6

Grades 4 – 6

1) Keva Plank Cliffhanger Challenge

Build a “cliffhanger” with planks that extends over the edge of a table or building surface. Use measuring tape to determine which structure extends furthest.



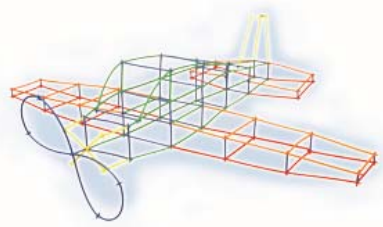
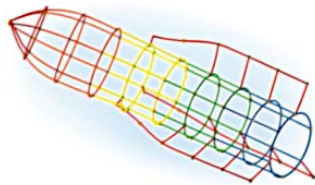
Materials: Keva planks (50 per builder/team); table for building; measuring tape

Items to purchase: Keva Maple 400 plank set - \$160

2) Straws and Connectors

Divide participants into teams

Assign each team a building challenge (rocket ship, propeller plane, castle, etc.).



Materials needed: Straws and Connectors

Items to purchase: Roylco Straws and Connectors – 2 sets - \$43 per set

3) Modern/Post Modern Architecture

Build structures using Archiquest Modern/Post Modern blocks and handbook (set includes a hardbound 62 page book providing history and fun facts about Modern and Post-Modern Architecture, as well as building plans to use with the blocks)

Items to purchase: Archiquest Modern/Post Modern Building Blocks Architecture Kit (126 pcs) - \$100



4) K'Nex Challenges

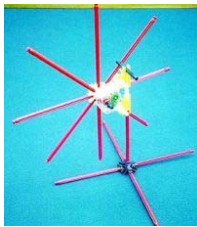
Materials needed: K'Nex, croquet ball or other small ball, measuring tape.

Items to purchase: K'NEX 100 Model Imagine Building Set (863 pcs) \$50

Create a croquet mallet that can hit a ball at least 10 feet



Make a fan that turns when you spin it by hand



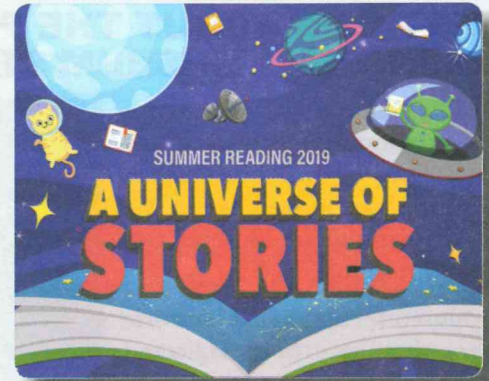
Build a seesaw, and for an extra challenge, make two people to ride on seesaw



Baldwin Public Library

A UNIVERSE OF STORIES: SUMMER READING PROGRAM

Haven't joined the Summer Reading program at Baldwin Public Library yet? There's still time! Read books to win prizes, then join us for our finale events in August. Find more information at baldwinlib.org/summerreading.



1,000
BOOKS
BEFORE
KINDERGARTEN

1,000 BOOKS BEFORE KINDERGARTEN

The Baldwin Public Library (300 W. Merrill) is helping families foster a love for reading in young children with its ongoing 1,000 Books before Kindergarten program. To sign up, visit the Youth Room reference desk.

Participating children will receive a tote bag, silk dance scarf, and nursery rhyme song sheet. Your child will also receive an early literacy themed prize for every 250 books read. The best benefit of the program is building reading confidence and letter and word recognition long before entering the kindergarten classroom.

You can more information on the program on the Library website at www.baldwinlib.org/youth.

YOUTH ROOM EXPANSION & RENOVATION

In late August, Baldwin will begin work on the new Youth Room, which will be completed in spring 2020. The expansion and renovation project will allow Baldwin to serve its young population better and also enliven the west end of the downtown civic campus.

Highlights of the project include:

- 40 percent expansion, or approximately 2,000 square feet
- New furniture and carpeting
- Larger play area, story room, and seating capacity
- Make the entire area ADA-compliant, including the book shelves and the bathrooms
- Modernize and increase the capacity of the bathrooms
- Add display cases and a large aquarium, as well as a separate room for strollers and coats

- Expose the brick of the original 1927 building
- Clad the room in heat- and glare-reducing glass from floor to ceiling
- Add an outdoor children's terrace and garden

The Birmingham-based project architects are Robert Ziegelman, John Gardner, and Karen Swanson of Luckenbach Ziegelman Gardner Associates.

Follow along with the project and sign up for updates at www.baldwinlib.org/renovation.



Beverly Bobcat Blog

Saturday, June 1, 2019

Ms. Susan, the BEST Librarian ~ZL & IV

Ms. Susan is an amazing librarian at the Baldwin Public Library! Ms. Susan runs most of the book clubs at the Baldwin Library, both for the older kids and the little tiny 3 year olds! She also helps judge the Battle of the Books, pictured below. "I like Ms. Susan," said Macy, a constant library visitor, "She's nice and she's very helpful!" Ms. Susan helps the community by working with and helping kids, and helping at the library. Not many people know much about Ms. Susan, but that will change after you have read this!



Ms. Susan grew up in Royal Oak, Michigan, which is about 45 minutes from where she went to college at the University of Michigan, in Ann Arbor. Ms. Susan worked at a toy store before she became a librarian. She didn't like working at the toy store because she thought all the kids there were crazy! Ms. Susan would have liked to be a singer, IF she had a 'good voice'. She said, "So it's coincidental that I do the *Sing and Tell* program for the little kids at the library." Ms. Susan currently runs a lot of the book clubs at the library, and 'loves reading and wants to share it with others'. She also said, "My favorite part about being a librarian is meeting new people through book clubs."

Ms. Susan likes books (Obviously!) she doesn't have a favorite book, but she does have two favorite genres. "I like biographies and travel books," she said, "They're very interesting." Ms. Susan also hopes that 5 years in the future, she's still be working at the library, but she also hopes to visit more interesting landmarks and other places in the next 5 years. She might even win 1 million dollars in the next five years. If she did win 1 million dollars, then she would use it to plant trees and flowers and help the environment. Is glitter bad for the environment? Even though Ms. Susan really likes the environment she probably likes glitter at about the same level. She loves doing crafts with glitter at the library! She especially loves purple glitter because purple is her favorite color! Now you (hopefully) know more about Ms. Susan. Maybe you should go to the Baldwin Public library and talk to her some time!

Posted by [Beverly Bobcats](#) at 6:47 PM

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June 19, 2019

Baldwin to go backstage with MOT

BIRMINGHAM — Visitors can get a glimpse behind the Michigan Opera Theatre curtain at 7 p.m. Tuesday, June 25, during a special program with the theater's director of internal affairs, Arthur White. Participants can learn about the MOT's history and find out about upcoming productions.

For more information, visit baldwinlib.org. The Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.

Library to host grown-ups for planetarium program

BIRMINGHAM — Explore the night sky and learn more about constellations and planetary orbits

at the Michigan Science Center's portable planetarium on Thursday, June 20.

The Baldwin Public Library will host two 30-minute sessions for adults to view an actual nighttime sky and learn how to identify celestial objects.

Adult Services Librarian Lauren Ziolkowski planned and coordinated the program in con-

junction with the 2019 summer reading theme, "A Universe of Stories."

Portable planetarium tours will be held at 6:15 p.m. and 7 p.m. For more information, visit baldwinlib.org.

The Baldwin Public Library is located at 300 W. Merrill St. in downtown Birmingham.

— TIFFANY ESSHAKI —

Learn how astronauts live in space

The Baldwin Public Library, 300 W. Merrill St. in Birmingham, will present a program for teens about living in space at 7 p.m. NASA Solar System Ambassador Terri McCormick will offer hands-on activities for attendees and will share how astronauts manage everyday activities while living in space during a special program for teens in grades six through 12. Advance registration is requested. To register or for more information, visit www.baldwinlib.org or call (248) 554-4650.



June 14, 2019

Portable planetarium visiting Baldwin

June 14, 2019

Adults can explore the night sky and learn more about constellations and planetary orbits inside a portable planetarium from the Michigan Science Center at Baldwin Public Library, which will be hosting sessions on Thursday, June 20, at 6:15 or 7 p.m.

As part of Baldwin Library's Summer Reading Program, a Universe of Stories, adult librarian Lauren Ziolkowski planned and coordinated the program which will allow attendees to experience a 30-minute tour of the actual nighttime sky and learn how to identify objects displayed during the show.

"I'm excited to have the Michigan Science Center at BPL providing a high quality and unique experience for our patrons. Who better to explain the wonders of the sky than the Michigan Science Center?" asked Ziolkowski.

Advance registration is requested and can be done on Baldwin's website or by calling the Adult Services Department at 248.554.4650.



June 28, 2019

Baldwin Youth Services expansion contract set

June 28, 2019

|

Lisa Brody

The contract with The Dailey Company to expand and renovate the Baldwin Public Library's Youth Services area was unanimously approved by the Birmingham City Commission on Monday, June 24, for no more than \$1.9 million.

The Dailey Company also performed the extension first phase renovation of the Adult Services area of the library in 2016 and 2017. The Youth Services renovation and expansion is the second phase of a three-part renovation of the library, with phase three anticipated to be for the circulation department, to redo the front entrance, and possibly add a small cafe.

A request for proposal (RFP) for this renovation was sent out February 27, 2019, with detailed plans and specifications having been previously reviewed and approved by the city's building department staff for construction, building official Bruce Johnson wrote in a memo. A pre-bid meeting was held at the library on March 13 for prospective bidders. Five contractors submitted bids by the April 17 deadline, he said, with two firms qualifying.

Of the two qualified firms, The Dailey Company was the most responsive and had the best price, he said.

Johnson told commissioners they will be adding 2,500 square feet and renovating about 5,500 square feet, along with renovating and updating two men and women's restrooms on the first floor. Architectural, mechanical, electrical and structural drawings were prepared by Luckenbach|Ziegelman|Gardner Architects.

Commissioners approved the contract, voting 6-0, with commissioner Andy Harris not in attendance.

Libraries, Instagram and the future of social media

July 2, 2019

First there was the telephone, then there was the fax. Then came cellphones, text messages and bitmojis.

Along the way, social media revolutionized the way we communicate, and today it's the very heart of global communication. (You probably saw this story on Facebook, didn't you?)

Nine years ago, [Mashable launched the first annual Social Media Day](#) as a way to recognize and celebrate social media's impact on global communication. To mark its anniversary, we decided to talk with a librarian who's also a social media professional.

Sarah Bowman is an adult-services librarian at the Baldwin Public Library in Birmingham, Michigan, and this fall she'll be teaching a new special topics class (INF 7850 CRN 18104) for Wayne State's School of Information Sciences: "Likes, Follows & Friends: Understanding Social Media Use for Nonprofits."

We sat down with Bowman this year for #SMDay to get her insights into how librarians handle social media in the modern era.



Sarah Bowman

SIS: So how does social media factor into your work?

Bowman: When I first started this job as an adult-services librarian, one of my duties was to help develop our social-media presence, specifically on Instagram. I didn't really know what I was getting into, but it's turned out to be one of the more rewarding perks of my job in ways that I didn't necessarily expect.

I enjoy social media for personal use for all the regular reasons everybody else does — pictures of babies and cats. In my professional life, I thought I would be connecting with our patrons and our community, and we do, but what was surprising to me is how much library-to-library networking is happening on social media.

Often we'll end up with more of a dialogue, and we've created real relationships with libraries from all over the place, just through sharing ideas and feedback about what works and what doesn't work.

SIS: How do you use social media to connect with your patrons?

Bowman: We have people who follow us who live in Birmingham and regularly come to the library, and we have people who grew up in Birmingham who might comment on an old photo: "I remember that as a kid in the '60s! I haven't been there in 20 years — thanks for the pictures!" It's great to be able to share those pictures and memories because a lot of people have warm, fuzzy feelings about libraries.

SIS: What unique challenges does your job present?

Bowman: Social media — and Instagram, specifically, but also to a certain extent Facebook — is image-driven. In the world of librarianship, the message that we're trying to get across can often be wordy and text-based. It's a fun, but challenging creative process for me. Like, here's a message I want to get across, but how do I do it visually? Let's say I want to promote my large-print book collection — how do I do that in a way that's visually appealing, that people might stop and look at or like and comment on? That's the part I love about Instagram and that I find challenging.

SIS: What advantages does Facebook have over Instagram?

Bowman: What works well for us is posting our library programs as Facebook events. There are a lot of families that exclusively use Facebook to search for activities for their kids. Having those show up as a location is a good advertising mode for some of our programs.

SIS: What role do you think social media will play for future graduates of library-science programs?

Bowman: Most of our peer libraries around here — Berkley, Troy, Royal Oak — their social media is run by librarians or library staff. It's not run by marketing professionals.



For new graduates in our field, I expect that social media will be part of their daily job duties.

SIS: What can students expect from your class next fall?

Bowman: I'd like to give students a theoretical, big-picture understanding of social media, but I also want them to feel prepared practically to know what it might look like to have to incorporate this duty as part of their jobs.

Follow the Baldwin Public Library on [Instagram](#), [Facebook](#) and Twitter [@BaldwinLib](#). For more info, go to baldwinlib.org.

July 7, 2019

Sky's the limit in Baldwin Library's Idea Lab

Hometownlife.com Published 5:03 a.m. ET July 7, 2019

CONNECT TWEET LINKEDIN COMMENT EMAIL MORE



The interior of the Baldwin Library's Idea Lab. (Photo: Courtesy Baldwin Library)

Visit the Baldwin Public Library's Idea Lab this summer to explore the beauty of space and the power of making. With a wide variety of tools, techniques and equipment available in the Lab, the creative possibilities are endless.

Resin Galaxies

Thursday, July 11, 6-8 p.m.

Saturday, July 13, 10 a.m. to 4 p.m.

Drop in to capture the heavens in resin. By mixing a crystal-clear liquid resin with swirls of pigment, glitter, and UV-reactive dye, makers will recreate nebulous galaxy forms.

Laser Cut Star Maps

Saturday, Aug. 3, 10 a.m. to 4 p.m.

Thursday, Aug. 8, 6-8 p.m.

Drop in and use the laser cutter to make a custom laser-etched map of the stars to commemorate an important date in your life. The final product will be cut from a solid sheet of acrylic plastic and lit from within by a custom LED light source.

Finding 3D Models Online

Monday, July 22 or Aug. 26, 7 p.m.

Discover resources and tips for finding high quality 3D models online that can be printed on the Idea Lab's 3D printers. Registration required.

Using the Laser Cutter

Thursday, July 25 or Aug. 29, 7 p.m.

Learn the ins-and-outs of laser cutter operation as an Idea Lab technician teaches you everything you need to know about what the laser can do and how to do it. Registration required.

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 p.m., Monday through Thursday, 9:30 a.m. to 5:30 p.m. Friday and Saturday and noon to 5 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.

Upcoming Events of Interest

RepcO Wildlife Encounters

Thursday, July 18 at 2:00 p.m. Registration required.

Meet animal species that have traveled into outer space!

Liquid Nitrogen Ice Cream for Teens

Thursday, July 18 at 6:30 p.m. Registration required.

Grades 6-12. Science can be fun and delicious with Dr. Nitro's Dessert Lab. After a hands-on Mad Science show, everyone will get to make their own liquid nitrogen ice cream sundaes.

Doomed, Insignificant, and Ignorant: Modern Cosmology

Monday, July 22 at 7:00 p.m. Registration required.

Dr. David Cinabro from Wayne State University will teach us about the origin, fate, and mysteries of our universe.

Take Flight, with Nicholas Tupper

Tuesday, July 23 at 7:00 p.m. Registration required.

Join Idea Lab Assistant Nick, his father, and other student pilots to hear stories from zero to hero and everything in between.

The Storytellers Universe of Stories and Music

Thursday, July 25 at 11:00 a.m. Registration required.

This unique program combines interactive storytelling, music, and hands-on fun with musical instruments from around the world. Featured instruments include steel drums, balafon, didgeridoo, and many others.

History of the Blues, with Joey Leone

Saturday, July 27 at 7:00 p.m. Registration required.

Blues man Joey Leone is back by popular demand for more history of blues music at this special *AFTER HOURS* event that will rock your socks off.

Rags the Miniature Horse

Thursday, August 1 at 11:30 a.m. Registration required.

Join us at Beverly Park, in Beverly Hills, to meet Rags, a miniature therapy horse who is also a registered therapy animal.

Idea Lab: Laser Cut Star Maps

Saturday, August 4 from 10:00 a.m. to 4:00 p.m. or Thursday, August 8 from 6:00 to 8:00 p.m.

Drop in to use the laser engraver to make a star map commemorating an important date in your life.

Baffling Bill's Blast Off with Books Magic Show

Thursday, August 8 at 10:30 a.m. Registration required.

POOF! In a brilliant flash, Baffling Bill the magician arrives to celebrate summer reading with illusion, comedy, audience participation and Gus the Bunny.

Harry Potter Trivia

Thursday, August 8 at 7:00 p.m. Registration required.

Grades 6 to Adult. See who has the ultimate Harry Potter knowledge. Come as a team (6 people or less) or come solo and join a team. Costumes and wizarding apparel encouraged. Snacks and prizes will be provided.

After-Hours End of Summer Reading Lock-In for Teens

Saturday, August 10 from 6:30 to 9:30 p.m. Registration and signed permission slip required.

Grades 6-12. Celebrate the end of the summer reading program with pizza, ice cream, video games, laser tag, a movie, crafts, and more!

The KonMari Method, with Kate Sood (Adult Summer Reading Finale)

Wednesday, August 14 at 7:00 p.m. Registration required.

Learn about living a tidy life with the KonMari Method, made popular by Marie Kondo. Summer reading prizes will be awarded and refreshments will be served.

BALDWIN PUBLIC LIBRARY TRUST

Trust Agenda

Trust Minutes

Trust Financial Reports

Gifts to Trust: Receipts

Check Register: Claims

Baldwin Public Library Trust Meeting
Monday, July 15, 2019
Rotary Tribute & Donor Rooms
Immediately following regular Board meeting

Agenda

Call to order and establishment of a quorum

I. 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 June 17, 2019 minutes p. 111
- B. Acceptance of the June 2019 receipts of \$134.91 p. 117
- C. Approval of the June 2019 disbursements of \$12,561.73 p. 118

II. New and Miscellaneous Business

III. General Public Comment Period

The Library Board values public meetings and welcomes your comments on Library issues. The Board respectfully asks that comments be made as concisely as possible. We welcome your comments but cannot debate items not on the agenda.

IV. Adjournment

Motion: To adjourn the July 15 Trust Meeting.

The next Trust meeting will be held immediately following the next regular meeting of the Baldwin Public Library Board of Directors on Monday, August 19, 2019.



BALDWIN LIBRARY BOARD
MINUTES, TRUST MEETING
June 17, 2019

1. Call to Order

The meeting was called to order by President Bob Tera at 8:15 p.m.

Library Board present: Bob Tera, Ashley Aidenbaum, Frank Pisano, and Melissa Mark.

Absent and excused: Jim Suhay and Dave Underdown.

Library Staff present: Doug Koschik, Director; Rebekah Craft, Associate Director; and, Paul Gillin, Administrative Assistant.

Members of the public present: None.

2. Consent Agenda

Motion: To approve the consent agenda, which included the Trust minutes, and receipts and disbursements.

1st Aidenbaum

2nd Pisano

A roll call vote was taken.

Yeas: Tera, Aidenbaum, Pisano, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously.

3. New and Miscellaneous Business: Koschik mentioned that the Trust has a new endowment fund—the Richard & Mary Henne Book Fund.

4. Adjournment:

Motion: To adjourn the meeting.

1st Aidenbaum

2nd Pisano

Yeas: Suhay, Tera, Aidenbaum, Pisano, and Mark.

Nays: None.

Absent and excused: Suhay and Underdown.

The motion was approved unanimously. The meeting was adjourned at 8:19 p.m. The next regular meeting will be on Monday, July 15, 2019.

Melissa Mark, Secretary

Date

Baldwin Public Library Trust: June 2019

June receipts totaled \$134.91. June disbursements totaled \$12,561.73.

The current value of the Trust is \$1,764,271.88, divided up in the following way:

Total endowment investments*	\$1,116,069.56
Endowment funds distributed for use	<u>\$121,920.91</u>
Total endowment funds	\$1,237,990.47
General spendable funds	\$286,472.75
Restricted funds**	\$230,470.77
Naming rights for Rotary Tribute Room	<u>\$9,337.89</u>
Total non-endowment funds	\$526,281.41
Total endowment funds	\$1,237,990.47
Total non-endowment funds	\$526,281.41
Total of all Trust funds	\$1,764,271.88

* The principal of the endowment funds is \$828,859.98.

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

To date, fundraising efforts for the Youth Room expansion and renovation have resulted in \$148,825.35 in donations. This includes all money received, but not money that has been merely pledged. Neither does it include funds raised at the 2017 and 2018 Books & Bites events.

As of June 30, 2019, the amount of money in the Trust that is undesignated stands at \$346,215.78.

Baldwin Public Library Trust
Portfolio Performance Benchmarks
As of June 30, 2019

<u>Index</u>	<u>2019: YTD</u>	<u>2018: Entire Year</u>
S&P 500 (Equity benchmark)	17.35%	-6.24%
Global Aggregate (Bond benchmark)	5.07%	-1.20%
Blended Return of Both Benchmarks*	14.28%	-4.98%
Baldwin Trust's Portfolio Return	14.65%	-8.30%
Trust's Portfolio Performance Compared to Blended Return of Benchmarks	0.37%	-3.32%

*Since November 2017, the blended return has been calculated according to the Baldwin Trust's current allocation of 75% equities and 25% fixed income, cash, and cash alternatives.

**BALDWIN PUBLIC LIBRARY TRUST
BALANCES BY FINANCIAL INSTITUTIONS
JUNE 30, 2019**

Investment and Cash Report										
	Prior Month Balance 05/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expenses	Year to Date Expenses	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 06/30/19	
Chemical Bank Checking:										
Endowment Money	\$0.00	\$0.00	\$0.00	\$3,393.83	\$72,232.67	\$3,393.83			\$0.00	
2012 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2013 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$840.33	\$0.00			\$0.00	
2015 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$1,778.79	\$0.00			\$0.00	
2017 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	
2018 Books & Bites at Baldwin Fundraiser	\$0.00	\$0.00	\$0.00	\$0.00	\$10,509.38	\$0.00			\$0.00	
2018 Youth Room Fundraising	\$0.00	\$0.00	\$0.00	\$0.00	\$991.99	\$0.00			\$0.00	
Restricted Funds	\$3,228.11	\$0.00	\$0.00	\$8,964.61	\$48,542.03	\$9,399.88			\$3,663.38	
General Spendable Funds	\$83.64	\$0.00	\$0.00	\$206.29	\$10,779.62	\$206.29			\$83.64	
TOTAL	\$3,311.75	\$0.00	\$0.00	\$12,564.73	\$145,674.81	\$13,000.00			\$3,747.02	
Chemical Bank Money Market:										
Endowment Budgeted Funds	\$126,820.63	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	(\$3,393.83)		\$123,426.80	
Endowment Investment Funds	\$750.00	\$50.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00		\$800.00	
2012 Books & Bites at Baldwin Fundraiser	\$17.94	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$17.94	
2013 Books & Bites at Baldwin Fundraiser	\$2,154.75	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$2,154.75	
2015 Books & Bites at Baldwin Fundraiser	\$276.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$276.87	
2017 Books & Bites at Baldwin Fundraiser	\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$22,516.82	
2018 Books & Bites at Baldwin Fundraiser	\$25,618.99	\$0.00	\$34,450.37	\$0.00	\$0.00	\$0.00	\$0.00		\$25,618.99	
2018 Youth Room Fundraising	\$148,825.35	\$0.00	\$83,050.00	\$0.00	\$0.00	\$0.00	\$0.00		\$148,825.35	
Restricted Funds	\$36,796.55	\$0.00	\$47,783.57	\$0.00	\$0.00	\$0.00	(\$9,399.88)		\$27,396.67	
General Spendable Funds	\$12,448.05	\$84.91	\$8,230.03	\$0.00	\$0.00	\$0.00	(\$206.29)		\$12,326.67	
TOTAL	\$376,225.95	\$134.91	\$174,213.97	\$0.00	\$0.00	\$0.00	(\$13,000.00)		\$363,360.86	
Raymond James & Associates:										
Endowment Fund Investments	\$1,048,656.26					\$0.00	\$0.00	\$60,127.34	\$1,108,783.60	
Endowment Cash	\$13,827.47					\$0.00	\$0.00	\$490.49	\$14,317.96	
Sub-total Endowment Funds	\$1,062,483.73					\$0.00	\$0.00	\$60,617.83	\$1,123,101.56	
General Spendable Funds Cash	\$713.43					\$0.00	\$0.00	\$0.17	\$713.60	
General Spendable Mutual Funds	\$264,641.56					\$0.00	\$0.00	\$8,707.28	\$273,348.84	
Stock Donated for Youth Room Fundraising	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	
Sub-total General Spendable Funds	\$265,354.99					\$0.00	\$0.00	\$8,707.45	\$274,062.44	
TOTAL	\$1,327,838.72					\$0.00	\$0.00	\$69,325.28	\$1,397,164.00	
Total All Funds	\$1,707,376.42	\$134.91	\$174,213.97	\$12,564.73	\$145,674.81	\$13,000.00	(\$13,000.00)	\$69,325.28	\$1,764,271.88	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT BY INDIVIDUAL FUND
JUNE 30, 2019**

FUND NAME	PRINCIPAL AMOUNT	PURPOSE	VALUE AS OF JULY 1, 2018	2018/19 DONATIONS	EARNINGS INCOME OUT	CHANGE IN VALUE		CURRENT VALUE OF ENDOWMENT INVESTMENTS
						JULY 1, 2018	JUNE 30, 2019	
401 Frances Balfour	\$10,000.00	Adult Reading	\$13,951.04		\$691.15	\$431.55	\$13,691.44	
402 Gladys E. Brooks	\$41,437.86	Large Print Books/Senior Citizens Programs	\$57,809.30		\$2,863.94	\$1,788.26	\$56,733.62	
403 Jane Cameron	\$68,770.00	Baldwin Public Library	\$91,328.59		\$4,531.40	\$2,967.79	\$89,764.98	
404 Jane Martin Clark	\$5,000.00	Baldwin Public Library	\$6,975.52		\$345.58	\$215.78	\$6,845.72	
405 Jan Coil	\$10,500.00	Baldwin Public Library	\$14,512.14		\$719.15	\$453.13	\$14,246.12	
406 Aubrey & Grace Flood	\$5,000.00	Youth Services	\$6,975.52		\$345.58	\$215.78	\$6,845.72	
407 Paul R. Francis	\$10,000.00	Staff Appreciation	\$13,061.57		\$648.41	\$431.55	\$12,844.71	
408 Friends of the Library	\$32,000.00	Library Collections	\$44,643.63		\$2,211.70	\$1,380.97	\$43,812.90	
409 Priscilla Goodell	\$113,718.00	Baldwin Public Library	\$158,649.02		\$7,859.66	\$4,907.53	\$155,696.89	
410 Emmelene Hornac	\$50,000.00	Youth Services & Adult Reading	\$69,755.23		\$3,455.76	\$2,157.76	\$68,457.23	
411 H. G. Johnston	\$6,350.00	Reference Collection	\$8,802.07		\$436.15	\$274.04	\$8,639.96	
412 Bob & Jean Kelly	\$10,508.00	Youth Services Programs	\$13,991.02		\$694.13	\$453.48	\$13,750.37	
413 William Kernan, Jr.	\$25,000.00	Library Collections	\$34,877.64		\$1,727.88	\$1,078.88	\$34,228.64	
414 Merle L. Roninger	\$250,890.00	Reference Collection	\$349,928.85		\$17,336.04	\$10,827.22	\$343,420.03	
415 Rosso Family Foundation	\$10,000.00	Baldwin Public Library	\$13,951.06		\$691.15	\$431.55	\$13,691.46	
416 Marion G. Sweeney	\$11,100.00	Youth Services	\$14,853.07		\$736.78	\$479.02	\$14,595.31	
417 Stephen Vartanian	\$10,000.00	Audio Visual Material	\$13,951.06		\$691.15	\$431.55	\$13,691.46	
419 Clarice G. Taylor	\$59,852.76	Professional Development	\$85,938.28		\$4,253.85	\$2,582.96	\$84,267.39	
421 Eric & Julie Gheen	\$10,000.00	Adult Reading Print Books	\$13,037.62		\$647.26	\$431.55	\$12,821.91	
422 Ileana Thal	\$39,948.98	Baldwin Public Library	\$49,717.47		\$2,472.03	\$1,724.01	\$48,969.45	
423 Judith Nix	\$15,207.48	Adult & Youth Programs	\$19,237.52		\$956.00	\$656.28	\$18,937.80	
424 MAF-Rae Dumke	\$10,000.00	Architecture Books	\$13,088.08		\$649.68	\$431.55	\$12,869.95	
425 Linne Underdown Hage Forester	\$13,576.90	Professional Development	\$16,237.48		\$808.45	\$585.91	\$16,014.94	
426 Richard & Mary Henne Book Fund	\$10,000.00	Adult Reading Print Books	\$0.00	\$10,000.00		\$431.55	\$10,431.55	
	\$828,859.98		\$1,125,272.78	\$10,000.00	\$55,772.88	\$35,769.66	\$1,115,269.56	

**BALDWIN PUBLIC LIBRARY TRUST
ENDOWMENT FUNDS BY DESIGNATION
JUNE 30, 2019**

	Purpose	Prior Month Balance 05/31/19	Current Month Revenue	Year to Date Revenue	Current Month Expense	Year to Date Expense	Transfer In	Transfer Out	Change in Investment Value	Ending Balance 06/30/19
Gift & Tribute Funds										
General Spendable Funds		\$277,866.68	\$84.91	\$8,230.03	\$206.29	\$10,779.62	\$0.00	\$0.00	\$8,707.45	\$286,472.75
Restricted Funds:										
Memorials										
2012 Books & Bites at Baldwin Fundraiser		\$8,155.63	\$0.00	\$954.88	\$46.39	\$618.60				\$8,109.24
2013 Books & Bites at Baldwin Fundraiser		\$17.94	\$0.00	\$0.00	\$0.00	\$0.00				\$17.94
2015 Books & Bites at Baldwin Fundraiser		\$2,154.75	\$0.00	\$0.00	\$0.00	\$840.33				\$2,154.75
2017 Books & Bites at Baldwin Fundraiser		\$276.87	\$0.00	\$0.00	\$0.00	\$1,778.79				\$276.87
2018 Books & Bites at Baldwin Fundraiser		\$22,516.82	\$0.00	\$0.00	\$0.00	\$0.00				\$22,516.82
2018 Youth Room Fundraising		\$25,618.99	\$0.00	\$34,450.37	\$0.00	\$10,509.38				\$25,618.99
		\$148,825.35	\$0.00	\$83,050.00	\$0.00	\$991.99				\$148,825.35
Friends										
Adult Services Programs		\$6,762.19	\$0.00	\$11,806.77	\$766.84	\$10,561.55				\$5,995.35
Young Adult Programs		\$6,405.33	\$0.00	\$10,446.92	\$1,508.87	\$11,079.81				\$4,896.46
Youth Services Programs		\$14,580.30	\$0.00	\$15,850.00	\$2,748.01	\$17,325.63				\$11,832.29
Outreach & Equipment		\$4,121.21	\$0.00	\$8,725.00	\$3,894.50	\$8,956.44				\$226.71
Sub-total Restricted		\$239,435.38	\$0.00	\$165,283.94	\$8,964.61	\$62,662.52	\$0.00	\$0.00	\$0.00	\$230,470.77
Rotary Room Fund										
Naming Rights-Principal		\$7,832.00	\$0.00	\$0.00	\$0.00	\$0.00			\$0.00	\$7,832.00
Maintenance Funds		\$1,505.89	\$0.00	\$0.00	\$0.00	\$19,251.00			\$0.00	\$1,505.89
Total Gift and Tribute Funds		\$526,659.95	\$84.91	\$173,513.97	\$9,170.90	\$92,693.14	\$0.00	\$0.00	\$8,707.45	\$526,281.41
Endowment Funds										
Endowment Budgeted Funds										
General Funds		\$61,513.14	\$0.00	\$0.00	\$1,056.51	\$4,888.74	\$0.00			\$60,456.63
Adult Large Print		\$2,912.69	\$0.00	\$0.00	\$0.00	\$1,953.09	\$0.00			\$2,912.69
Adult Services Department		\$12,327.40	\$0.00	\$0.00	\$0.00	\$6,577.44	\$0.00			\$12,327.40
Adult Audio Visual		\$986.30	\$0.00	\$0.00	\$343.28	\$2,494.52	\$0.00			\$653.02
Adult Reference		\$19,640.29	\$0.00	\$0.00	\$0.00	\$15,798.29	\$0.00			\$19,640.29
Adult Programs		\$7,051.04	\$0.00	\$0.00	\$500.00	\$8,900.00	\$0.00			\$6,551.04
Adult Architecture		\$1,919.59	\$0.00	\$0.00	\$504.15	\$727.52	\$0.00			\$1,415.44
Youth Services Department		\$11,944.47	\$0.00	\$0.00	\$969.89	\$4,790.93	\$0.00			\$10,954.58
Youth Programs		\$695.03	\$0.00	\$0.00	\$0.00	\$932.77	\$0.00			\$695.03
Professional Development		\$5,635.93	\$0.00	\$0.00	\$0.00	\$4,678.02	\$0.00			\$5,635.93
Staff Appreciation		\$678.86	\$0.00	\$100.00	\$0.00	\$1,240.35	\$0.00			\$678.86
Sub-total		\$125,314.74	\$0.00	\$100.00	\$3,393.83	\$52,981.67	\$0.00	\$0.00		\$121,920.91
Total Endowment Investments		\$1,055,401.73	\$50.00	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$60,617.83	\$1,116,069.56
Total Endowment Funds		\$1,180,716.47	\$50.00	\$700.00	\$3,393.83	\$52,981.67	\$0.00	\$0.00	\$60,617.83	\$1,237,990.47
Total All Trust Funds		\$1,707,376.42	\$134.91	\$174,213.97	\$12,564.73	\$145,674.81	\$0.00	\$0.00	\$69,325.28	\$1,764,271.88

TRUST RECEIPTS
June 30, 2019

Trust Money Mkt General Funds:

Katherine Dunshee-In Memory of David Dunshee (Paypal)	\$25.00	
Paypal Fee	-\$1.03	
Chemical Bank-Interest Income for June	<u>\$60.94</u>	
		\$84.91

2018 Youth Room Fundraising:

Friends Adult Programs:

Friends Teen Programs:

Friends Youth Programs:

Friends Outreach & Equipment:

Memorial Fund:

Trust Money Mkt Endowment Fund:

David Underdown-Linne Underdown Hage Forester Endowment	\$50.00	
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Total Receipts **\$134.91**

Check Date	Bank	Check	Vendor	Vendor Name	Amount
Bank LIBRY BALDWIN PUBLIC LIBRARY TRUST					
06/21/2019	LIBRY	5111	000843	BAKER & TAYLOR BOOKS	833.20
06/21/2019	LIBRY	5112	004867	BALDWIN PUBLIC LIBRARY TRUST	59.28
06/21/2019	LIBRY	5113	000525	BIRMINGHAM PUBLIC SCHOOLS	548.40
06/21/2019	LIBRY	5114	001612	BIRMINGHAM ROTARY CLUB	490.00
06/21/2019	LIBRY	5115	005084	BLOOMFIELD HILLS SCHOOLS	100.00
06/21/2019	LIBRY	5116	005005	BOOK BEAT	155.00
06/21/2019	LIBRY	5117	008484	SARAH BOWMAN	167.66
06/21/2019	LIBRY	5118	003904	CAPITAL ONE BANK	2,771.01
06/21/2019	LIBRY	5119	003904	VOID	0.00 V
06/21/2019	LIBRY	5120	007275	EUGENE CLARK	425.00
06/21/2019	LIBRY	5121	MISC	DAVID CINABRO	75.00
06/21/2019	LIBRY	5122	004232	DEARBORN LITHOGRAPH INC	3,277.00
06/21/2019	LIBRY	5123	000575	DEMCO, INC	25.43
06/21/2019	LIBRY	5124	008960	DESSERT LAB	500.00
06/21/2019	LIBRY	5125	000585	FARMINGTON COMM. LIBRARY	500.00
06/21/2019	LIBRY	5126	004604	GORDON FOOD	278.49
06/21/2019	LIBRY	5127	000784	LAKESHORE LEARNING	114.98
06/21/2019	LIBRY	5128	MISC	MICHIGAN OPERA THEATRE	250.00
06/21/2019	LIBRY	5129	002013	MIDWEST TAPE	221.76
06/21/2019	LIBRY	5130	000481	OFFICE DEPOT INC	84.37
06/21/2019	LIBRY	5131	008800	OTC BRANDS, INC	28.60
06/21/2019	LIBRY	5132	MISC	PIONEER REPTILES, LLC	250.00
06/21/2019	LIBRY	5133	000757	SCHOLASTIC INC	978.00
06/21/2019	LIBRY	5134	006347	SOUTHERN COMPUTER WAREHOUSE	178.55
06/21/2019	LIBRY	5135	008717	TUNES N TALES BY TRICIA	250.00

LIBRY TOTALS:

Total of 25 Checks:	12,561.73
Less 1 Void Checks:	0.00
Total of 24 Disbursements:	<u>12,561.73</u>